

Manual Youforce Send & Receive

Usage & Configuration

Document version: 2020-08-13

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Introduction

This manual describes the Send and Receive feature that can be used to exchange data files with Youforce. Its contents include information aimed at both administrators and users. The following topics are discussed:

- Version history
- Downloading and installing for interactive application in Youforce
- Configuring automatic file exchange
- Interactive application in Youforce Send and Receive
- Send and Receive settings for administrators

Youforce is a complete web application that contains features for all kinds of HR and Payroll applications. It is a SaaS application (Software as a Service), meaning all features are available in the cloud. Everything is effectively secured and available using modern browsers of course. However, at times files have to be sent to Youforce from your local network environment that are meant for one of the Youforce modules, external organizations or partners. Youforce also makes files available that can be downloaded to your local environment that are to be processed using other applications.

To enable file exchange with Youforce, you need a program that has to be installed on your local system and that ensures proper communication with Youforce. This program, *IBU.EXE*, can be downloaded from the Publications page in the Youforce Portal. When IBU has been configured on your local system, you can exchange files using the Youforce *Send and Receive* module. However, IBU can also be configured to contact Youforce independently in order to exchange files automatically in the background.

We regularly introduce improvements in IBU. New versions are announced in the Youforce Portal (*News and Publications*). The latest version is always available in the Youforce Portal (*Publications | Youforce | Productinformatie Youforce* (Youforce product information)). Always use the most recent version to ensure optimal operation. New versions of IBU can be copied over the existing version. Existing settings and the configuration remain in force in the new version.

Version history

Note: Older versions of IBU are no longer supported. These older versions may still work, but if disruptions in file transfers are reported to the Raet Service Desk, you will be advised to upgrade IBU to the most recent version first.

- Version 3.9.6 - Added file masks of new IBU modules in Appendix 1
- Version 3.9.6 - Maintenance Update. Removed encrypted IBU Password from IBU.ini file and stored it in Windows Credentials Manager. Force use of SSL.
- Version 3.9.5 - Maintenance Update. Removed Session identifier.
- Version 3.9.4 – Functional Update. The error messages displayed on the screen and included in local log files in *IBU 3.9.4* equal those in Youforce Send and Receive. Translations have been added. Version 3.9.4 also supports the retrieval of large volumes and large files (up to 2 GB) in standalone mode. This function is only necessary for large organizations and in special

situations. If there are problems with file exchanges, the configuration must be performed in consultation with Raet.

- Version 3.8.1 – Functional Update. The processing of large volumes of files in Send and Retrieve has been improved in *IBU 3.8.1*. Large files, up to 1 GB, can now be easily retrieved. The retrieval of a series of files continues even when one of the files causes an error situation. No improvements have been made where the retrieval of large volumes of files in standalone mode is concerned. This will be arranged in version 3.9.
- Version 3.8 – Functional Update. Error logging has been improved in *IBU 3.8* and the log files are now stored per day (IFC_YYMMDD.log). The text in the email that is sent to the administrator in case of connection problems with IBU standalone has been clarified and now there is also an English version of this email. IBU 3.8 is required when downloading large volumes of files using Send and Receive (release notes Youforce Portal 2016-11).
- Version 3.7 – Maintenance Update. A modification has been introduced in *IBU 3.7* that limits the risk of a file not being received if there are communication problems between the IBU client and Youforce. Other modifications enable Raet to check whether a file has been correctly delivered.

Downloading and installing IBU.exe

First installation

Note: Microsoft Windows Administrator rights are required to install IBU. Ask the Youforce administrator or the IT department to perform the installation, if necessary.

