

AutoSoft
Ford CDS
Installation Guide



COPYRIGHT

© 2004 AutoSoft International. All rights reserved.

The information in this document is subject to change without notice. No part of this document may be reproduced, stored in a retrieval system, or transmitted in any form or by any means electronic or mechanically, including photocopying, for any purpose other than the purchaser's personal use without written permission from AutoSoft International.

The software described in this document is provided under a license agreement or nondisclosure agreement between AutoSoft International and the purchaser. The software may only be used and copied in accordance with the terms of that agreement.

AutoSoft International
61 Executive Court
West Middlesex, PA 16159
U.S.A.

www.autosoft-asi.com

TRADEMARKS

AutoSoft and AutoSoft DMS are either registered trademarks or trademarks of AutoSoft International in the United States and/or other countries. Ford, CDS Event Module, Ford Batch Communications Client, and Ford Batch Communications Server are either registered trademarks or trademarks of Ford Motor Company in the United States and/or other countries. Cisco is a registered trademark or trademark of Cisco Systems, Inc. in the United States and/or other countries. Microsoft is a registered trademark of Microsoft Corporation in the United States and/or other countries. Any other products mentioned in this document are trademarks or registered trademarks of their respective holders and should be noted as such.

TABLE OF CONTENTS

Preparing to Install AutoSoft Ford CDS	1
The Installation Package	1
Installation Checklist	2
Cisco Router Setup Diagram	3
Connecting the Rollover Cable to a 1710 Cisco Router	4
Connecting the Rollover Cable to a 1711 Cisco Router	5
Getting Ready to Install the Software	6
Part 1 Installing AutoSoft Ford CDS on the Server	7
Installing the AutoSoft Ford CDS Software	7
Creating Connection Settings	14
Testing the Connection to Ford	15
Part 2 Entering Dealer Information	17
Part 3 Testing Ford Batch Communication Client	21
Entering Setup Information for Batch Communications	21
Setting the Password for Batch Communications	25
Testing Ford Batch Communications	27
Part 4 Installing AutoSoft Ford CDS on Workstations	29
Verifying the TCP/IP on the Workstation	29
Setting up Personal Workstations	31
Creating Connection Settings	33
Testing the Connection to Ford	35
Appendix A Identifying the Network Drive Letter	37
Appendix B Troubleshooting Your Connection to Ford	39
Appendix C Setting Passive FTP	41
Glossary	43

PREPARING TO INSTALL AUTOFT FORD CDS

This installation guide walks you through installing and setting up the AutoSoft Ford CDS software. The appropriate computer to install the software on will be determined in the next few pages before the installation instructions. The installation process is easy as long as you follow the instructions in the order they are presented. Do not skip around unless specifically instructed to reference another section of the guide.

Tip: The end of this guide includes a glossary of computer terms used in this manual. Look over the glossary to ensure you are familiar with all of the terms so the installation process goes quickly and smoothly.

Before you begin the installation process, you must verify you have all of the information and equipment necessary to install the software. This section helps you ensure you have all of the information you need. You must complete the steps in this section before beginning the installation process. The "Installation Checklist" on page 2 is provided to help ensure you have the required information before installing the software.

Here is an overview of steps you must complete **before** installing the software:

1. Verify you received all of your installation package materials.
2. Fill out the Internet Information sheet, and fax it to AutoSoft International.
3. Complete the installation checklist.
4. Review the diagram for installing the cable connections.

THE INSTALLATION PACKAGE

In addition to the Cisco router and installation materials supplied by Ford Motor Company, you should have received an installation package from AutoSoft International. This package includes important items you will need for the installation process. Verify your installation package contains the following items:

- An AutoSoft Ford CDS Installation CD,
- An AutoSoft Ford CDS Installation Guide,
- A serial number for your AutoSoft Ford CDS software (located on the front of this manual),
- An AutoSoft Ford CDS User Guide, and
- An Internet Information sheet.

Stop: Before you continue, fill out the Internet Information sheet in the installation package, and fax it to AutoSoft International at (724) 528-8488. AutoSoft International must have this information before we can assist you with your setup.

INSTALLATION CHECKLIST

Since you are using a Cisco router, the operating system your network uses is not important to successfully install the AutoSoft Ford CDS software. However, the following checklist identifies equipment and information you will need to install the software. You must verify and record the following information to ensure a successful installation.

Date of your router installation: _____

When a technician from Telsat contacts your dealership to schedule installation of your Cisco router, contact AutoSoft International at (800) 473-4630 extension 1104. AutoSoft International needs to know when the technician will be installing the router so we can make the necessary arrangements to set up your dealer communications to ensure your dealership experiences minimal downtime. If you do not call AutoSoft International before the technician installs the router, you will experience downtime.

P&A Code: _____

You will need to type your P&A code when installing and setting up the software. Record your P&A code on the line above so you can reference it during the installation. Do *not* use your Distribution Code or Dealer Code.

AutoSoft DMS Drive Letter: _____

You will have to specify the network drive letter where your AutoSoft DMS software runs from during the installation. Write the drive letter on the line above so you can reference it during the installation. If you do not know the network drive letter, refer to Appendix A on page 37 to learn how to identify your network drive letter.

Ford assigned IP Address: _____

The IP address above is the address you will use when setting up the dealer communications. Call AutoSoft International to verify if your network needs to be changed to correspond with this address.

Category 5 cable: Check the box when complete.

You must supply a category 5 cable long enough to reach between the Cisco router and the network hub with an RJ-45 connector on each end. This category 5 cable connects to the Ethernet port on the back of the Cisco router and the Ethernet port on the network hub.

Category 5 Cable for High Speed Internet Users: Check the box when complete.

If you use high speed Internet (T1, DSL, cable, etc.), you must supply an additional category 5 cable long enough to reach between the Cisco router and your Internet connection. Call AutoSoft International to verify the cable is required for your setup.

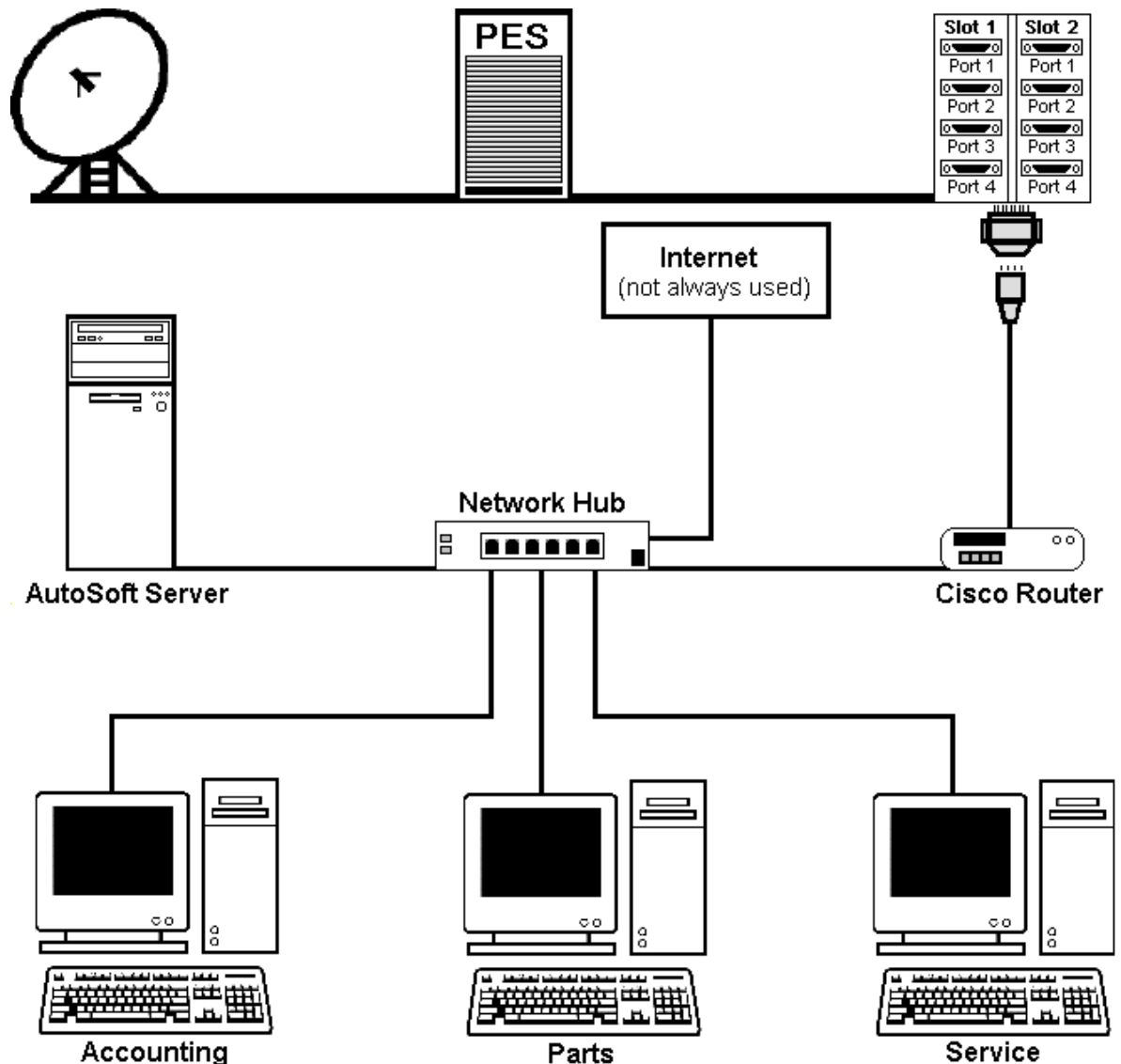
Configured Port: Check the box when complete.

Call the Ford hub at (800) 543-5926, and select option #3. Ask them to configure the port for you. You will need your P&A Code, slot, and port numbers. Tell them it is a Netstar connection.

CISCO ROUTER SETUP DIAGRAM

The following diagram illustrates how your Cisco router will work with your network. Remember, when a technician from Telsat contacts you to install your Cisco router, call AutoSoft International with the installation date. The technician will set up the Cisco router and connect the RJ-45 connector and rollover cable (all supplied by Ford). You will have to hook up any additional connections required for your dealership. If you have a 1710 Cisco router, refer to the diagram on page 4 for information about hooking up that model. If you have a 1711 Cisco router, refer to the diagram on page 5 for instructions about hooking up that model.

