

The following changes will improve communication with Ford. Please follow the instructions carefully.
The changes must be made immediately.

Finding the Ford Batch Communications Module.

1. A PC on the network or the Network Server will be running the **FBCM Server**. It may be found by looking near the time displayed on the taskbar, usually in the lower-right corner, and looking for an icon of red, yellow, blue, and green arrows going in circles (Figure 1)



Figure 1

2. Click once on this icon, and a menu should appear (Figure 2)



Figure 2

Change 1. Changing the Connection Time for the Receive Session

Change one involves setting the connection times for the receive session.

1. Left-click on **Communications Sessions**, and a dialog box will appear (Figure 3)

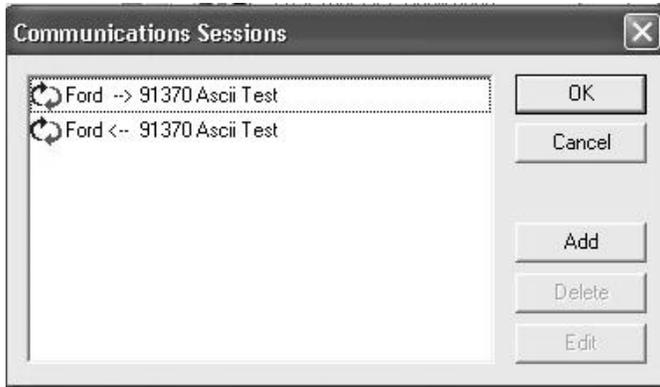


Figure 3

2. Left-click on the line with the arrow **pointing toward** your P & A code, and then left-click on the **Edit** button. The receive session screen should appear. (Figure 4)

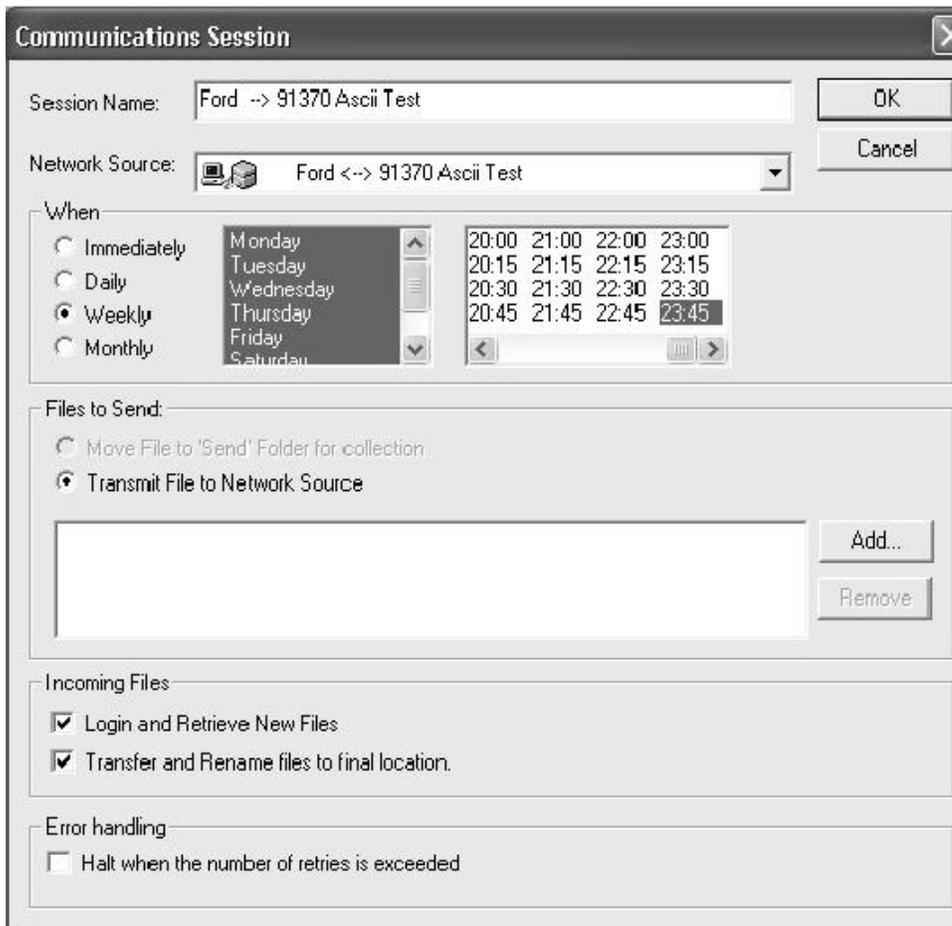


Figure 4

3. Below the **Session Name:** and **Network Source:** boxes is a frame labeled **When**. Below **When**, the **Weekly** should be checked as shown in Figure 4. The box to right should show Monday through Saturday as highlighted. If they are not highlighted, left-click once on Monday. Hold the shift key on your keyboard down, and left-click on Saturday. This should highlight the days requested.
4. To the right of the box containing the days is the box showing the times of connection. Left-click once on the time of **23:00**. Using the scroll bar on the bottom of this box, locate the time **03:00**. Hold the CTRL (Control) key on your keyboard down, left-click once on **03:00**, and then release the CTRL key. Use the scroll bar to locate **07:00**. Again, hold down the CTRL key on your keyboard, left-click once on **07:00**, and then release the CTRL key.
5. Use the scroll bar to verify that **03:00**, **07:00**, and **23:00** are highlighted. If they are not, repeat step 4 above.
6. At the bottom of the screen is a box labeled **Halt when the number of retries is exceeded**. Left-click once on the box to place a checkmark in the box.
7. When finished, left-click the **OK** button in the upper-right corner to save the changes and to return to the **Communications Sessions** screen. (Figure 5)

