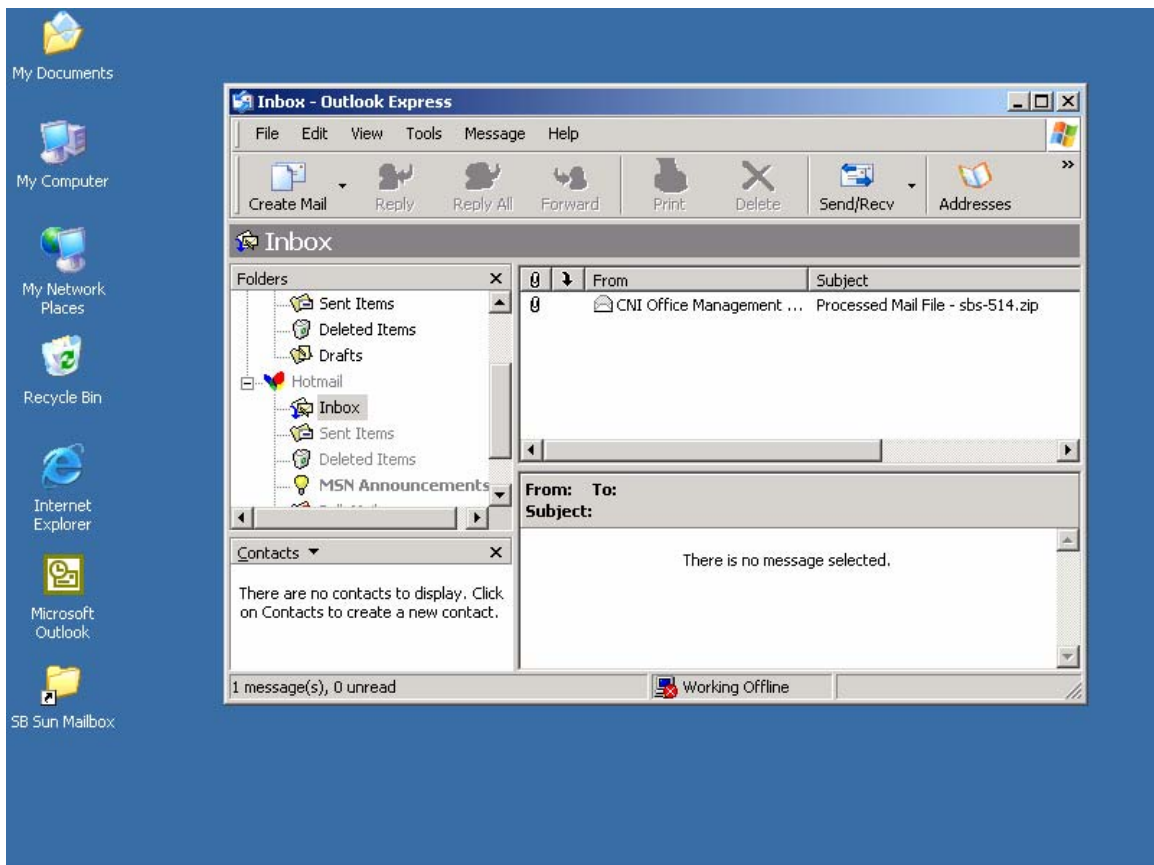


Internet Mail Processing Addendum

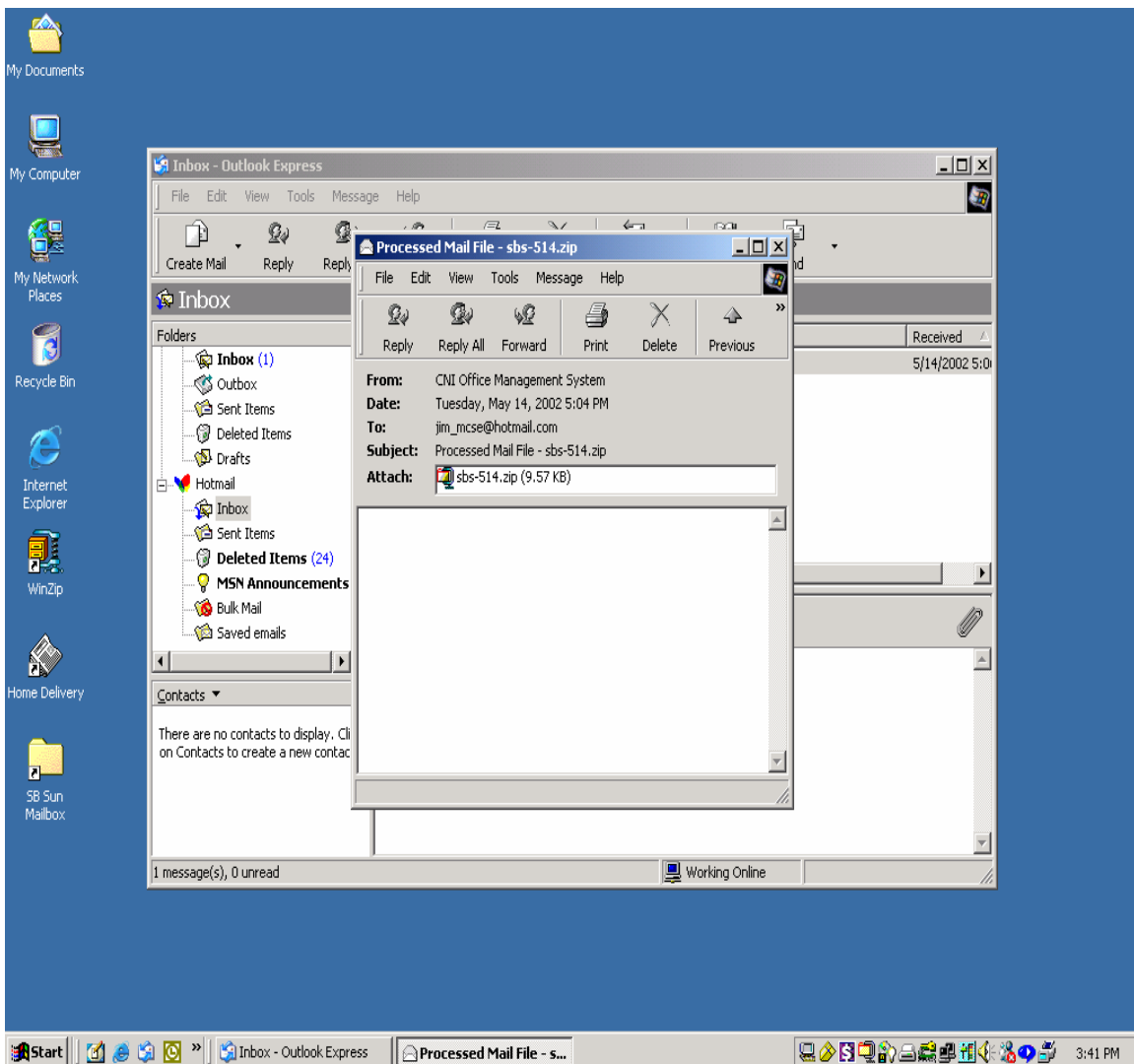
Double click on the Outlook Express icon.

You may get more than one email on a daily basis, for example you may get an ASL, Daily Mail, and a program update. Each attachment needs to be saved in the Sun Mailbox. Once again these procedures must be completed for each email received. Please note each program update that you receive must be installed using these procedures. Your mail running correctly may depend on these updates.

