

Instructions

Make a new folder on your hard drive called MHL

You will need to download and install an FTP client (if you haven't already got one) - Filezilla FTP Client is good, free and safe. Once downloaded and installed run the program. I suggest that you *only* download from the filezilla-project.org site.

Across the top of the screen is a section that allows a quick connect

In the Host: field enter microhelp2.does-it.net
in the UserName: field enter microEIDR
the password and port fields are not required (at this stage)

Now click <Quickconnect> if you see a warning regarding the level of security you may click this, now click <Quickconnect> again and you will see a number of files and folders in the right hand, lower box.

Navigate to the new MHL folder (on your PC) in the top left box then drag all of the files and folders from the bottom right box.

You can now close Filezilla.

Using Windows Explorer now navigate to the new [C:\MHL](#) folder.

Copy (or move) the Data folder to a convenient location (or leave it where it is).

Run the Btrieve setup program (this is the database engine - you are loading a 30 day trial). Load the program as a Service (when offered the option). Don't authorise now – a perpetual licence is included as part of the microEIDR licence. No need to register when the Actian web page loads.

Run the microEIDR setup program

It's OK to ignore the access violation if you get one (it can't replace a running program). Keep your existing libraries if the install program tries to load older ones.

You now have a 10 day evaluation ready to go.

When you run the program for the first time it will ask for the data location - navigate to wherever you put the Data Folder (above) then <Save and Exit>.

Further user instructions will be supplied asap (keep checking for new updates on our FTP site) but as a starter you will need to :

Set up a few Commodity Codes.

Set up a few Suppliers.

Set up a few Products (this relies on some of the data above so do this last)

Valid Country codes and HMRC accepted Package types are included for your convenience.

You may now enter details of your consignments.

A consignment may be made up of several different products so these are entered as different 'sheet' numbers. The main consignment details are automatically replicated onto all of the subsequent sheets.

The ability to export all of this data is provided – the file is pipe (|) the character that's usually found to the left of the 'Z' key on your keyboard.

TERMS OF SUPPLY

The program is supplied 'as is' with no specific or implied warranty of any kind.

The program is supplied without commitment or obligation by either party.

The Licence fee (for the EIDR functionality) is, for a one-time payment, a perpetual, single user licence.

Our full terms and conditions are available to view on our web site.

A level of support will be supplied - where the same problem is identified by multiple users then the help provided will be included within the documentation that you will be able to download from our FTP site.

As the free trade deal was only agreed just before Christmas then the program will undergo updates - you are free to download these during your evaluation period (and beyond if you purchase a licence).

Purchasing a licence

If you find that this evaluation meets your requirements then you will need to purchase a licence (for the EIDR portion) before the trial period expires if you want continuous use.

From the File menu heading, select Enter Licence Code – the system generates a unique 5 character code – this must be used as a reference on your payment. The cost of the licence is £299+VAT , you will need to pay this in order to obtain a Licence Code. BACS transfers only please, bank details are as below – in addition please email your code to eidr@microhelp.co.uk so that we have a return e-mail address for your invoice.

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Remittance value is £358.80 and the reference is as defined above. A VAT Invoice will be emailed to the address from which the code was sent.

Initially the program will allow you to enter all of your consignments onto the EIDR database, you will need to be approved **before** you can submit your own entries - HMRC are currently advising that this process can take up to 120 days. The actual message building functionality will be completed during January - as they have only just agreed a free-trade deal then some of the content of the message will need to be modified.

Only when (and if) you decide to submit your own entries and assuming that you are approved then a monthly subscription will become part of the licence for continuing use of the system.