



**Welcome to AMMX (Advance Managed Message eXchange)  
from AdvanceFirst Technologies Ltd**

**The Global Ultra Secure Managed File Transfer Network**

Congratulations! You are now a registered user of AMMX and have been issued with a secure mailbox a public and private key unique to your AMMX client and to you.

Hopefully you are now ready to exchange files securely with your selected file exchange partners. Here is a quick ten point guide to getting started: -

**1 – Contact your file exchange partners** - You can only exchange files securely and auditably with other AMMX client users. Please therefore email your contacts and make sure they have downloaded a client too.

**2 – Open the AMMX client user interface** - You should now have an 'A' icon installed on your desktop for AMMX. You should click on this to open up the AMMX client user interface. The AMMX client engine will load up automatically when the machine with the client loaded is active. The engine will stay active to send and receive files until the machine on which it sits is switched off.

**3 – Find your required file exchange partners** - Select a trading partner by clicking on "Partners" and then click on "Add". This will open up a window for the AMMX Directory search. Search for your exchange partner by entering a minimum 3 letter string. This will search on names, company name, address and company description. It will then select any directory entries which contain your search criteria. Click on an entry to check the details are correct. If the details of your required exchange partner are correct click "Request exchange relationship".

Your request to exchange will now be sent to your selected file exchange partner. Under their Partners list your details will appear along with a status message saying "Request for Approval Received" and their entry can be seen in your own trading partner list as "Request for Approval Sent".

At this point you can highlight and double click on the partner entry to allow the client to go to the AMMX directory and fully update your partner's details in your client.

***NB – for test purposes – If you just want to test the AMMX technology, it is possible to set up an exchange relationship with yourself in order to send and receive files of data to and from yourself via the AMMX server.***

**4 – Exchange partner approval** – Your exchange request will trigger a notice in your partners AMMX client to let them know they have an incoming exchange request for approval. Only when the exchange partner has opened the client gone into “Partners”, highlighted your entry, clicked on “Permissions” and selected “Approve Request” can you exchange file with one another. The status should now have changed to “Approved”

**5 – Prepare to send a file of data** – Go into “Partners” and select the required partner from your list. Their status should now read “Approved” if they have approved your request.

**6 – Making a secure AMMX transmission** – Once the recipient is selected, click on “Send” to start the sending process. A browse box will appear to allow you to select the file you wish to send. Once the file has been selected there is a box which allows you to enter a brief description of the file contents if you wish.

Click “Send” and the AMMX client will ask you if you are sure you wish to send this file to your exchange partner. Click on yes and your selected file will be, encrypted, digitally signed and sent via a secure SSL connection through the AMMX server to your exchange partner’s client.

***NB** - The latest public key of your partner will automatically be attached, as prior to every secure AMMX transmission your AMMX client will download the latest public key of your partner from the AMMX Directory server.*

If the exchange partner client is active, the recipient client will collect the file the moment it is delivered. It will appear that it has been sent straight through the AMMX server to the recipient client.

If the exchange partner machine is inactive (switched off) then the file will remain encrypted and safe in the recipient mailbox until the recipient client engine is “live” when it will automatically be collected.

**7 – Checking the message audit and status** - The status of the file transfer can be checked at any time by going into “Sent Files” and right clicking on the entry for that transmission and selecting “System Audit Info”. The audit trail for that message will appear and confirm dates and times of successful transmission and receipt.

**8 – Receiving a secure AMMX transmission** – If your AMMX client is loaded and active, (which should happen automatically) you will be informed of an incoming AMMX file transmission. When you get notification, or at any time it is convenient to you, open the AMMX user interface and click on “Received Files”. Your list of received secure AMMX transmissions will appear, again, right click on the required transmission to read the audit trail if required.

**9 – Moving an incoming file** – Select (highlight) the appropriate received transmission. Click on “Copy to” and a browser box will open for you to select into which folder you wish the file to be placed.

**10 – Automating sending and receiving of files** – Go into “Partners” and double click on a partner to bring up their full details. Click on the “Folder Monitor” tab and you can allocate outbound and inbound folders for that partner and document type. Then for

example, any out bound invoice for National Foods just needs to be sent into the National Foods “Invoices” folder and the AMMX client will monitor these folders and pick up the file of invoices and securely send them through to National Foods the moment they appear in that folder. Equally an incoming file of orders from National Foods will automatically be put into the National Foods “Orders” folder.

### **Additional AMMX Information**

**AMMX Directory** – To update any of your details on the AMMX Directory then just click on “My Profile” and any changes you make will automatically update your entry on the directory and be visible to all your AMMX partners.

**Changing Your Certificate** - Click on “My Profile” and select the Security Details tab. You can then upload a new public and private key pair. Only the public key will appear on the AMMX Directory and each transmission made to you by an AMMX client will check the directory for your latest public key, so you never have to inform your exchange partners that you have made a change to your public key.

If you have any questions regarding **AMMX** technology, then please call the following: -

**Helpdesk / Support +44(0)1932 230024**

Or email to - [support@advancefirst.com](mailto:support@advancefirst.com)