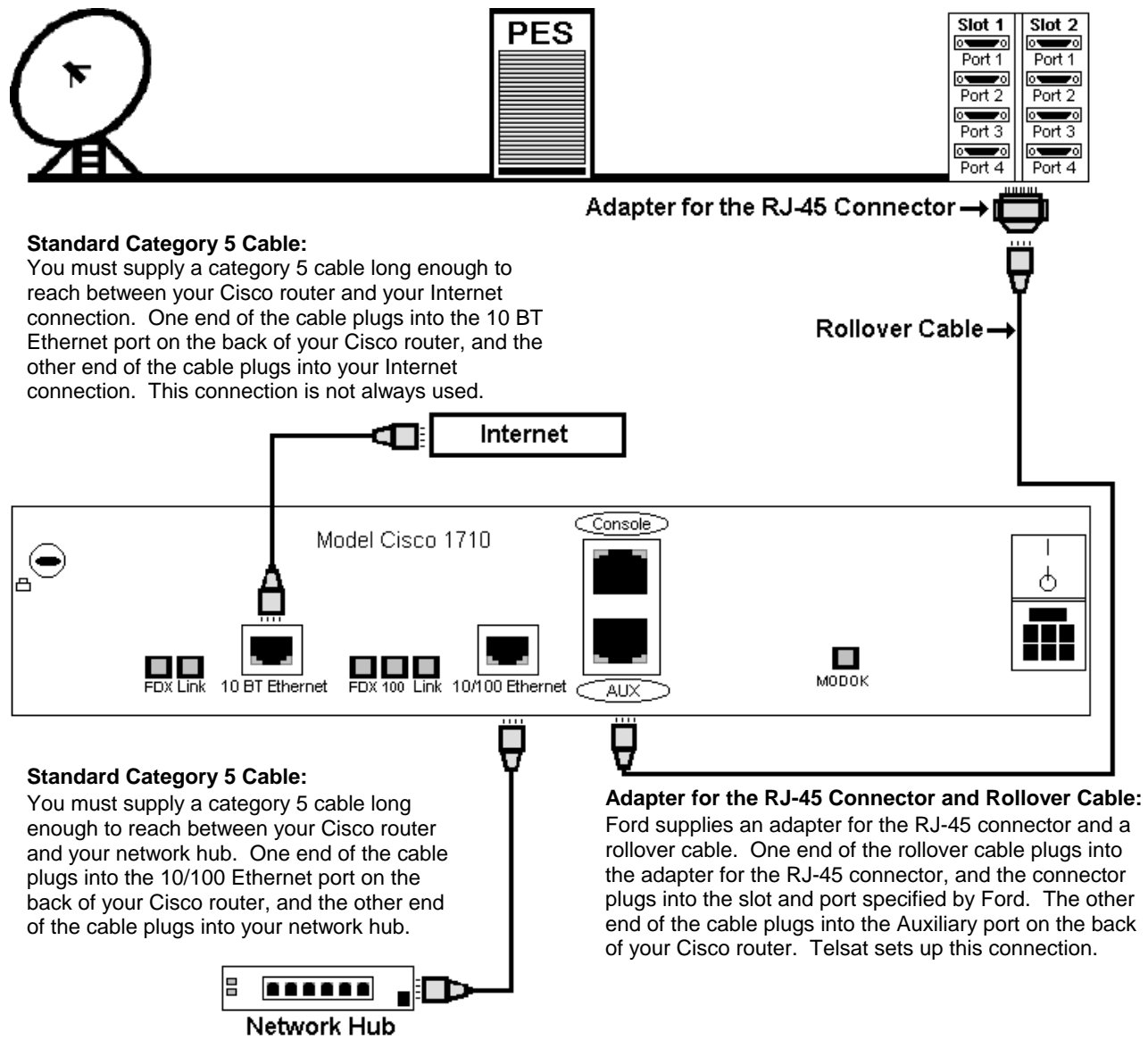
Important: If you do FTP, you need to set Microsoft® Internet Explorer to use passive FTP on all workstations that use FTP. Similarly, if you are having trouble with FTP, you should verify passive FTP is set up on the workstation. See Appendix C on page 41 for instructions on setting and verifying passive FTP.



CONNECTING THE ROLLOVER CABLE TO A 1710 CISCO ROUTER

The following diagram illustrates how to connect the rollover cable to a 1710 Cisco router. You can locate the model number on the back of the router. A technician from Telsat will connect your Cisco router to the PES. This involves plugging in one end of the rollover cable into the RJ-45 adapter and plugging the adapter into the slot and port specified by Ford. (Ford supplies the Cisco router, the rollover cable, and RJ-45 adapter.) The other end of the rollover cable plugs into the Auxiliary port on the back of your Cisco router. You will need to supply and hook up the necessary category 5 cables that connect your Cisco router to your network hub and your Internet connection.

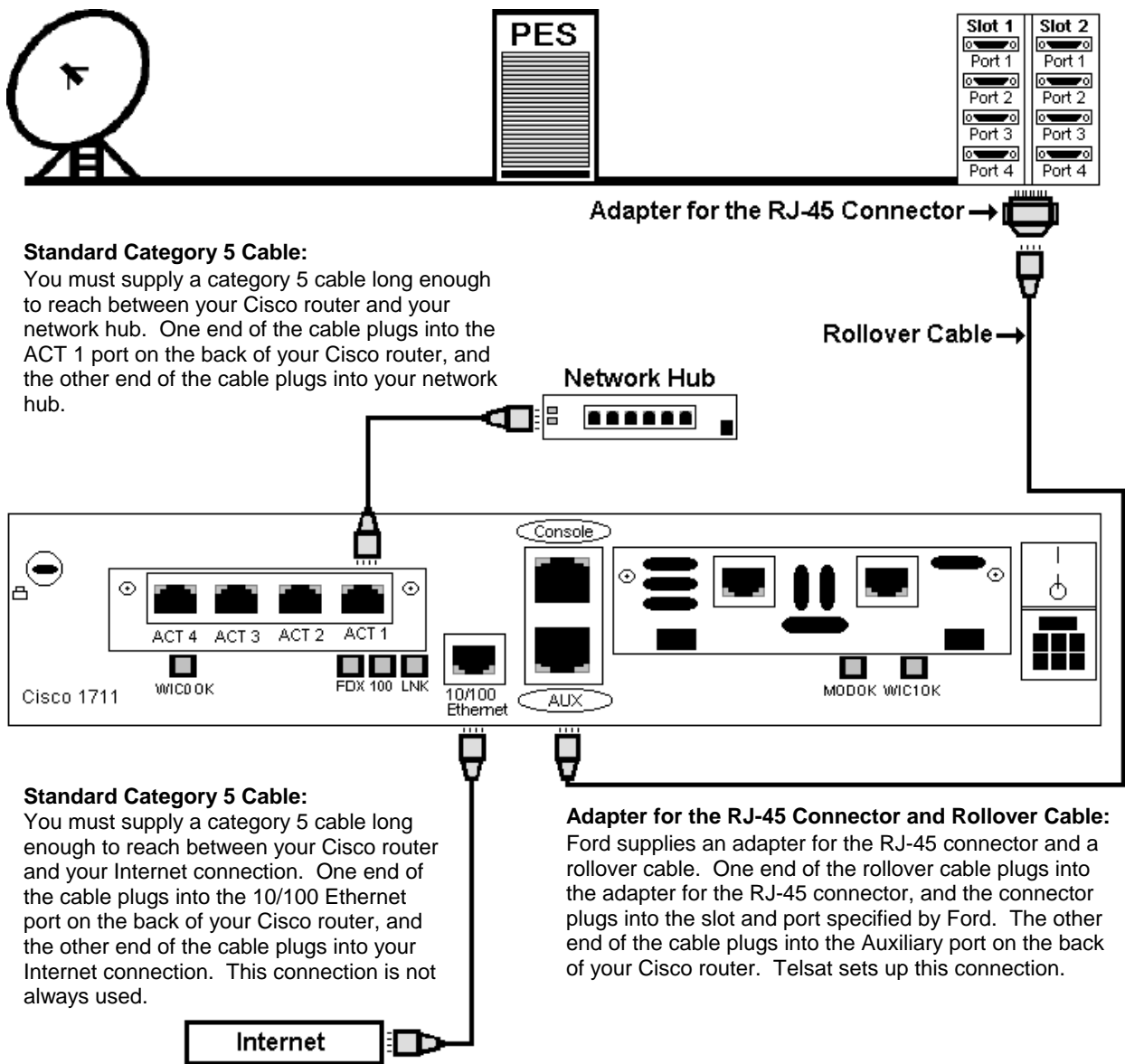
Caution: Before plugging the Cisco router into a power source, be sure the power switch on the router is turned to the OFF position. ⏻



CONNECTING THE ROLLOVER CABLE TO A 1711 CISCO ROUTER

The following diagram illustrates how to connect the rollover cable to a 1711 Cisco router. You can locate the model number on the back of the router. A technician from Telsat will connect your Cisco router to the PES. This involves plugging in one end of the rollover cable into the RJ-45 adapter and plugging the adapter into the slot and port specified by Ford. (Ford supplies the Cisco router, the rollover cable, and RJ-45 adapter.) The other end of the rollover cable plugs into the Auxiliary port on the back of your Cisco router. You will need to supply and hook up the necessary category 5 cables that connect your Cisco router to your network hub and your Internet connection.

Caution: Before plugging the Cisco router into a power source, be sure the power switch on the router is turned to the OFF position. ⏻

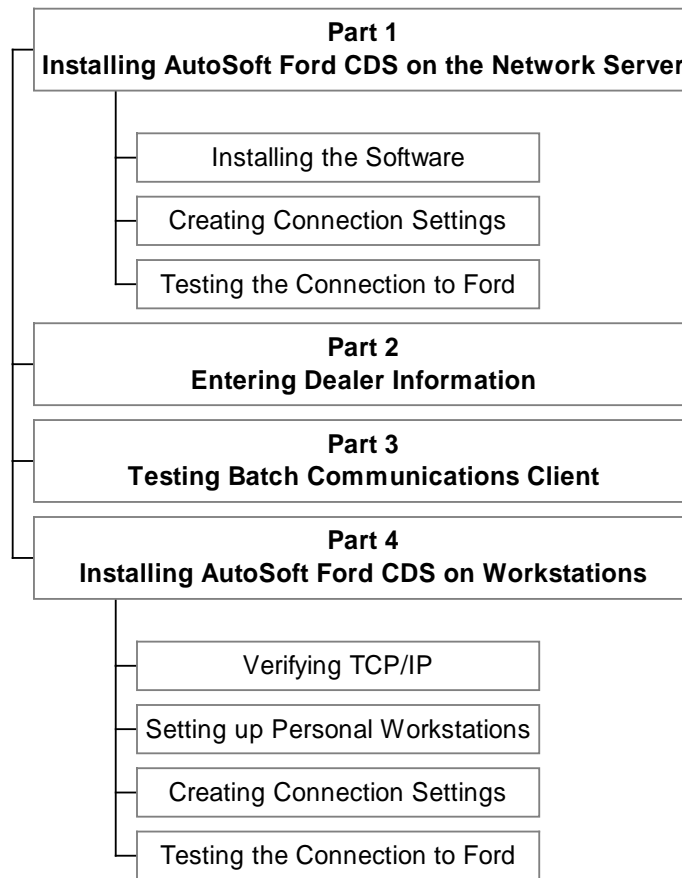


GETTING READY TO INSTALL THE SOFTWARE

If you have verified all of the necessary information outlined in this section and have installed your category 5 cable between the network hub and the Cisco router and the Rollover cable between the Cisco router and the PES, then you are now ready to install the AutoSoft Ford CDS software. Again, the instructions take you step by step through the installation process, so it is very important that you follow the instructions carefully.

The installation process has been divided into four parts to make the process easier. The chart below is for reference so you can understand the flow of the installation process. Review the chart so you know what to expect as you install the software.

Overview of the AutoSoft Ford CDS Installation Process



Begin the installation starting on page 7. If you feel stuck at any point during the installation process, read the step immediately following the step you are on to see if it helps you understand the progression that you should be following; however, do not read too far ahead to avoid further confusion. As always, you are welcome to contact AutoSoft International at (800) 473-4630 with any questions.

PART 1

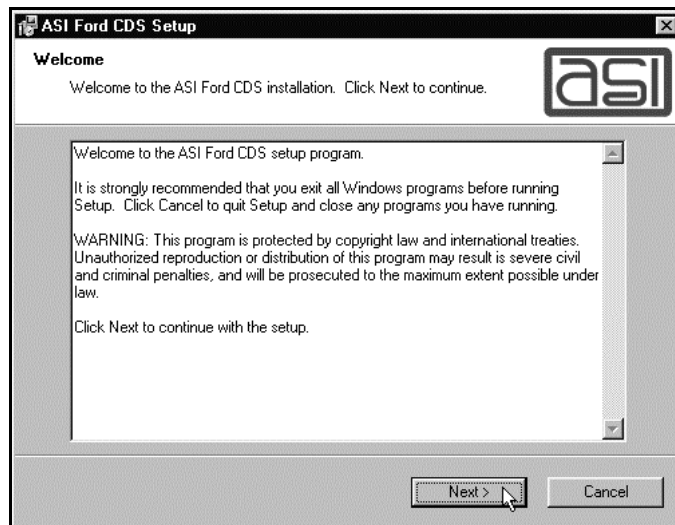
INSTALLING AUTO SOFT FORD CDS ON THE SERVER

You begin by installing the AutoSoft Ford CDS software on the server and specifying the connection settings the software will use to connect to Ford. It is very important that you follow the sections in this part of the installation in the order they are presented and that you complete every step in all of the sections. As you complete each step, go immediately to the next step. Do not stop until the entire installation process is complete.