- In Youforce, go to the *Publications* page, *Youforce* section, *IBU version 3.9.6* publication.
- Click the *Download IBU version 3.9.6* hyperlink. If you can choose between *Run* and *Download*, select *Download*. Download IBU to a local folder. Do not select a system folder such as C:\Windows or any other critical folder; IBU creates files in this folder.
- Find the ZIP file you have downloaded to the folder and copy the **ibu.exe** file to the folder (unzip).
- Start the *ibu.exe* program by right clicking it and selecting *Run as administrator*.
- When a Windows security alert is displayed (IBU has not yet been registered in Windows), click *More info* and then **Run** to start the application. The *Internet file exchange* window is displayed.
- Click *Register* in the window's menu bar.
- The IBU software is configured correctly when the message '*Mimetype voor Youforce bestandsuitwisseling geregistreerd*' (Mime type for Youforce file exchange has been registered) is displayed. From then on the software will automatically be used for send and receive actions.
- Close the Register window by clicking *OK*.
- Click **Settings** in the IBU menu. You can specify or modify a number of presets:
 1. You can specify a folder at 'Tijdelijke Bestanden Directory' (Temporary File Directory) for the temporary storage of files received from Youforce. Specify a **local** folder as temporary folder. The use of a local folder instead of a network folder is important to ensure the file exchange process is not hindered by delays in network connections within your infrastructure. When

the files have been successfully received, they are placed in the desired target folder, which can be a network location.

2. At 'Log file' you can specify the name and path of a log file that will include all IBU status and error messages when you enable the 'Loggen' (Do Log) check box. If you do not experience any problems, this will not be necessary; these files can become quite large. If logging is activated, a new log file will be created daily. Each file name will include the creation date. Files older than the number of days entered at 'Verstrijken (dagen)' (Expiration (days)) will be automatically deleted.
 3. IBU uses the Internet Explorer proxy settings by default. If you use a proxy server for external traffic with the internet that deviates from the IE settings, you can specify the proxy server's address and, if required, the user and password for that server.
- Close IBU by clicking **Exit**.
 - Now you can check correct functioning of the new IBU version by receiving and sending test files (see Chapter 8). Close all browser windows first.

Upgrading previous installation

Note: Microsoft Windows Administrator rights are required to install IBU. Ask the Youforce administrator or the IT department to perform the installation, if necessary.

If IBU has been installed on this PC previously, accessible for your account, we recommend copying the new *IBU.exe* program file over the current version. Any settings (IBU.INI) will then remain in force in the new version.

- In Youforce, go to the *Publications* page, *Youforce* section, *IBU version 3.9.6* publication.
- Click the *Download IBU version 3.9.6* hyperlink. If you can choose between *Run* and *Download*, select *Download*.
- Find the folder that contains the previous version of IBU. Preferably a local folder.
- It is advisable to rename the *ibu.exe* file of the previous version to, for example, *ibu-old.exe*. Should the new IBU version not meet expectations, the old version can be restored.
- Complete the download process by clicking *OK*.
- Now you can check correct functioning of the new IBU version by receiving and sending test files (see Chapter 8, Testing IBU). Close all browser windows first!
- If Send and Receive no longer functions, you have to register the downloaded version again. Perform the following steps:
 - Find the *ibu.exe* file in the folder and start the program by right clicking it and selecting *Run as administrator*.
 - When a Windows security alert is displayed (IBU has not yet been registered in Windows), click *More info* and then *Run* to start the application. The Internet file exchange window is displayed.
 - Click *Register* in the window's menu bar. The IBU has been registered again when the message 'Mimetype voor Youforce bestandsuitwisseling geregistreerd' (Mime type for Youforce file exchange has been registered) is displayed.

After the installation

From now on you don't need to start or set up IBU if you want to exchange files. The IBU software will be started automatically and performs the actions in the background. We do recommend you try out the IBU software using some test files to ensure it is working properly. See Chapter 8, Testing IBU, for more information.

IBU configuration in standalone mode

You can also opt for automatic file exchange with Youforce. Depending on the infrastructure and the applications your organization uses, IBU can be started by another application or independently at predefined times. To ensure successful configuration, knowledge of the organization's IT infrastructure is required. In most cases it is therefore advisable to enlist the services of a Raet consultant. You can also define the configuration yourself by following the instructions below.

General settings IBU standalone

After the configuration dealt with in the previous chapter, IBU is ready for interactive use through Send and Receive in Youforce. However, in order to use IBU in standalone mode, the desired communication between IBU and the Youforce servers has to be defined.