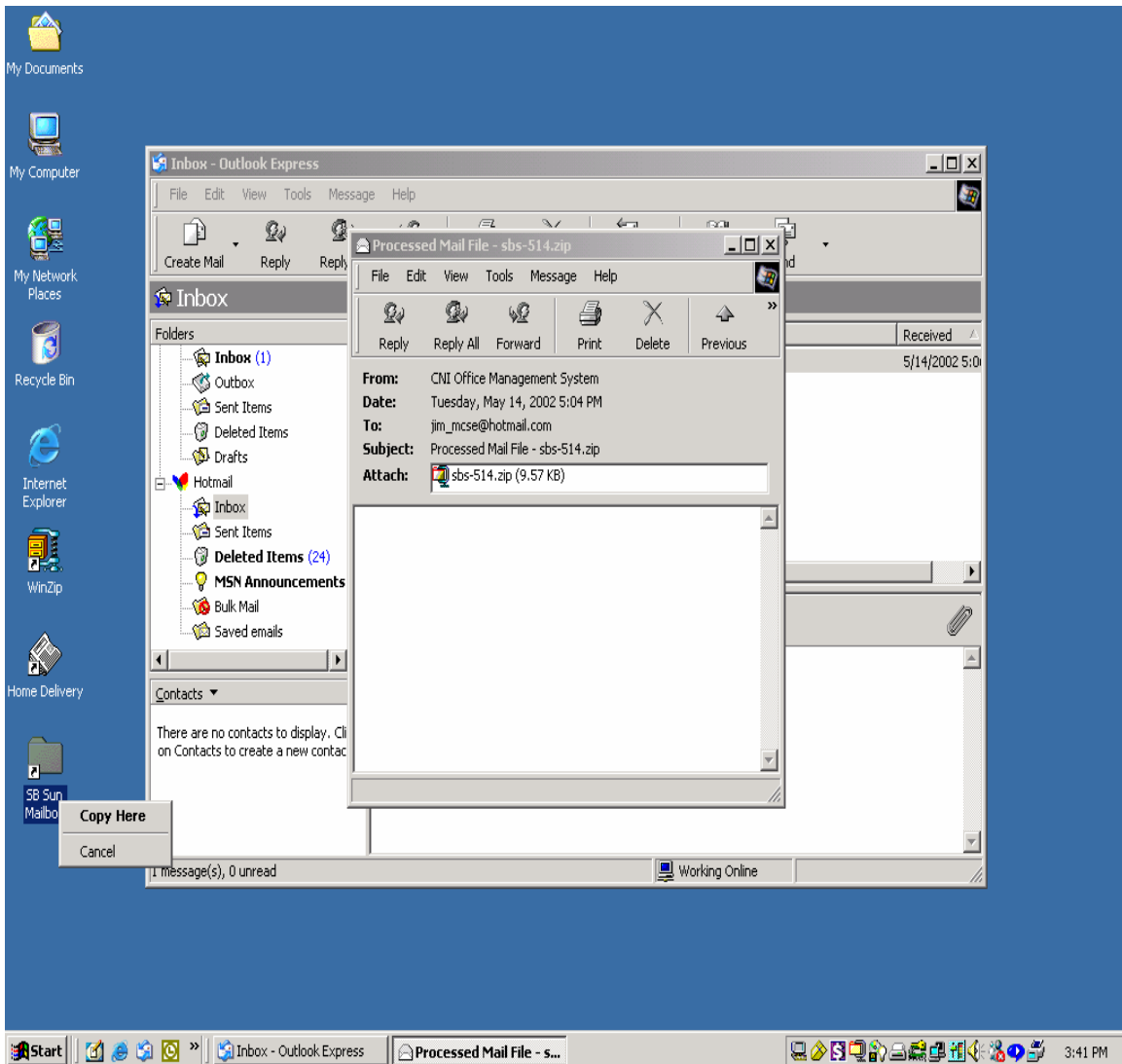
When the mail arrives from the publisher this is the subject you will see.



Double click with the left mouse button and the following screen will be displayed



Click on the file name and then hold the right mouse button and drag the file to the SB Sun Mailbox icon on your desktop and release the right mouse button.



Click on Copy Here and then close the email and Outlook Express windows.