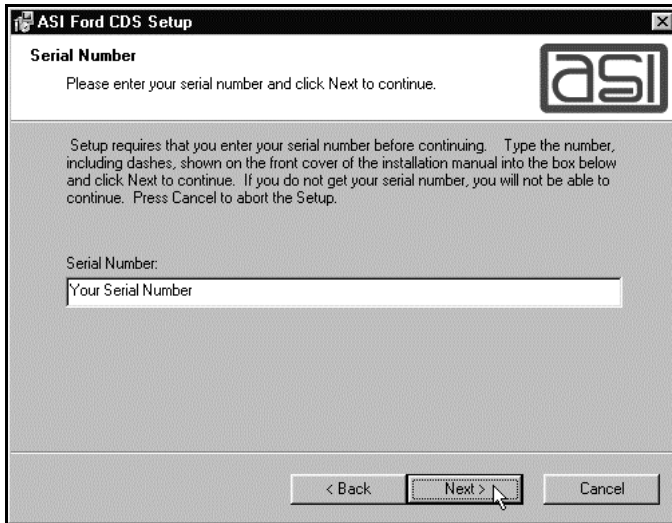
INSTALLING THE AUTO SOFT FORD CDS SOFTWARE

Follow the instructions in this section to install the software on the server. Follow each step to ensure proper installation. If you receive any errors during the installation process, immediately call AutoSoft International at (800) 473-4630.

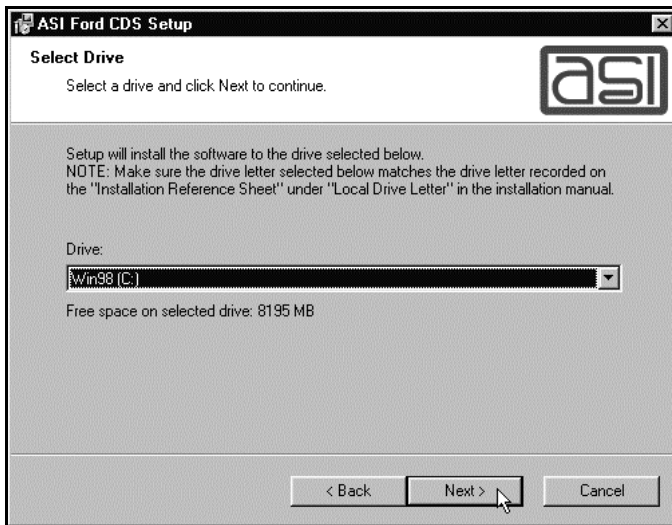
1. Insert the installation disk into the CD drive. The installation should automatically run.
If the installation does not automatically run use the following steps to begin the installation:
 - A. Click **Start**.
 - B. Click **Run**.
 - C. Type **d:\setup** (where *d* is the letter of your CD-ROM drive).
 - D. Click **OK**.
2. Click **Next** on the Welcome screen.



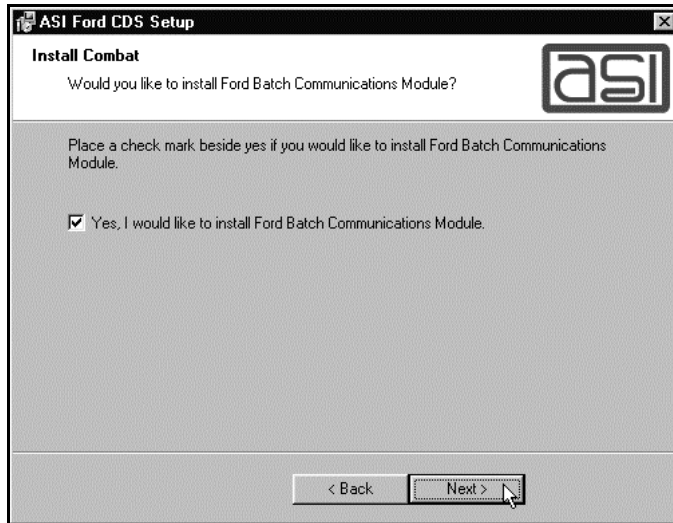
3. Locate the serial number on the front of this installation guide. The serial number will be a nineteen-digit number, including dashes. Type the serial number (including the dashes) in the Serial **Number** box, and click **Next**.



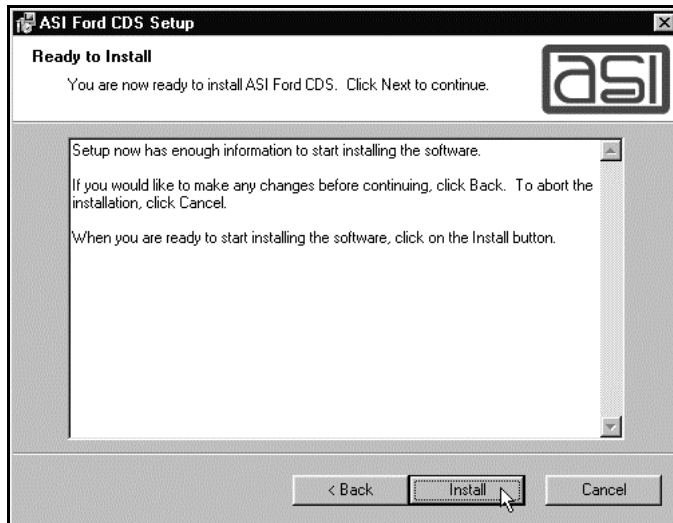
4. Verify the drive letter displayed is the correct drive letter for where you want to install the software. (You recorded the drive on the "Installation Checklist" on page 2 under AutoSoft DMS drive letter.) If the letter shown here is not correct, select the correct drive from the **Drive** list. Click **Next** to continue.



5. Indicate if you want to install the Ford Batch Communications module. By default, "yes" is selected. If you do not want to install the module, click to clear the "yes" box. Click **Next** to continue.



6. Click **Install** on the Ready to Install screen.



7. Wait as the installation process copies the necessary files. This may take several minutes.

8. The Ford CDS Dealer Information screen opens. Type your dealership's information, and click **Save**.

Ford CDS Dealer Information

Dealer Name: ABC MOTOR COMPANY

Address: 123 ANY STREET

City: ANY TOWN

State: PA

Province:

ZIP: 16159

Dealer Code: 12345

Exit Print Memo Copy To Disk Save New File

9. Click **Exit** to close the Dealer Information screen and to continue with the installation.
10. The Dealer Code Check screen opens.
11. Type your P&A Code. You recorded the code on the "Installation Checklist" on page 2.
12. Verify the installation drive letter is correct. This letter should match the letter you recorded as the AutoSoft DMS drive letter on the "Installation Checklist" on page 2.
13. Click to select your franchise, and click **Continue**.

Dealer Code Check

Enter Your P & A Code Install Drive Letter

P & A C:\

Select Franchise

Ford Aston Martin

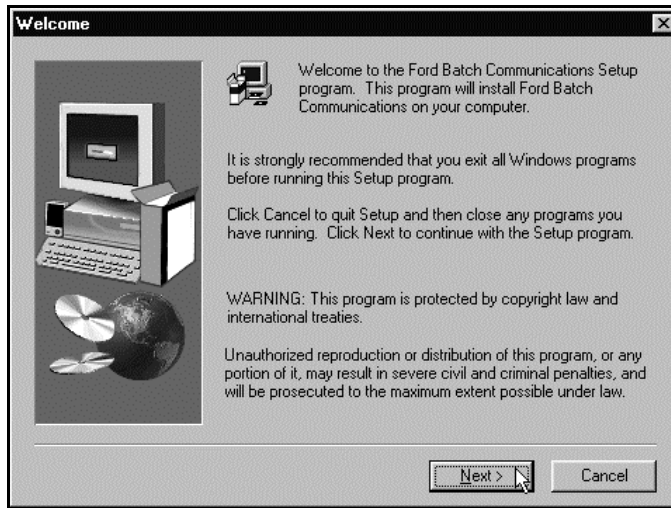
Lincoln or Mercury Land Rover

Jaguar Mazda

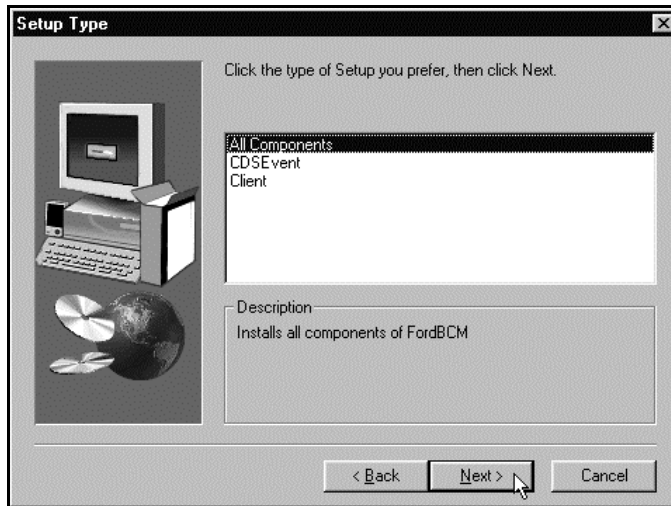
Volvo

Continue

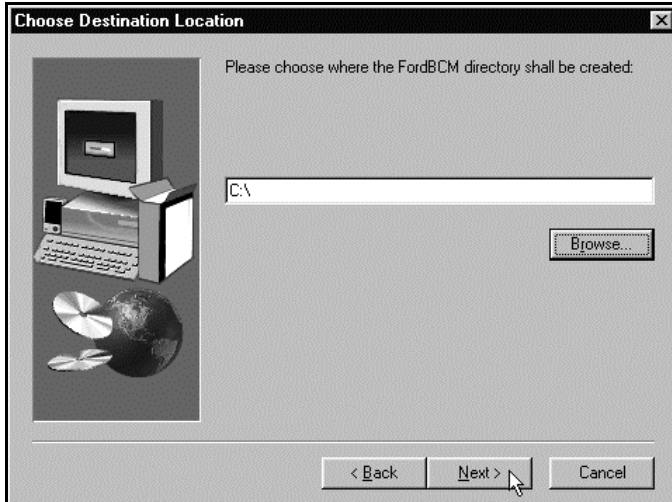
14. The Ford Batch Communications Installation begins.
15. Click **Next** on the Welcome screen.



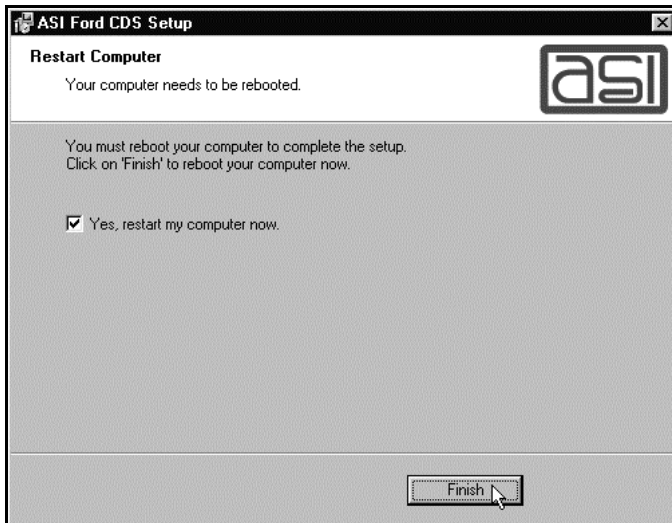
16. On the Setup Type screen, click to select All Components, and click **Next**.