You have the following options to choose from:

- Starting IBU through another program
- Starting IBU using a batch file (*.bat)
- Starting IBU using a command line (command prompt, Windows PowerShell)

Perform the following steps to set up IBU. First check the data to be entered at step 6.

1. Select a user with a certificate in the Youforce environment whose account has to be used to create an authenticated, secured connection with Youforce. In most cases, a separate 'virtual user' is created for this purpose. Consult the Youforce administrator.
2. Ensure that this user's certificate is installed in the Windows certificate storage on the same PC where IBU is to be started in standalone mode. This IBU user must also be authorized for Send and Receive.
3. Find the *ibu.exe* file that has been downloaded using the installation procedure. Double click the file to start IBU.
4. When a Windows security alert is displayed, click *More info* and then *Run* to start the application.
5. The *Internet file exchange* window is displayed. Click *Standalone* in the IBU menu.
6. Enter the following login data in the form:
 - *Aanmeld server* (Login server): the name of the Youforce server to be connected with. This should be *filetransfer.youforce.biz*.
 - *Certificate*: the abbreviated name of the certificate that will be used for IBU. Check the certificate properties in your browser, if required, in the 'subject' at 'CN =' or at 'friendly name'.
 - *Password*: the password the IBU user enters to log in to Youforce.
 - *Email administrator*: the Youforce administrator's email address. Status and error messages are sent to this address.
 - *Email server*: the address or name of the (outgoing) email server in your company network, for example 'mail.my-org.nl' or 'smtp.my-org.nl'.
7. Click the *Test* button below the form. When all data has been entered correctly, IBU will automatically retrieve a test file from the server and place it at a specific location on your PC or

the server. When the email data has been entered correctly, the administrator will also receive a test email.

8. Click *OK* to confirm the data. IBU is now ready for exchanging files.

Note: when the password the IBU user uses to log in to Youforce is changed (which is mandatory once a year, depending on the password validity setting for users with a certificate), the password should also be changed in the IBU settings. In that case, steps 3 through to 6 should be performed once more and only the Password field in step 6 should be changed.

Independent use of IBU standalone

IBU standalone can operate fully independently and, for example, check at regular intervals whether files are waiting on the Youforce server for your organization and download these automatically to a predefined folder on your local system. Files that have been prepared and are available in assigned local folders can also be automatically sent to Youforce.

After having specified the general settings discussed at the beginning of this chapter, you can start IBU (or have the program started) using a batch file or a command line containing one or more command line parameters. These parameters enable IBU:

- To only exchange files for specific module channels;
- To not open a Windows or browser window (background process);
- To regularly launch automatically for file exchange.

For example, the `ibu.exe -m41 -s0 -t3600` command can be used to have IBU check every hour (3600 seconds) whether the predefined local folder for Youforce Send and Receive contains files to be sent to Youforce User Management (module 41) without opening a pop-up (process runs in the background). Any files available in the folder will be sent. Once IBU has been launched, this file exchange will be repeated every hour.

The module numbers to be used can be requested from the Raet Service Desk. There are separate module numbers for Send and Receive. For example, module 41 for User Management Send and module 42 for User Management Receive.

There are a number of preconditions to ensure successful file exchange with IBU standalone. For example, the 'virtual' user for whom IBU is launched must:

- Be an active Youforce user;
- Be unblocked;
- Have a valid certificate and password;
- Be authorized for Send and Receive;
- Be authorized for the modules to be used.

These are the same preconditions a user who wants to make interactive use of Send and Receive has to comply with.

Instead of launching IBU using a command line, the command `ibu.exe` with parameters can be included in a batch file (*.bat) with any other commands. The batch file can then be automatically launched on a

scheduled basis using a scheduler. Note that when using a batch file the `-t` parameter is unnecessary and undesirable.

IBU standalone can also be used to launch another application. In that case, IBU can check if there are files available, download these and then launch another application to have the files processed. For example, change files can be retrieved from Youforce Self Service and automatically imported in a local HR application such as HR Core Beaufort.