Double Click on the Home Delivery icon to start the Soft-Touch software.

```

Serial #:967604
SOFT-TOUCH DEMO AGENCY
12345 ANY STREET
ANYTOWN, USA 99999
OFFICE:(888) 555-2222
BEEPER:(888) 555-2222

Date:05/16/2002
Time 8:50:22 pm

CNI - Soft-Touch Home Delivery
  M A I N   M E N U
  Year 2000 COMPLIANT

B..Blackout / Control Areas
D..Daily Status Report
F..Fast Activity & MCI E-Mail (4)
G..Graph Menu & Complaints/1000 Rpt
I..Inserts & Stuffer Utilities
L..List Menu (to Printer)
N..New Features & News
R..Route Book Generator & Edit
S..System Utilities Menu
Q..Quickly jump to FAST Mail Find
Y..Carrier Info. + Check in
Enter Choice - * to exit:[ ]
  
```

From the Main Menu press “4” (This is a shortcut to mail processing).

The following screen will be displayed.

```

Automated - MAIL
Daily MAIL transactions available
-----
Status Day Date Type File name
"DONE" Mon 05/13 MCI-DRAW DRAW.513
"DONE" Mon 05/13 MCI-VACPAK VACPAK.513
"DONE" Mon 05/13 MCI-STOPS STOPS.513
"DONE" Mon 05/13 MCI-STARTS STARTS.513
"DONE" Mon 05/13 MCI-CHANGE CHANGES.513
"DONE" Mon 05/13 MCI-CMPLTS CMPLTS.513

(not done) Tue 05/14 MCI-SBS SBS-DLY.514
process the following days
Unprocessed, Lastday, Anyday, Tag, Edit-->
RAW data, ↑, ↓ .....(U/L/A/T/E/R/↑/↓):[ ]
* to exit

MAIL STATUS
Toggle Reports ON (Yes).[Y]
Prt DRAW & INSERT rpt...[Y]
Prt Pub's Raw Data daily[Y]
Bundle Count.....[ 35]
Prt Carrier Mail.....[2]
Prt Daily Mail Chk List.[N]
Prt Supervisor's Sum...[3]
Prt Hot Customers.....[N]
Prt Office Summary.....[N]
Prt Stuffer's Rpt.....[N]
Prt Shop Daily Status...[1]
Prt Zipcode Draw Rpt...[N]
Prt Bundle Count Matrix.[N]

(For Print order use 1,2..)
( from System Setup )
AUTO/SEMIautomatic.(A/S)[A]
Do Cmplts in SEMI..(Y/N)[N]
Use Pub Charge policy...[Y]
Show memo CALL times...[Y]
Use Generic S/S Memos...[Y]
This is "E" to edit
  
```

Note the mail file is the last file on the list and is noted as not done.

To process this file press “L”

The options on this menu are:

1. “U” - Used for processing all unprocessed mail
2. “L” - Used for processing the last day mail listed
3. “A” - Used for processing mail by selecting a date or range of dates
4. “T” - Used for tagging mail as being processed.

On the right side of this screen is a menu of various choices. Press “E” to change these options. These options are:

1. Print reports after processing the mail. Reports can be printed later from the List Menu.
2. Print Draw and Insert reports.
3. Print Publisher’s Raw Data (Used for cross checking daily transactions)
4. Bundle Counts – to be printed on carrier mail
5. Print Carrier Mail
6. Print Daily Mail Check List
7. Print Supervisor Summary Report
8. Print Hot Customers Report
9. Print Office Summary Report
10. Print Stuffers Report
11. Print Daily Shop Status Report
12. Print Zip code Draw Report
13. Print Bundle Count Matrix
14. Process mail Automatic or Semi Automatic – Semi Automatic allows you to verify transactions as they are processed.
15. Process complaints in Semi Automatic mode.
16. Use Publishers complaint charge policy
17. Show memo call times on memos.
18. Use generic start and stop memos

For all reports the choices can be “Y”, “N”, or a numbers depending on what order you would like the reports printed in.