17. On the Choose Destination Location screen, verify the drive letter displayed is where you want to create the Ford Batch Communications directory. This is the same drive letter you recorded as the AutoSoft DMS drive letter on the "Installation Checklist" on page 2. If the drive letter is not correct, click **Browse** to select the correct directory.

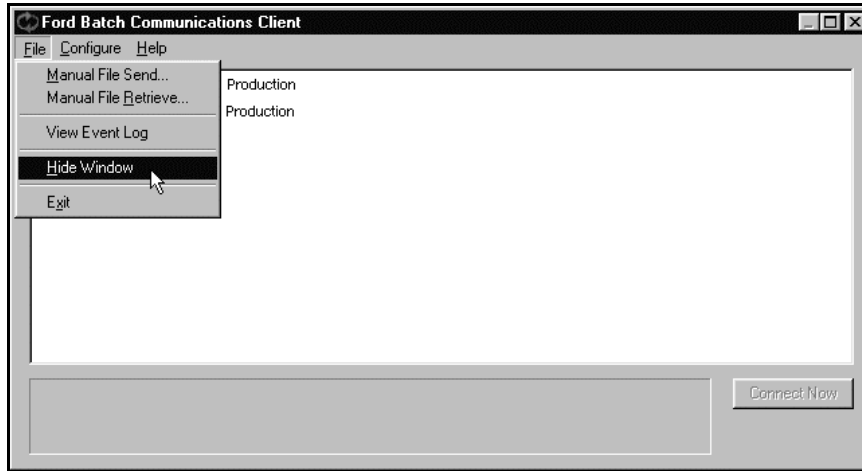


18. Click **Next** to finish the installation.
19. Click **OK** when prompted to restart your computer. You must restart the computer at this time to ensure proper installation.



Note: If you see a warning message that someone is connected to the server, notify the user to exit the network, and then click **OK** or **Yes** to disconnect the user. If you are prompted to log on the network upon restarting, use the same login you usually use.

20. Upon restarting, the Ford Batch Communications, CDS Event Module, and Space Time Test will automatically run. You will see a splash screen for each utility appear and disappear.
21. The Ford Batch Communications Client opens. Click **File** and **Hide Window**.



Important: Do not click **Exit**, or you will close the Ford Batch Communications, which will prevent you from sending files to and receiving files from Ford.

22. The installation of the software on the server is complete. You will be back at the desktop. You should see a **Ford CDS** icon on the desktop.

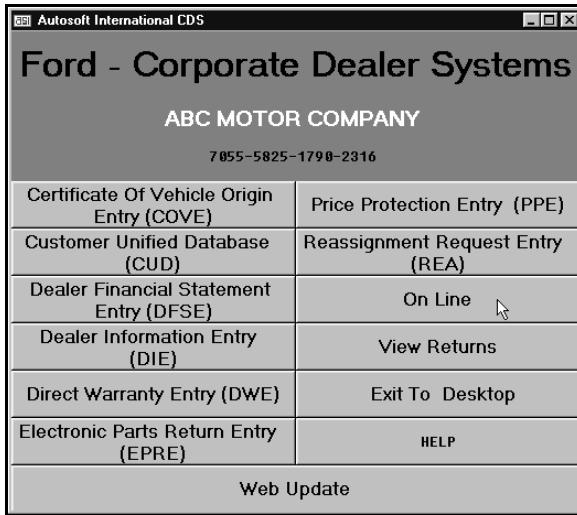


At this point, you have installed the basic software components of the AutoSoft Ford CDS software on the network server. Continue to the next section.

CREATING CONNECTION SETTINGS

Before you can successfully establish a connection to Ford, you must define connection settings in the AutoSoft Ford CDS software. These settings will be used when you connect to Ford online.

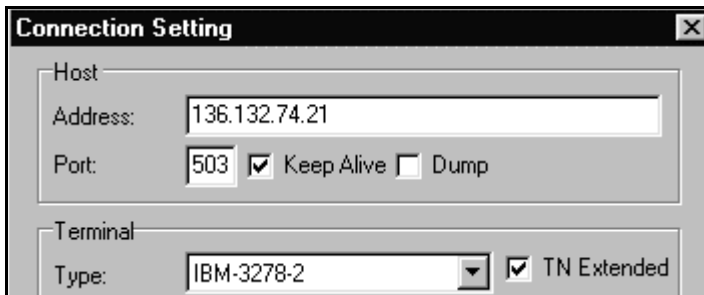
1. Double-click the **Ford CDS** icon on the desktop.
2. Click **On Line** on the Ford CDS main menu.



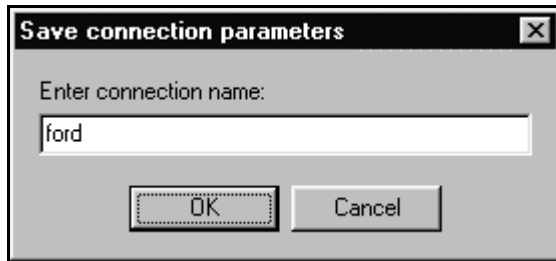
3. On the ASI Ford ICSE screen, click the **Connection Settings** button on the toolbar.



4. On the Connection Settings screen, type **136.132.74.21** in the **Address** box.
5. In **Port**, type **5031**. You will not be able to see the complete number that you type, so be sure that you delete an existing entry in this box before you enter 5031. Use the left and right arrow keys on your keyboard to verify the completeness of the entry.



6. Click **Save As**.
7. Under **Enter connection name**, type **ford**.



8. Click **OK** to save the parameters.
9. Click **OK** to close the Connection Settings screen. You will be back at the ASI Ford ICSE screen.

TESTING THE CONNECTION TO FORD

Now that you have established connection settings, you *must* test them to ensure that they work properly and that you can connect to Ford.

1. Click the **Connects to the Host** button on the toolbar.



2. The bottom left-hand corner of the screen should read, "**ON LINE.**" This indicates that the system is waiting for a response from Ford.



Important: Once you are connected to Ford, your computer will sit and wait at a blank screen until Ford prompts you for information. This can take several minutes. As long as you see the "ON LINE" message in the bottom left-hand corner of the screen, you are connected to Ford and should wait for Ford to prompt you. Do not call AutoSoft International for technical support because Ford is taking several minutes to respond. This is normal. Only call AutoSoft International if you see an "OFF-LINE" message in the bottom left-hand corner after clicking the Connects to Host button. After the first connection and response from Ford for the day, the response time for connecting to Ford for the remainder of the day will be minimal.

3. The screen displays information from Ford.
4. Click the **Connects to Host** button again to close the connection to Ford.



5. The bottom left-hand corner of the ASI Ford ICSE screen will read, "**OFF-LINE.**"



Warning: Always ensure that the bottom left-hand corner displays the "OFF-LINE" message before you exit the ASI Ford ICSE screen. If you exit without properly disconnecting, you may incur charges from Ford.

6. Click the **Exit** icon on the toolbar to close the ASI Ford ICSE screen.



7. You will be back at the Ford CDS main menu.
8. Remove the AutoSoft Ford CDS installation CD from your CD-ROM drive.
9. Write the installation date and your name on the installation CD.
10. Store the installation CD in an accessible location in case you need the CD in the future.

You are now done installing the software on the network server. You will now enter dealer information in the AutoSoft Ford CDS software on the network server. You must enter dealer information on the network server before installing the AutoSoft Ford CDS software on individual workstations, so do not skip Part 2.

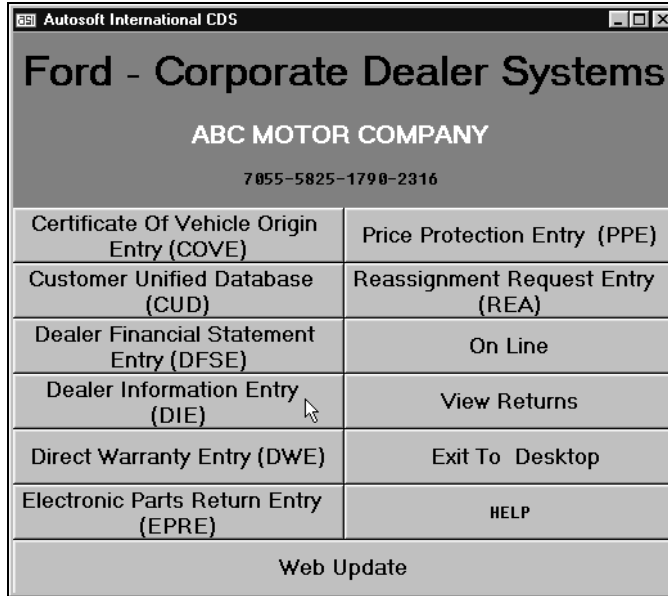
Go immediately to Part 2 on page 17.

PART 2

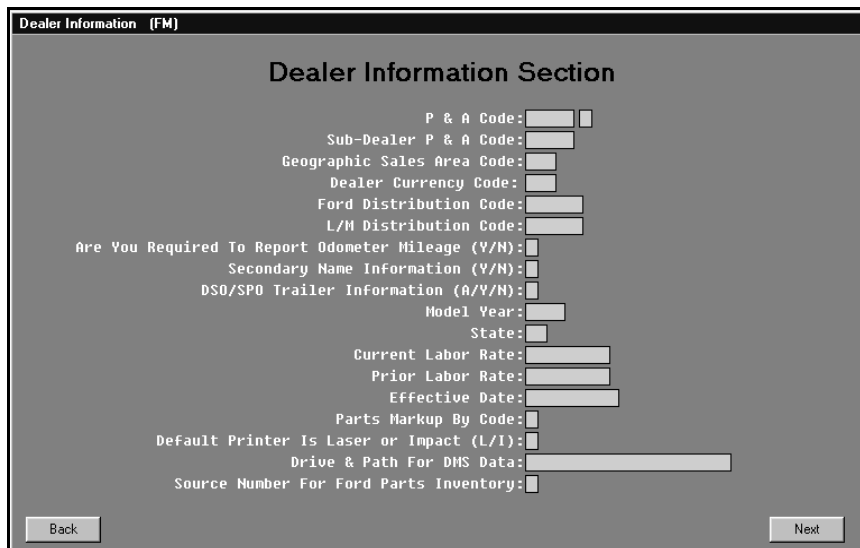
ENTERING DEALER INFORMATION

You will now enter dealer information on the network server. Since individual workstations will connect to the server to access the AutoSoft Ford CDS software, you will only enter the dealer information on the network server. You will not enter dealer information on each workstation.

1. Click **Dealer Information Entry (DIE)** on the Ford CDS main menu.



2. The Dealer Information Section screen opens.



3. Type the appropriate information in each field. (The following table identifies the information you need to enter in each field. Use it to assist you as you fill in the information. Unless otherwise stated in the table below, all entries are required.)