Suppose the local folder `C:\programs` contains the `importHR.exe` application that can be used to import files into your HR system. When the following command is included in the command line or in a batch file,

```
ibu.exe -m79 -s0 -pC:\programs\importHR.exe
```

the following will happen:

- The `ibu.exe` application is launched in standalone mode;
- Your files of module 79 are retrieved and placed in the local folder that has been predefined in Youforce;
- When the downloading process has ended, the import program is automatically launched using the command
`C:\programs\importHR.exe -ibu<NN> -dir<folder>`

IBU adds two parameters for the program to be launched. The first `<NN>` specifies the number of downloaded files, and the second specifies the local folder where the files have been placed. The following should be taken into account when using this function:

- The `-p` parameter must always be the last parameter for `ibu.exe`. All parameters following it are separated by spaces and are deemed to be parameters that apply to the application to be launched (to be inserted before `-ibu` and `-dir`).
- The application to be launched must be an executable (`.exe`) that can be started using the command line, i.e. no batch file or DOS command.
- The application must be able to deal with the parameters. You can ask the Raet consultant or Service Desk whether standard applications are available for your application.

Advanced IBU settings

Various settings are available for special applications of IBU. Most do not apply to normal use of Youforce but only for testing, optimizing, logging and detecting transmission errors. These settings require specialist technical knowledge of the functioning of IBU and the `ibu.ini` configuration file.

For large organizations and accountancy firms, IBU standalone can be configured in `ibu.ini` for retrieving large volumes and large files (up to 2 GB) from Youforce automatically. For example, if IBU in standalone mode checks for available files every 5 minutes, there usually will not be that many. If your organization has to deal with incidents during the file transfer due to the availability of hundreds of files at the same time, you can request Raet to have IBU standalone work in 'chunk mode' (from version 3.9).

It is inadvisable to introduce changes in `ibu.ini` yourself, as this may have unpredictable results and can seriously disrupt the functioning of IBU.

Using Send and Receive

You can interactively exchange files with Youforce using **Send and Receive**.

To Youforce = Send

From Youforce = Receive

- As a **Youforce administrator** you can determine for which applications a user may exchange files. With a number of applications (such as Payroll Gemal) you can authorize users for part of your organization. See *Authorize per CEA number page* in chapter **Settings**.
- As a **Youforce user** of Send and Receive you can exchange files based on the authorized applications and any CEA numbers.

When the Youforce administrator has authorized you for Send and Receive, in Access Management, this feature is available through the tile of the same name on the desktop of the professional Youforce Portal or the tab in the Youforce menu bar at the top. *Send and Receive* can therefore only be used by employees with a personal certificate. And the IBU application has to be installed on your PC or the local network. See Chapter 2 or consult your Youforce or application administrator.

The menu of the *Send and Receive* application contains one or more of the following menu items, depending on your authorizations:

Menu item	Description
Send	Access to the send facilities of the applications for which you are authorized: sending files from the local network to Youforce for processing by Youforce modules or external organizations.
Receive	Access to the receive facilities of the applications for which you are authorized: retrieving files that are specifically made available for your organization.
Download	Retrieval of general downloads of various Youforce modules (meant for all Raet customers).
Test IBU	Testing the functioning of the program for file exchange (IBU) by sending and receiving test files.
Settings	Setting authorizations and folder locations for Send and Receive: Youforce users can only specify locations for application files for which they have been authorized. As a Youforce administrator you can authorize Youforce users for the send and receive options and modify their send and receive settings.

Send

Introduction

You can send various types of files to Raet, for example mutations for salary processing or file(s) with sick and recovery reports for the occupational health service or UWV. When a file has been successfully sent to Raet, it will automatically be deleted from your local system.

Sending files

Selecting and sending files:

- Select the desired application in the list of available applications in *Send* in the navigation menu.
- Specify at *Directory files* the location where the files to be sent are stored in your environment (source folder). Ensure this folder only contains files that have to be sent.
- If a pick list is available, you can select from multiple source folders. These locations have been defined using the *Settings* menu option (see Chapter **Settings**).
- You can also specify a folder manually by entering the full path name to the folder in question, including the drive letter.


Never select a system folder or a folder containing important files!