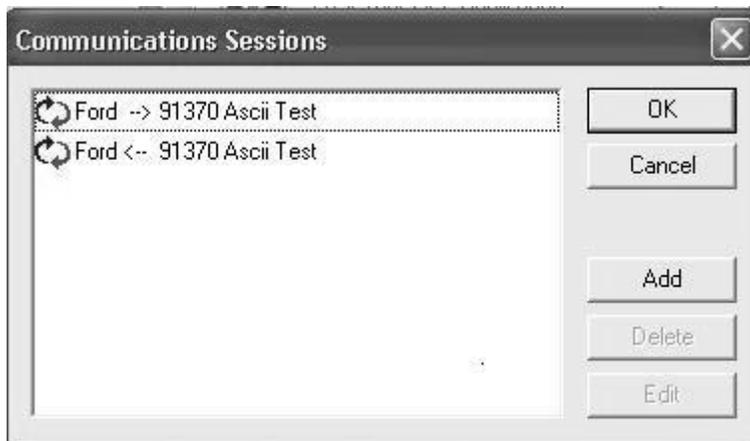


Figure 5

- Left-click on the line with the arrow **pointing toward** Ford, and then left-click on the **Edit** button. The send session screen should appear. (Figure 6)

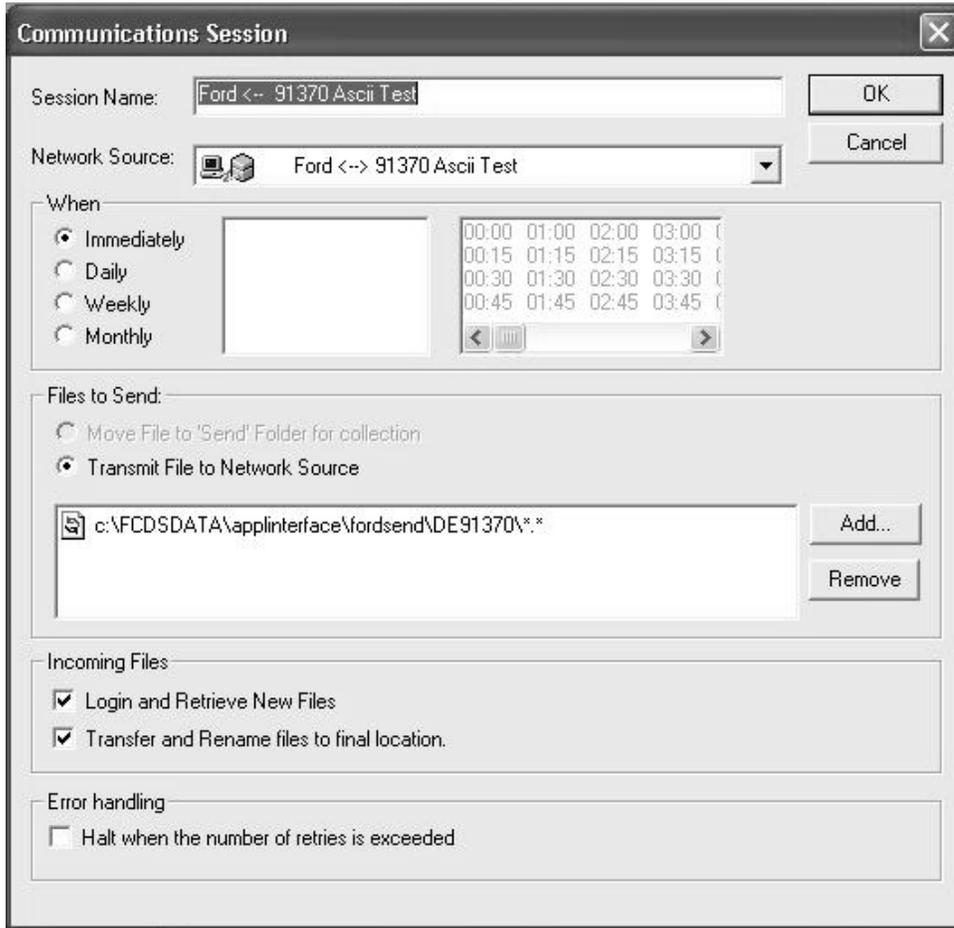


Figure 6

- At the bottom of the screen is a box labeled **Halt when the number of retries is exceeded**. Left-click once on the box to place a checkmark in the box.
- When finished, left-click the **OK** button in the upper-right corner to save the changes.
- Left-click on the **OK** button on the Communications Sessions screen to close it and to save the changes.

Change 2. Changing the Number of Retries

Change two involves changing the number of retries the FBCM Server will attempt when a connection fails.

1. Click on the icon for the **Ford Batch Comms Server** once (Figure 1).
2. When the menu appears (Figure 2), left-click on **Options**, and the Options screen will appear (Figure 7).

The screenshot shows the 'Options' dialog box with the following settings:

- Number of Retries: 120
- Interval Between Retries (mins): 5
- Keep Log File Entries for (days): 20
- Access Password: (empty)
- Confirm Password: (empty)
- Enable Connection Time Spreading
- Server Startup:
 - At Boot Time
 - At Login
 - Desktop Icon
- Polling Interval for Network Drives: 900 Seconds
- Sent archive size: 100 Megabytes
- Received archive size: 100 Megabytes

Figure 7

3. To change the **Number of Retries**, left-click in the box, and use the DELETE key or BACKSPACE key on your keyboard to empty the box. Type **5** in the box, and then left-click the **OK** button to close the screen.
4. All changes are now complete.

Thank you for completing these changes.