Field	Information it requires
P&A Code	Parts and accessories code
Sub-Dealer P&A Code	Account code assigned to European main or sub-dealers. US and Canadian dealers can leave this field blank.
Geographic Sales Area Code	Geographical area code defined by franchise agreement for US and Canadian dealers (for example, USA for US)
Dealer Currency Code	Valid three-character ISO currency code (for example, USD for US dollars)
Ford Distribution Code	Six-character Ford Distribution Code (Required for Ford dealers)
L/M Distribution Code	Six-character L/M Distribution Code (Required for Lincoln/Mercury dealers)
Are You Required To Support Odometer Mileage	Y for yes or N for no
Secondary Name Information	Y for yes or N for no
DSO/SPO Trailer Information	Optional entry: <ul style="list-style-type: none"> • A = prompt for RPO trailers • Y = Prompt for RPO trailers prior to exiting the NVO transaction entry • N = Do not prompt for RPO trailers at any time
Model Year	Model year for which you are entering information
State	Valid two-character abbreviation for the state where the dealership is located (Optional entry)
Current Labor Rate	Current labor rate. Do not use dollar signs. This value becomes the default value for all areas of the ASI FORD CDS software that use Labor Rate, but the user can edit the information in those areas if needed.
Prior Labor Rate	Prior labor rate. Dollar signs should not be used. If the repair date is earlier than the effective date, the prior labor rate is used.
Effective Date	Effective date for the current labor rate entered in an eight-character format without hyphens or slashes (January 1, 2004 = 01012004)
Parts Markup By Code	Code indicating markup criteria: <ul style="list-style-type: none"> • M = Markup by model year (US dealers) • R = Markup by repair date (European dealers) • V = Markup by VIN position (Export dealers)
Default Printer Is Laser or Impact	L for laser or I for impact
Drive & Path For DMS Data	Drive letter and path for the AD directory where your AutoSoft DMS data is located (for example, X:\AD). You recorded this drive letter on the "Installation Checklist" on page 2.
Source Number For Ford Parts Inventory	Source number (1-9) for your Ford Parts Inventory (Parts manager should be able to provide this information)

4. When you finish entering the dealer information, click **Next**
5. The Parts Markup screen opens. Use this screen to create up to 20 parts markup lines.

6. Type the appropriate information in each field. (The following table identifies the information you need to enter in each field. Use it to assist you as you fill in the information. Unless otherwise stated in the table below, all entries are required.)

Field	Information it requires
Table Line No	Line number for the parts line being created (01, 02, 03, 04, etc.)
Beginning Model Year	Beginning model year for the parts markup entry
Ending Model Year	Ending model year for the parts markup entry
Beginning Repair Date	Date the parts markup started being used entered in an eight-character format without hyphens or slashes (January 1, 2004 = 01012004)
Ending Repair Date	Date the parts markup stopped being used entered in an eight-character format without hyphens or slashes (January 1, 2004 = 01012004)
Parts Markup %	Percentage of the parts markup entered without decimals (which will become the default value in the AutoSoft Ford CDS software)
Suppress %P & %L	Y for yes or N for no (Optional entry)

7. When you are finished entering line information, click **Save Line**.
8. Repeat steps 6 and 7 for each line you need to enter.

Tip: If you need to remove a line, simply click the line in the list on the right side of the screen, and click **Remove Line**. Click **OK** when prompted to verify you want to remove the line.

9. When you finished entering information, click **Back** twice.
10. Click **Exit To Desktop**. Do not click the X in the top right-hand corner to close the program.

Once you have entered the dealer information, you must test the connection to the Ford Batch Communications Client Server. The next section of this installation manual will walk you through testing that connection.

Go immediately to Part 3 on page 21

PART 3

TESTING FORD BATCH COMMUNICATION CLIENT

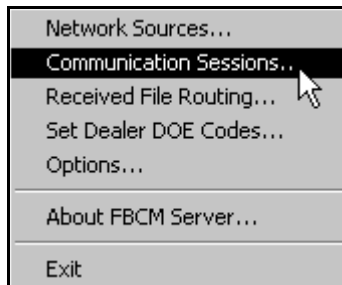
The testing process consists of three stages: entering setup information for the batch communications client, setting the password for the batch communications client, and testing the connection.

ENTERING SETUP INFORMATION FOR BATCH COMMUNICATIONS

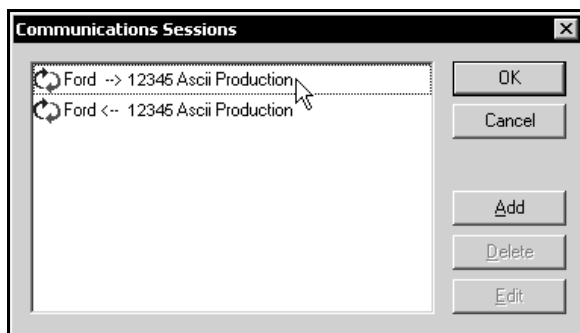
1. Click the **Ford Batch Comms Server** icon in the system tray in the bottom right-hand corner of your screen (next to the system clock).



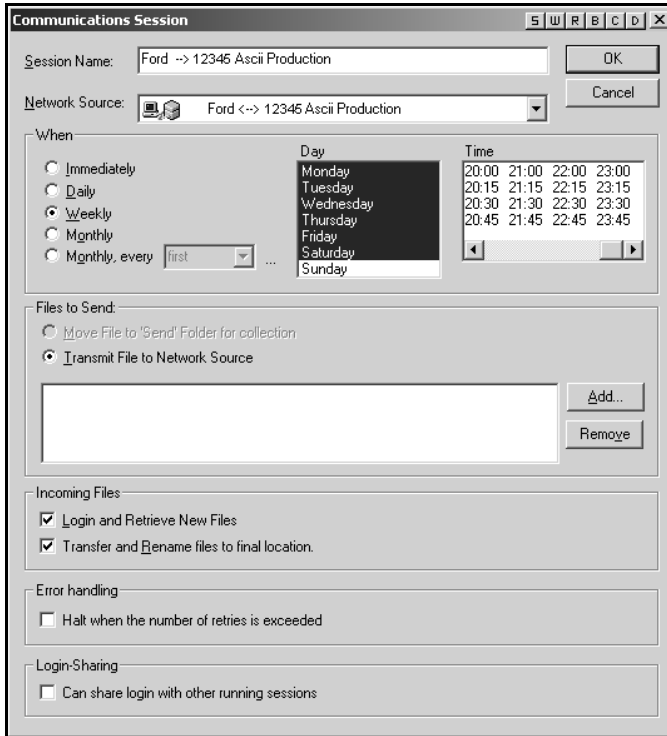
2. Click **Communication Sessions**. The Communication Sessions screen appears.



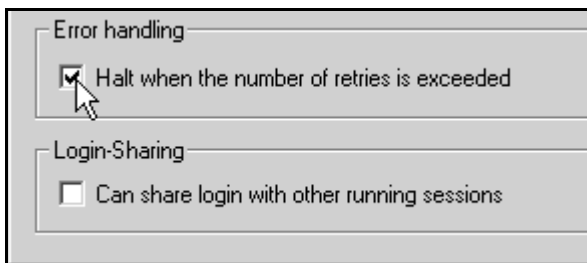
3. Click the line with the arrow pointing to your dealer code (-->), and click **Edit**.



4. Under **When**, verify the **Weekly** option is selected. If it is not selected, click to select it.
5. The box to right should show **Monday** through **Saturday** as highlighted. If they are not highlighted, click once on **Monday**. Hold down the SHIFT key on your keyboard, and click on **Saturday**. This should highlight all the days as needed.



6. To the right of the box containing the days is the box showing the available connection times. Click once on the time of **23:00**. Using the scroll bar on the bottom of this box, locate the time **03:00**. Hold down the CTRL key on your keyboard, and click once on **03:00**. Release the CTRL key.
7. Use the scroll bar to locate **07:00**. Again, hold down the CTRL key on your keyboard, and click once on **07:00**. Then, release the CTRL key.
8. Use the scroll bar to verify that **03:00**, **07:00**, and **23:00** are highlighted. If they are not, repeat steps 6 and 7.
9. Under **Error handling** at the bottom of the screen, click to select the **Halt when the number of retries is exceeded** box. A checkmark will appear in this box to indicate you selected it.



10. When finished, click the **OK** button in the upper-right corner to save the changes and return to the **Communications Sessions** screen.
11. Click the line with the arrow pointing toward the word “Ford,” and click **Edit** button. Another Communications Session screen will appear.
12. Under **Error handling**, click to select the **Halt when the number of retries is exceeded box**. A checkmark will appear in the box to indicate you selected it.
13. When finished, click the **OK** button in the upper-right corner to save the changes.
14. On the Communications Sessions screen, click **OK** to close it and save the changes.
15. Click the **Ford Batch Comms Server** icon in the system tray in the bottom right-hand corner of your screen (next to the system clock).
16. Click **Options**. The Options screen appears.

Options

Number of Retries:

Interval Between Retries (mins):

Keep Log File Entries for (days):

Access Password:

Confirm Password:

Enable Connection Time Spreading

Server Startup

At Boot Time

At Login

Desktop Icon

Polling Interval for Network Drives : Seconds

Sent archive size: Megabytes

Received archive size: Megabytes

17. The **Number of Retries** box must be set to 5. The actions you take on this screen depend on if you need to edit the number of retries.

If 5 already appears in this box, click **Cancel** to close the screen. You can move on to setting the password in the following section.

If 5 does not appear in this box, use the following steps to edit the entry.

- A. Click in the box, and use the DELETE or BACKSPACE key on your keyboard to empty the box.
- B. Type a **5** in the box.
- C. Once you edit the entry, click **OK** to close the screen.
- D. You are prompted to restart the Batch Communications Client. Click **OK** to acknowledge the message.
- E. Click the **Ford Batch Communications Client** icon in the system tray in the bottom right-hand corner of your screen (next to the system clock).



- F. Click **Open**.
- G. On the Ford Batch Communications Client screen, select **File** and **Exit**.
- H. Click the **Ford Batch Comms Server** icon in the system tray in the bottom right-hand corner of your screen (next to the system clock).



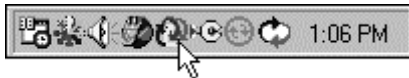
- I. Click **Exit**.
- J. Click **Yes** when prompted to verify you want to exit.
- K. Wait for the icon to disappear from your system tray.
- L. When the icon is gone, double-click the **Ford Batch Comms Server** and the **Ford Batch Communications Client** icon on your desktop.



- M. You are finished editing the Batch Communications. Proceed to the next section to enter the password.

SETTING THE PASSWORD FOR BATCH COMMUNICATIONS

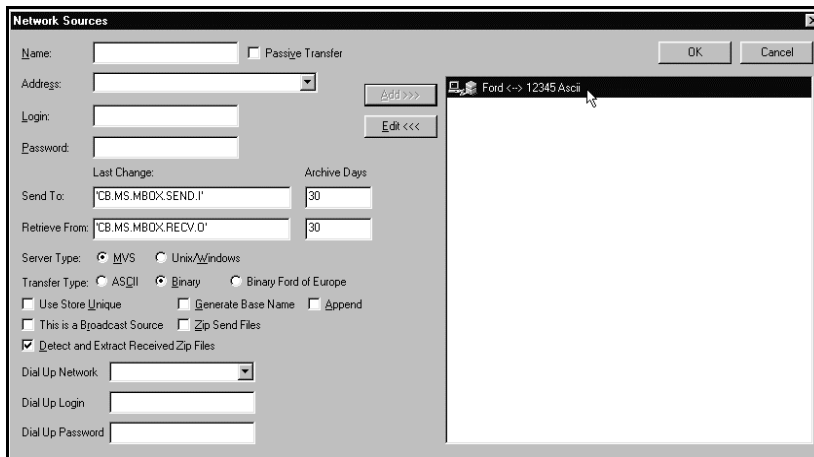
1. Call Ford at (800) 790-4357.
2. From the automated menu, choose option **# 2**, then option **#3**, and then option **#3** again.
3. Ask that your Netstar combat password be set to the word **security**. This password needs to be entered in all lowercase with no spaces.
4. Once Netstar sets the password, click the **Ford Batch Comms Server** icon in the system tray in the bottom right-hand corner of your screen (next to the system clock).



5. Click **Network Sources**.



6. Click to highlight the network source in the window on the right side of the screen.



7. Click **Edit**.
8. First, verify that the **Login** displays the letters **CB** and your **P&A Code**. If it displays DE and your P&A Code, call Autosoft International for assistance.
9. In **Address**, type **19.59.28.51**.

10. In **Password**, type **security** in all lowercase with no spaces. Be careful when you type the entry. You will not see the actual letters. The entry will display as *********.