- When you are authorized for Payroll Gemal, the administrator may have authorized you for some of the CEA numbers of the organization. If so, these CEA numbers will be presented in a submenu. When one or more source folders are linked to each CEA number, it is advisable to send the file from the folder concerned. In that case, you should select the CEA number from the submenu first.
- Click *Send* to start the process.
- In most cases, depending on your browser, a small command file (ibustart.ibu) will be made available as a download first. You must open this file using the browser (possibly after having stored it) to launch the local IBU application. Then it looks for the files in your environment and send them.

Note: In Internext (Explorer) Options - Advanced – Disable checkbox “Do not save encrypted pages to disk”. When this checkbox is disabled, the file “Ibustart.Ibu” will be opened in the background, so the local IBU application will be launched automatically after clicking the send button.

- The IBU window is opened and includes an indicator of the file transfer’s progress.
- When the last file has been sent, the IBU window closes automatically and the results are displayed in the main screen of File exchange in Youforce.
- When the *Status* column contains an error message, you can click it to view a description, cause and solution of the error.
- When the files have been successfully sent, they are deleted from the specified source folder. It may therefore be useful to copy these files to a backup folder first.

Note: Files that are recognized as unusable by the selected application (based on the file mask) are not sent and are not deleted from the source folder. In case none of the files in the source folder satisfies the mask, the below *status 102* message will be shown in Send/Receive. If you receive this message, check if the correct files are in the folder. Be aware that no warning will be issued if only part of the files satisfies the file mask.

 **BO4 Ons Connector**

Het zenden van de bestanden is gestart

PC bestand	Status
rst_orgeenheid*.xml, ONS*.xml	Allowed File Masks of IBU Module 6600
102 Niets te verzenden/ontvangen	

Het zenden van de bestanden is beëindigd

Please see [Appendix "1. Allowed file masks for sending files"](#) for information about the file masks of each IBU Module

Deleting sent files from Youforce

When a sent file has not yet been retrieved by Youforce for further processing, you can delete it from Youforce. This applies to files with the *Sent* or *Aangeboden* (Provided) status. You can delete these files from the log (click Logbook in the lower right corner) by selecting them and clicking Delete.

Note: an already executed delete command cannot be undone.

Log of sent files

The log provides an overview of the send actions from the past. The log can be used to perform checks of the send process. The *Status* column can contain the following values per file:

Status	Description
--------	-------------

Sent	The file has been sent to Youforce but has not yet been provided for further processing. The file can still be deleted, if necessary.
In bewerking (Being processed)	The file is being processed but has not been fully processed yet.
Processed	The file has been delivered to the application that has to process it.
Deleted	The file has been sent but has been manually deleted by the user before it could be processed by the application.
Niet gelukt (Failed)	(Payroll Gemal) The file has been rejected by salary processing.
Aangeboden (Provided)	(Payroll Gemal) The file has reached salary processing.
EDI error	Feedback from the application: an error has occurred during the conversion to EDI. Contact the Raet Service Desk by telephone.

Use the browse function (arrows) to view all pages in the log.

Receive

Introduction

You can receive two types of files from Youforce:

- General files that do not contain data of your organization and/or employees such as salary tables. Most of these files remain available on Youforce after receipt and can be retrieved multiple times, if necessary.
- Specific files containing results of your organization and/or employees, such as the results of a salary production. Contrary to the general files specific files are immediately deleted from Send and Receive once you have successfully received them. If you want to retrieve a deleted file again, contact the Raet Service Desk.

Receiving files

Selecting and receiving files:

- Select the desired application – and the desired file type or specific CEA number, if necessary – in the list of available applications in *Receive* in the navigation menu.
- When you are authorized for Payroll Gemal, the administrator may have authorized you for some of the CEA numbers of the organization. If so, these CEA numbers will be presented in a

submenu. If the former applies, click the CEA number first to view the files for that specific number. When you are authorized for all CEA numbers, this submenu will not be displayed.

- Specify at *Directory files* the location where the files to be received are to be stored (target folder). If a pick list is available, you can select from multiple target folders. These locations have been defined using the *Settings* menu option (see Chapter **Settings**). You can also specify a folder manually by entering the full path name to the folder in question, including the drive letter.