Network Sources

Name: Passive Transfer

Address:

Login:

Password:

11. Verify the **Server Type** is **MVS**. If necessary, click to select MVS.
12. Verify the **Transfer Type** is **ASCII**. If necessary, click to select ASCII.

Server Type: MVS Unix/Windows

Transfer Type: ASCII Binary Binary Ford of Europe

13. Click **Add**.
14. Click **OK**.

TESTING FORD BATCH COMMUNICATIONS

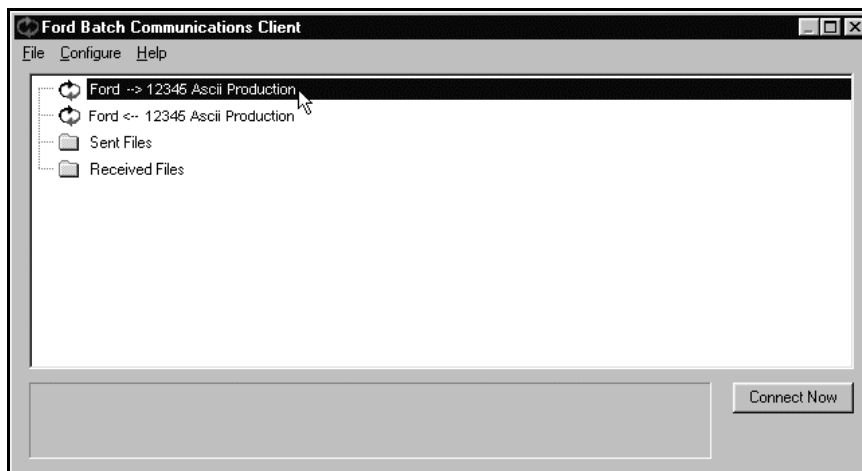
You need to test the connection to the Ford Batch Communication Server to ensure your settings are correct and that you can connect to Ford.

1. Double-click the **Ford Batch Communications Client** icon in the system tray in the bottom right-hand corner of the screen.



If you do not see the **Ford Batch Communications Client** icon in the system tray, use the following steps to open the Ford Batch Communications Client:

- a. Double-click the **My Computer** icon on the desktop.
 - b. Double-click the C drive on the My Computer screen.
 - c. In the corresponding drive screen, double-click the **FordBCM** folder.
 - d. In the Ford BCM screen, double-click the **Ford BCM Client** icon. The Ford Batch Communications Client screen should appear.
2. On the Ford Batch Communications Client screen, click the line that begins "Ford -->" pointing toward your dealer code.

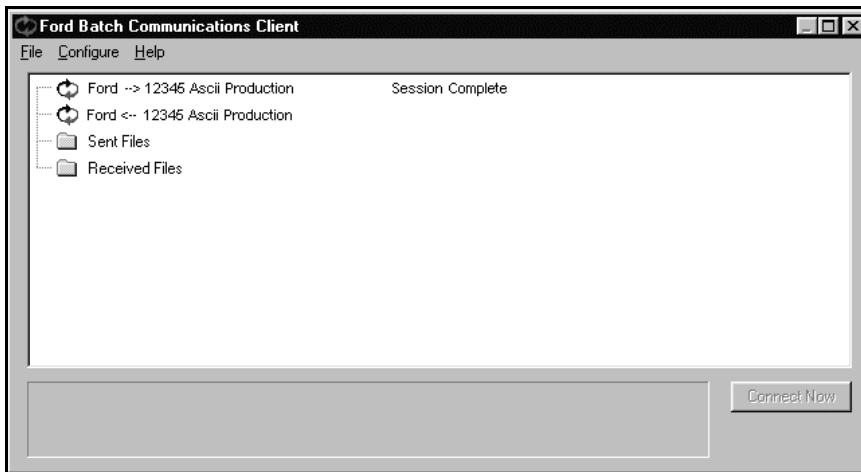


3. Click **Connect Now**.

4. A white box opens with a "Connection being established" message. The white box remains on the screen until the connection is finished.

Note: Once you establish a connection to Ford, the system may retrieve messages that Ford has sent to you. Allow the system to run through the retrieval process. You will see the system acknowledge the retrieval of any available messages on the Ford Batch Communication Client screen. While the system is retrieving any messages, you can hide the screen and continue with other tasks. The system will disconnect when the retrieval is complete. To hide the screen, click on the **File** menu, and click **Hide Window**.

5. You will see a "Session Complete" message next to the first line on the Ford Batch Communications Client screen that displays your dealer code once the connection has been made and all available messages have been retrieved.



6. The **Connect Now** button should now be available again. If the **Connect Now** button becomes a **Resume** button, you have not connected to Ford. Click **Resume** to attempt to connect to Ford again. If you do not connect to Ford on this attempt, call AutoSoft International for assistance.
7. On the **File** menu, click **Hide Window**.

Once you have successfully connected to Ford Batch Communications client server, you can install the software on individual workstations by creating shortcut icons to the AutoSoft Ford CDS software installed on the network server.

Go immediately to Part 4 on page 29.

PART 4

INSTALLING AUTO SOFT FORD CDS ON WORKSTATIONS

You will install the AutoSoft Ford CDS software on individual workstations by creating shortcuts to the AutoSoft Ford CDS software installed on the server. Remember, you will not be using the installation CD. The installation process should take approximately fifteen minutes per workstation.

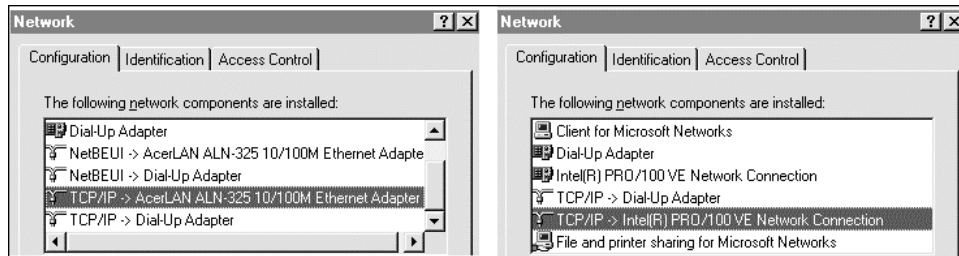
VERIFYING THE TCP/IP ON THE WORKSTATION

The first thing you need to do is verify that TCP/IP exists and is set up properly on the workstation. This is a very important step, so follow the instructions carefully.

1. Right-click the **Network Neighborhood** icon on the desktop.

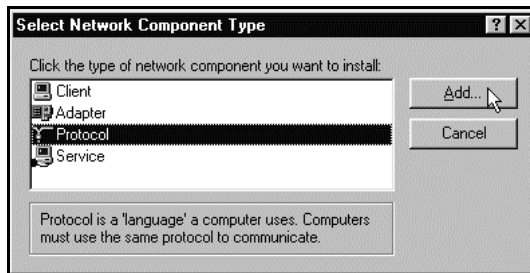


2. Click **Properties**.
3. Verify that you see an entry for either “**TCP/IP . . . Ethernet**” or “**TCP/IP . . . Network Connection**.” If you see “TCP/IP . . .” go to step 4 on page 30.

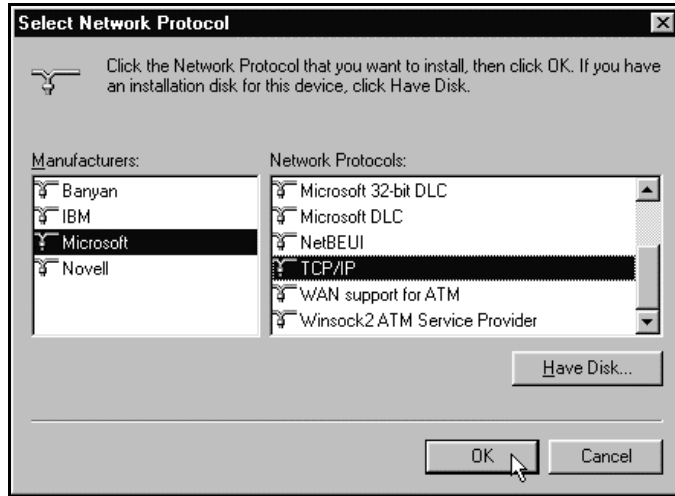


If you do not see one of the TCP/IP entries, add one using the following steps:

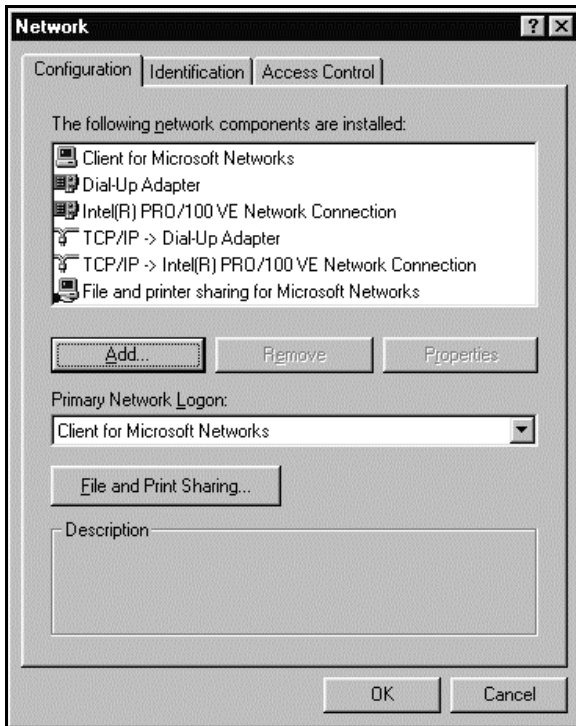
- A. Click **Add**.
- B. Click **Protocol**, and click **Add**.



- C. Under **Manufactures**, click **Microsoft**.
- D. Under **Network Protocols**, click **TCP/IP**. (You may have to use your scroll bar to find the entry.)



- E. Click **OK** to accept the changes.
4. Under **Primary Network Logon**, verify it reads, **Client for Microsoft Networks**. Use the drop-down list to select this option if it does not already appear in this box.



- 5. Click **OK**.

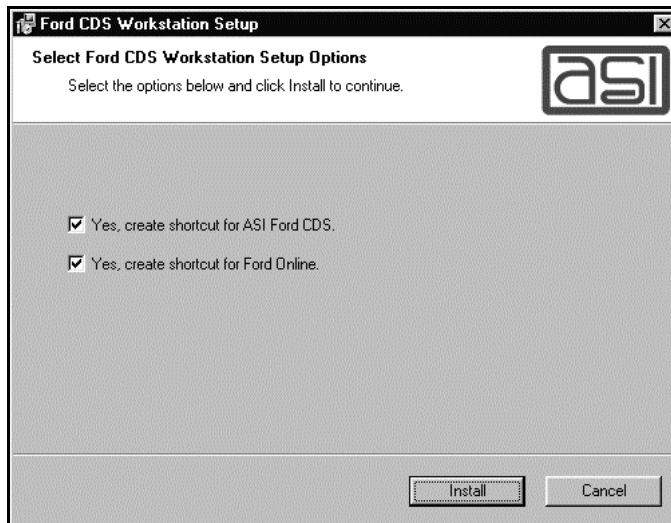
SETTING UP PERSONAL WORKSTATIONS

When you setup the workstations, you create a shortcut on the workstation's desktop to the AutoSoft Ford CDS software installed on the network server. This setup requires you to specify if you want to create a shortcut to the full AutoSoft Ford CDS software or just the Ford Online application within the software. Make sure you know which workstations need to have full access to the software and which workstations only need to use the Ford Online application before you begin the setup.

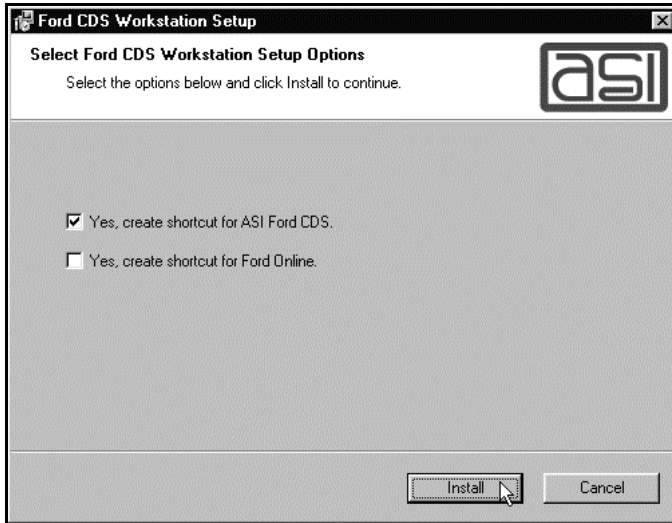
1. Click **Start**, and click **Run**.
2. Type **x:\fcds\wsu\asifcds.exe** (where x is your network drive letter), and click **OK**.



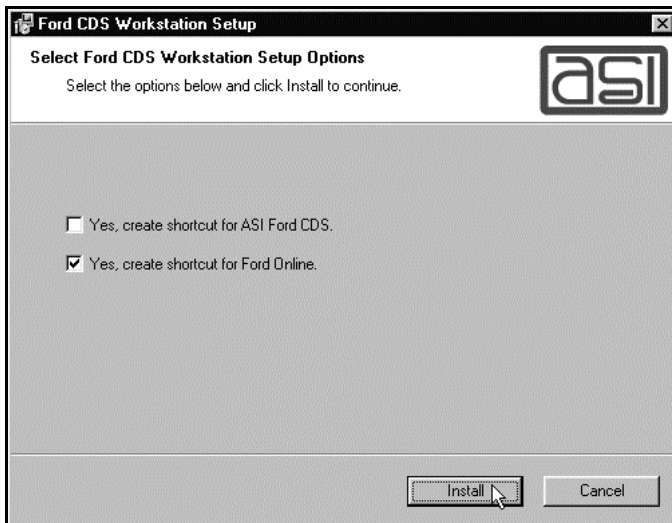
3. The Select Ford CDS Workstation Setup Options screen opens. You use this screen to select the shortcut you want to create for this workstation. By default, both shortcut options are selected. Click to clear the box for the shortcut you do not want to install. Leave the checkmark in the box next to the shortcut you want to install. (See page 28 for explanations of both options.)



Shortcut for ASI Ford CDS: The first selection creates a shortcut that opens the full AutoSoft Ford CDS software. Since some information in the AutoSoft Ford CDS software is of a sensitive nature, select this option only for workstations that are required to submit data using the AutoSoft Ford CDS applications. Since the Online application is available in the AutoSoft Ford CDS software, click to clear the Ford Online shortcut box.



Shortcut for Ford Online: The second selection creates a shortcut that opens just the Ford Online application. Select this option for workstations that need to use only the Ford Online application. Click to clear the ASI Ford CDS shortcut box so this workstation will not be able to access any other applications in the AutoSoft Ford CDS software.



4. Click **Install** to create the selected shortcut.

5. Click **Finish** on the Installation Complete screen.



6. You will now see either an **ASI Ford CDS** icon or a **Ford Online** icon on the workstation's desktop based on the shortcut you selected to create.



CREATING CONNECTION SETTINGS

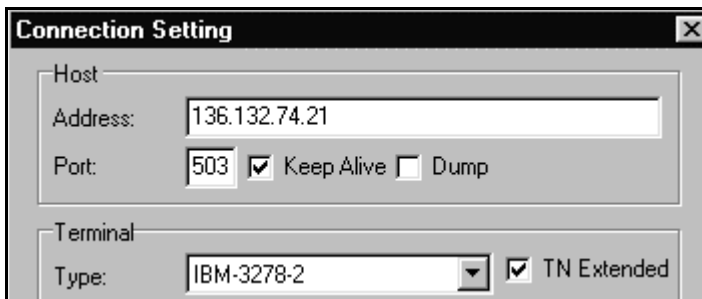
After you create the shortcut, you enter setup information on the workstation. You completed the same steps while installing the AutoSoft Ford CDS software on the network server. Now, you must complete the following steps for each individual workstation, too.

1. Double-click the **ASI Ford CDS** icon or the **Ford Online** icon on the desktop.
2. The screen that opens depends on the shortcut you created for the workstation.
 - a. If you double-click an **ASI Ford CDS** icon, the Ford CDS main menu opens. Click **On Line**, and go to step 3.
 - b. If you double-click a **Ford Online** icon, the ASI Ford ICSE screen opens. This is where you need to be. Go to step 3.

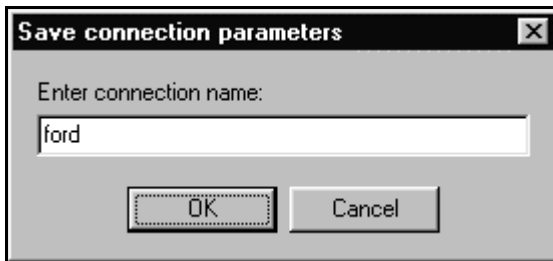
3. Click the **Connection Settings** button on the toolbar.



4. On the Connection Settings screen, type **136.132.74.21** in the **Address** box.
5. In **Port**, type **5031**. You will not be able to see the complete number that you type, so be sure that you delete an existing entry in this box before you enter 5031. Use the left and right arrow keys on your keyboard to verify the completeness of the entry.



6. Click **Save As**.
7. Under **Enter connection name**, type **ford**.



8. Click **OK** to save the parameters.
9. Click **OK** to close the Connection Settings screen.
10. You will be back at the ASI Ford ICSE screen.

TESTING THE CONNECTION TO FORD

You must test the connection to make sure it works properly for each workstation.

1. Click the **Connects to the Host** button on the toolbar.



2. The bottom left-hand corner of the screen should read, "ON LINE." This message indicates that the system is waiting for a response from Ford.



Important: Once you are connected to Ford, your computer will sit and wait at a blank screen until Ford prompts you for information. This can take several minutes. As long as you see the "ON LINE" message in the bottom left-hand corner of the screen, you are connected to Ford and should wait for Ford to prompt you. Do not call AutoSoft International for technical support because Ford is taking several minutes to respond. This is normal. Only call AutoSoft International if you see an "OFF-LINE" message in the bottom left-hand corner after clicking the Connects to Host icon. After the first connection and response from Ford for the day, the response time for connecting to Ford for the remainder of the day will be minimal.

3. The screen will display information from Ford.
4. Click the **Connects to Host** button again to close the connection to Ford.

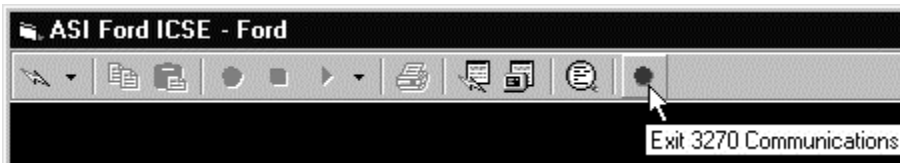


5. The bottom left-hand corner of the screen should read, "OFF-LINE."



Warning: Always ensure that the bottom left-hand corner displays the "OFF-LINE" message before you exit the ASI Ford ICSE screen. If you exit without properly disconnecting, you may incur charges from Ford.

6. Click the **Exit** button on the toolbar to close the ASI Ford ICSE screen.



7. If you are taken back to the Ford CDS main menu, click **Exit to Desktop** to close the program.
8. You will be back at the desktop.

This completes the installation process for the workstation. Repeat the steps in Part 4 for every workstation that needs use the AutoSoft Ford CDS software or Ford Online.

Once you have installed the AutoSoft Ford CDS on all of the desired workstations, you are finished with the installation of the AutoSoft Ford CDS software. You can now begin using the software. For instructions on how to use the AutoSoft Ford CDS software, refer to your AutoSoft Ford CDS User Guide.

Tip: The remaining information in this guide is reference material. Appendix A helped you identify your network drive letter as you installed the software. Appendix B helps you troubleshoot if you cannot connect to Ford. The Glossary provides definitions for common computer terms used throughout this guide.

APPENDIX A

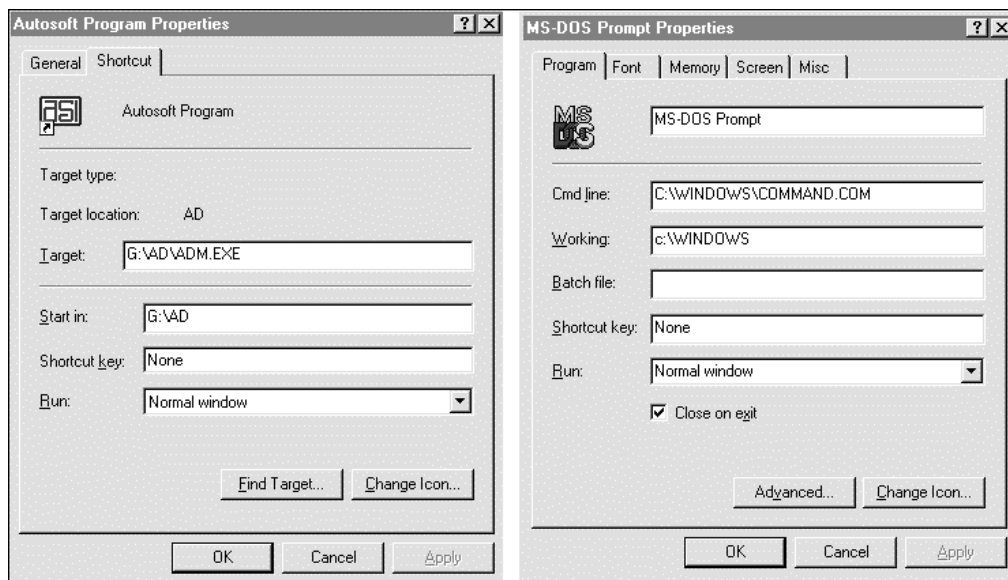
IDENTIFYING THE NETWORK DRIVE LETTER

You are required to type the network drive letter several times during the installation process. This is the drive letter where your AutoSoft DMS software is installed. You will select this drive letter as the location for the AutoSoft Ford CDS software. The following instructions walk you through identifying the network drive letter.

1. Right-click the **ASI DMS** icon on the computer's desktop.



2. Left-click **Properties**.
3. One of the following Properties screens opens.



4. Make sure that you are looking at the **Shortcut** tab or the **Program** tab.
5. In **Start in** or **Working**, depending on which screen you see, identify the network drive letter. You only need to know the drive letter.
6. Click **Cancel**.

APPENDIX B

TROUBLESHOOTING YOUR CONNECTION TO FORD

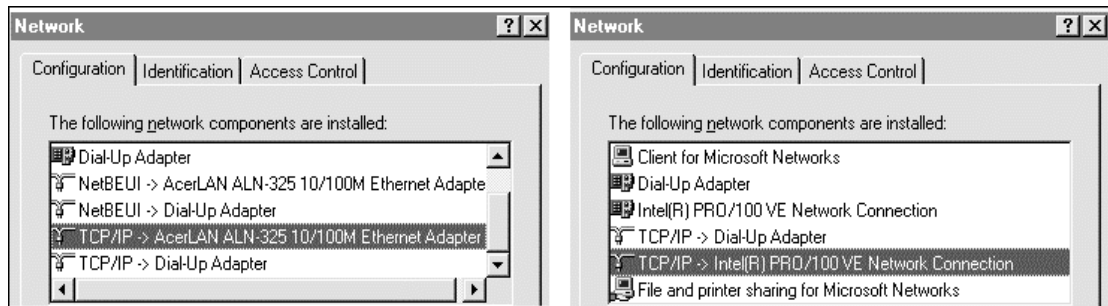
Problem: You get an error message stating that you cannot connect to Ford.