It is preferable to not use a folder containing important files and certainly not a system folder!

- Enable the check boxes of the files you want to receive. The other files will remain available for another time or another user.
Click **Select all** to select all files at once. Select **Deselect all** to exclude all files from the selection at once.
- Click **Receive** to start the process.
- In most cases, depending on your browser, a small command file (ibustart.ibu) will be made available as a download first. You must open this file using the browser (possibly after having stored it) to launch the local IBU application, download the selected files and place them at the specified location.

Note: In Internet (Explorer) Options - Advanced – Disable checkbox “Do not save encrypted pages to disk”. When this checkbox is disabled, the file “Ibustart.Ibu” will be opened in the background, so the local IBU application will be launched automatically after clicking the receive button.

- The IBU window is opened and includes an indicator of the automatic file transfer’s progress.
- The files will be ticked one by one in the main screen of File exchange after having been downloaded successfully. From IBU version 3.8 the files are processed in groups (animated indicator). The IBU window is opened per retrieved file and the progress indicator is displayed.
- When the last file has been retrieved, the IBU window closes automatically and the results are displayed in the main screen of File exchange in Youforce. The *File name* column contains the assigned name of the files. Depending on the Receive module, these files are automatically numbered or assigned a specific name.
- When the *Error* column contains an error message, you can click it to view a description, cause and solution of the error.
- Organization specific files are immediately deleted from Send and Receive after having been downloaded successfully. This can be seen by again opening the (sub)menu item. It is therefore important to store the files at a secure location. Should you need these files again, the Raet Service Desk can restore the files at your request.

Deleting files

If you do not want to receive a file from this list, you can delete it from Youforce:

- Select the files to be deleted.
- Click **Delete**.

Remark: Only delete files you are certain they are not needed; files may also be intended for other Youforce users. You cannot restore deleted files. If you want to receive a deleted file, contact the Service Center.

Log of received files

The log provides an overview of the (organization specific) files processed in the past. Click Logbook in the lower right corner. The log can be used to perform checks, if necessary. The Status column can contain the following values per file:

Status	Description
Verwerkt	The file has been received and stored locally in the final destination folder
Controleer	The file has been received and stored locally in the temp folder. It's not confirmed that the file is received in the final destination folder. In case you only see the value "Controleer", means that you are not using the latest version of IBU. We strongly recommend that you replace it with the latest version.
Verwijderd	The file has been deleted from Youforce and has not been received.

Use the arrows at the bottom of the page to browse the log's pages.

Download

Introduction

At *Download* in the navigation menu you will find the generic files that are available to all Raet customers. The Youforce administrator must have authorized you.

The *Download* option in the navigation menu always contains the *General* menu item. Here you will find the files that are not linked to specific Raet products.

Depending on the Raet products your organization has purchased, you will find menu items to product specific download files, such as software upgrades.

Retrieving downloads

- Enable the check boxes of the downloads you want to receive. Click *Select all* to select all downloads at once. Select *Deselect all* to exclude all downloads from the selection at once.
- Specify at *Directory files* the location where the files to be received are to be stored (target folder). If a pick list is available, you can select from multiple target folders (these are the locations that have been specified at the *Settings* menu option, see Chapter **Settings**). You can also specify a folder manually by specifying the full path name to the folder in question, including the drive letter.

It is preferable to not use a folder containing important files and certainly not a system folder!

- Click *Download* to receive the files.
- In most cases, depending on your browser, a small command file (ibustart.ibu) will be made available as a download first. You must open this file using the browser (possibly after having stored it) to launch the local IBU application, download the selected files and place them at the specified location.
- The IBU window is opened and includes an indicator of the automatic file transfer's progress.
- The IBU window automatically closes after a file has been successfully downloaded and reopens for the next file with a progress indicator.
Note: in this case the status per file is *not* specified in the main screen of File exchange. Nor are files processed in groups. In the **Download** category it is seldom necessary to download more than a few files at once.
- When the last file has been downloaded, the results are displayed in the main screen of File exchange. The **PC file** column contains the assigned name of the files.
- When the **Status** column contains an error message, you can click it to view a description, cause and solution of the error.
- Files in the Download category are not deleted. They can be retrieved at any time, as long as they are still relevant.