Solution: Verify that the TCP/IP is installed on the personal workstation that you are working on by doing the following:

1. Right-click on the **Network Neighborhood** icon on the computer's desktop.

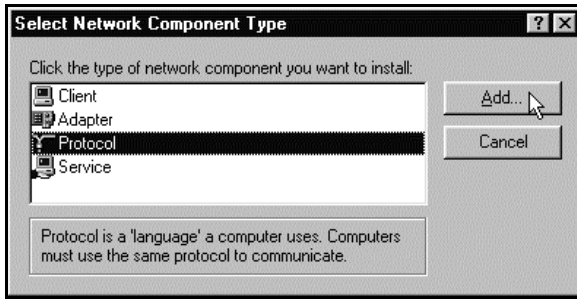


2. Left-click on **Properties**.
3. Verify that you see either **TCP/IP . . . Ethernet** or **TCP/IP . . . Network Connection**.

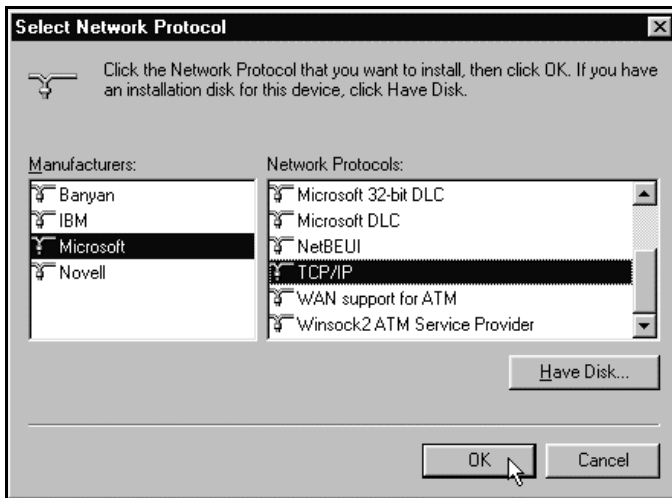


4. Choose one of the following options based on what you see on the screen:
 - a. If you *do* see this entry, then TCP/IP is not the problem. Call AutoSoft International for further assistance.
 - b. If you *do not* see this entry, go to step 5.
5. Click **Add**.

6. Click **Protocol**, and click **Add**.



7. Click **Microsoft** in the left window.
8. Click **TCP/IP** in the right window. (You may have to use your scroll bar to find the entry.)



9. Click **OK** to accept the changes.
10. Click **OK** to close the Network screen and to return to the desktop. (Click **Yes** if prompted to restart the computer.)
11. Try to connect to Ford again. If you are still unable to connect to Ford after completing the steps in this section, call AutoSoft International.

APPENDIX C

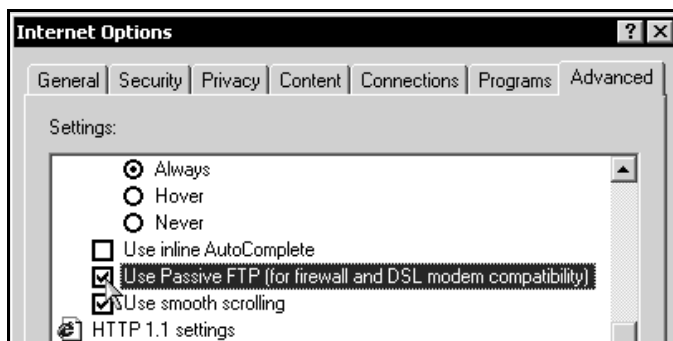
SETTING PASSIVE FTP

The router provided by Ford uses various security settings. Therefore, if you do FTP, you have to set Internet Explorer to use passive FTP. This must be done on all workstations that use FTP. If you are having trouble with FTP, you can use the instructions in this section to verify if passive FTP is set up.

18. Open Internet Explorer.
19. Click **Tools**, and select **Internet Options**.



20. Click the **Advanced** tab.
21. In the Settings list under Browsing, scroll through the setting options until you find an entry that reads, "Use Passive FTP (for firewall and DSL modem compatibility)." Click to select this option. A checkmark should appear in the box in front of the description.



22. Click **Apply**.
23. Click **OK**.

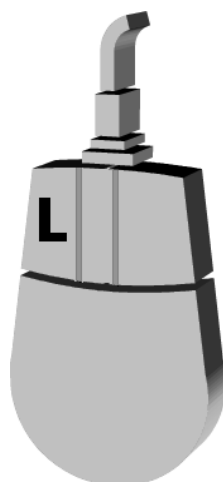
Important: If you do not have a passive FTP option in your Settings list, call AutoSoft International or your AutoSoft representative for assistance with FTP.

Once you set passive FTP, FTP should work. Remember, you must set this option on all workstations that do FTP. If you are having trouble with FTP, open the Internet Options, and verify that passive FTP is set up. If passive FTP is set and you are still having trouble with FTP, call your Internet Service Provider before calling AutoSoft International or your AutoSoft representative.

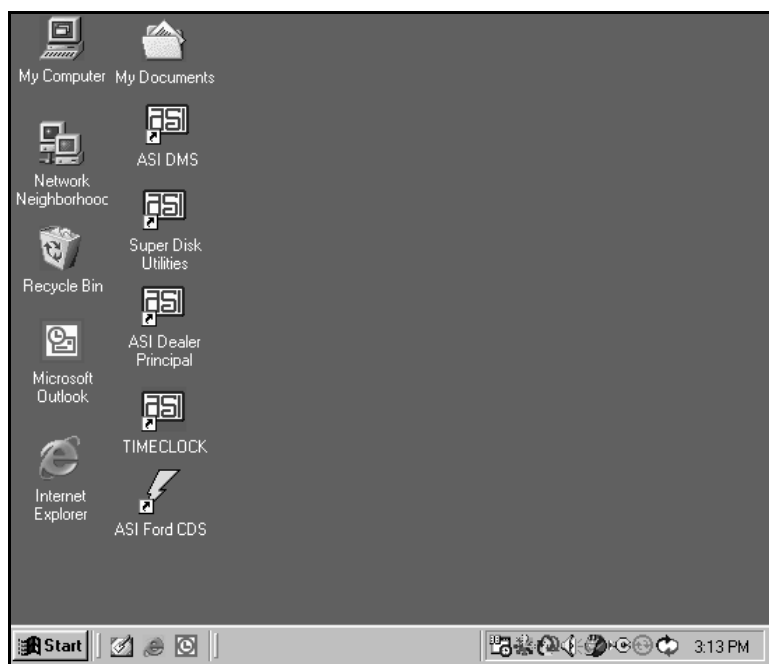
GLOSSARY

This Glossary contains definitions for the computer terms used throughout this guide. Use the information to assist you as you install the AutoSoft Ford CDS software.

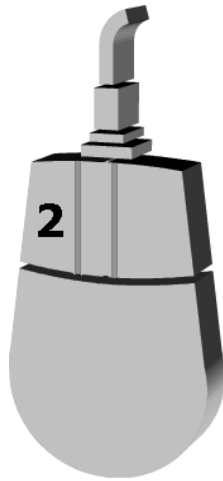
Click: Also referred to as left-click, this means to click the left mouse button once.




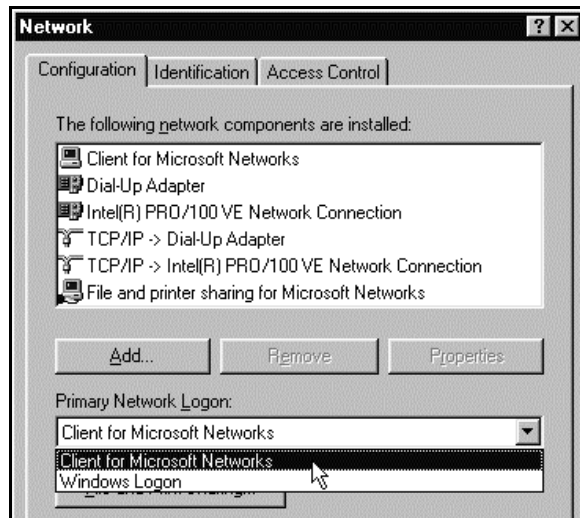
Desktop: The desktop is the main screen you see after starting your computer. It contains the shortcut icons you use to open programs or screens.



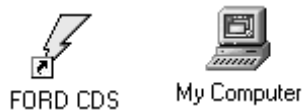
Double-click: This means to click the left mouse button very quickly twice.



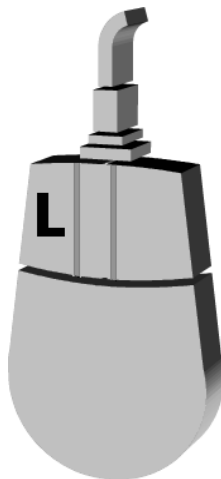
Drop-down List: Drop-down lists are indicated by drop-down arrows at the side of a box.  When you click on the drop-down arrow, the drop-down list appears. Select an item from the drop-down list by clicking on it.



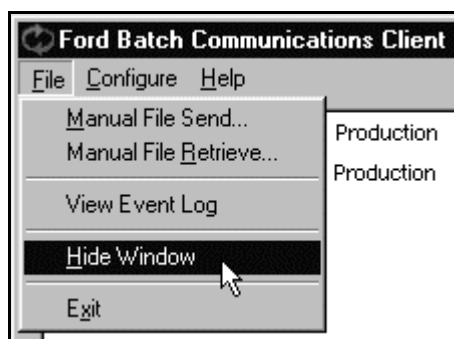
Icon: An icon is a picture on your desktop that represents a shortcut to a particular area or program. Double-clicking on an icon opens the corresponding program or screen.



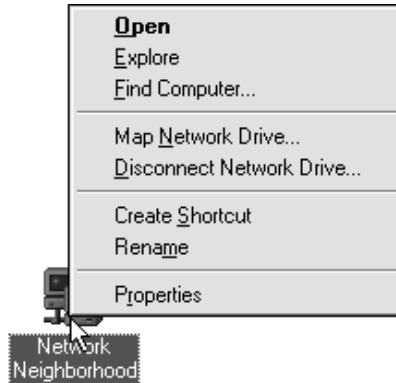
Left-click: This means to click the left mouse button once. This is the same as a regular click.



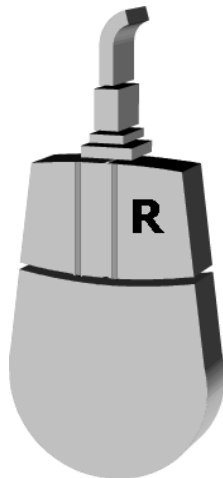
Menu Bar: The menu bar is usually right below the title bar. It contains various menus, but the most common menus are **File**, **Edit**, **View**, and **Help**. To use the menu bar, click on the menu name you want to use. This displays the submenu (all of the options under that menu). To select an option, click on it.



Pop-up menu: A pop-up menu opens when you right-click on an icon. You can select an item from the menu by clicking on it.



Right-click: This means to click the right mouse button once. Whenever you right-click, a pop-up menu opens.



Screen Tip: Screen tips appear when you pause your mouse pointer on an item. A small label will pop up and identify the item the pointer is resting on. This is most common on toolbar buttons. The mouse must be resting completely still on an item in order to have the screen tip appear.



Taskbar: The taskbar is the bar that appears at the bottom of your screen. It consists of the Start button, the Quick Launch bar (which contains shortcuts to programs you frequently use), and System Tray (which contains your clock and any programs that the system automatically runs). The taskbar also displays any programs that are open on your computer.



Title Bar: The title bar is the top bar on a screen. It displays the name of the screen.

Toolbar: The toolbar contains shortcut buttons that allow you to perform specific tasks in the software. You simply click the button on the toolbar that you want to use. Screen tips are usually available for items on the toolbar to help identify them.