Test IBU

Introduction

IBU is the program responsible for the actual file exchange (in the background) you start through **Send and Receive**. This program must be installed on the user's computer. You can perform the installation procedure described in Chapter **Downloading and Installing IBU.exe**. You can ask the Youforce administrator to do it for you, if necessary.

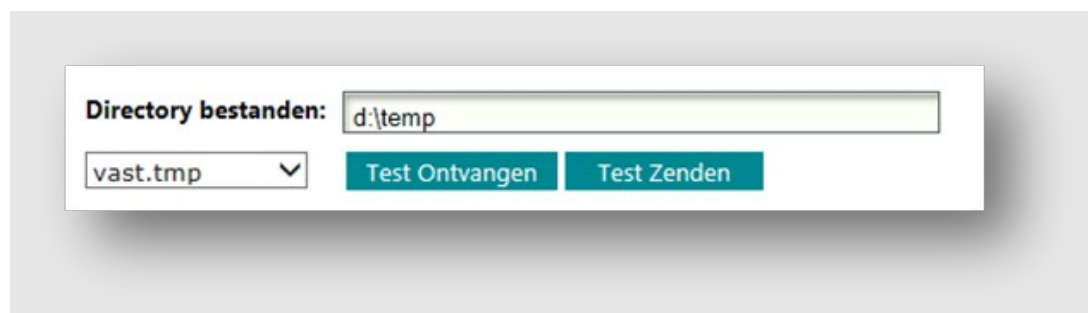
When IBU.exe has been installed, you can check its correct functioning. You do so by exchanging test files using the **Test IBU** menu option.

Files of various sizes are available for this purpose. These tests can be performed for each individual file. We recommend using all test files.

Performing test

- To test IBU following installation, you have to close all browser windows first and then launch the browser and Youforce again. Perform the following for all the files to be tested:
- Select the desired file in the pick list in front of the *Receive Test* button. The files in this list have various sizes. The number in the name indicates their size.
- Enter the full path name of the folder where the file is to be placed (including the drive letter) in the *Directory files* box.

It is preferable to not use a folder containing important files and certainly not a system folder!



- Click Receive Test.
- In most cases, depending on your browser, a small command file (ibustart.ibu) will be made available as a download first. You must open this file using the browser (possibly after having stored it) to launch IBU, download the selected file and place it at the specified location.
- The IBU window is opened and includes an indicator of the automatic file transfer's progress. This window is only briefly shown where smaller test files are concerned. The test file is downloaded from the Youforce server to your computer.

- When the file has been successfully received, the IBU window closes, the message 'Het ontvangen van de bestanden is beëindigd' (Receiving files has ended) appears and in the file transfer window the file name has the Received status.
- When the Toestand (State) column contains an error message, you can click it to view a description, cause and solution of the error.
- Now you should check whether the test file has been stored at the specified location.
- Click Send Test when you have located the test file on the hard disk to return the file to Youforce.
- When the provided ibustart.ibu command file has been opened, the IBU window with progress indicator is again displayed. When the file has been successfully transferred, the IBU window closes and the file name has the Sent status.
- Now you should check whether the file has been removed from the defined folder.

When all tests of the various files are successfully completed, you can use *Send and Receive*.

Settings

Introduction

Files you send and receive are delivered and retrieved from predefined folders. You specify these folders per application using the *Settings* menu option.

- When you are an end user, the *Available applications* overview is displayed after having selected this menu option. This overview contains the applications for which you have been authorized. This list can be used to define your own send and receive target folders. When the Youforce administrator has authorized certain applications for multiple CEA numbers, you can specify separate target folders for those numbers. As a user you cannot authorize yourself for applications or CEA numbers.
- As a Youforce administrator you can define for which applications in Send and Receive the various users are authorized and for which CEA numbers per application. You can also specify the target folders of all users per application or CEA number.
 - Every user who wants to use Send and Receive has to have a certificate for the professional Youforce Portal installed and be authorized for the Send and Receive application in Access Management.
 - The defined target folders for other users are deemed to relate to the local environment of the user in question. **C:\Temp** therefore is a folder on the user's hard disk, not the administrator's.
- As a Youforce administrator you will first see a list of the first 250 users in your organization when clicking *Settings*. When clicking the desired user, the *Available applications* page is displayed with the selected user and some additional authorization options.
- If the desired user is not in the list or hard to find, you can use the *Search Users* option at the top of the page. Enter (part of) the Youforce user number (e.g. IC654321) or (part of) the name of the user or his/her business email address. Click *Search Users* to generate a list of users that match the specified characteristic.

In the following sections the settings for the available applications are dealt with, in principle for the Youforce administrator. As a regular user you will be presented with a simplified version with less authorization options.

Setting CEA numbers for Payroll Gemal

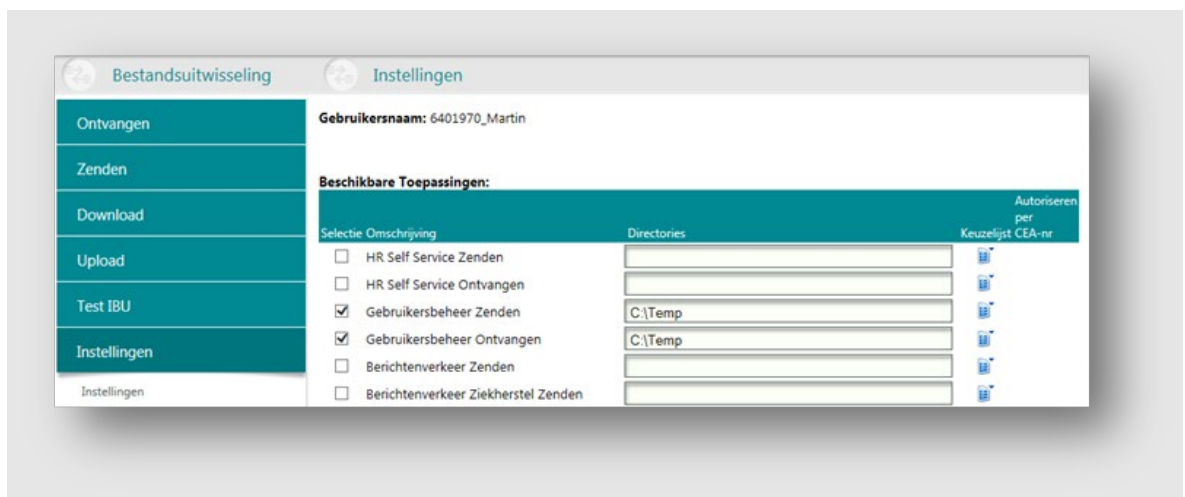
When your organization has multiple CEA numbers for Payroll Gemal, an administrator can authorize users for one or more numbers and configure different target folders per number.

This means that multiple CEA numbers can be linked to one Youforce client number, for example one per payroll administration, division or client of your organization. The receiving and sending of files can also be configured per CEA number.

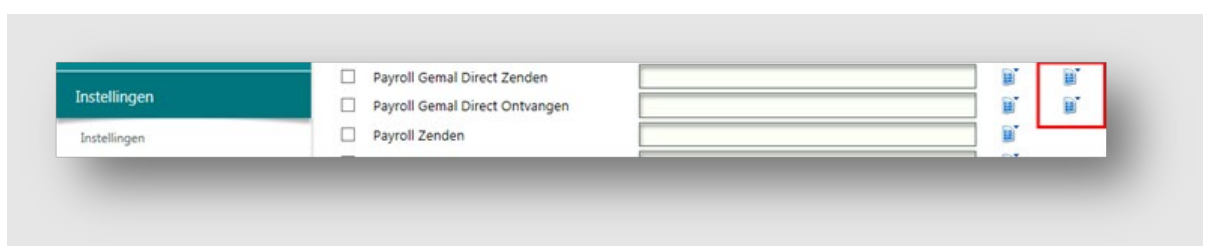
Authorizing applications and setting target folders

When a user has been selected, the following settings can be defined in the main screen of *Available applications*.

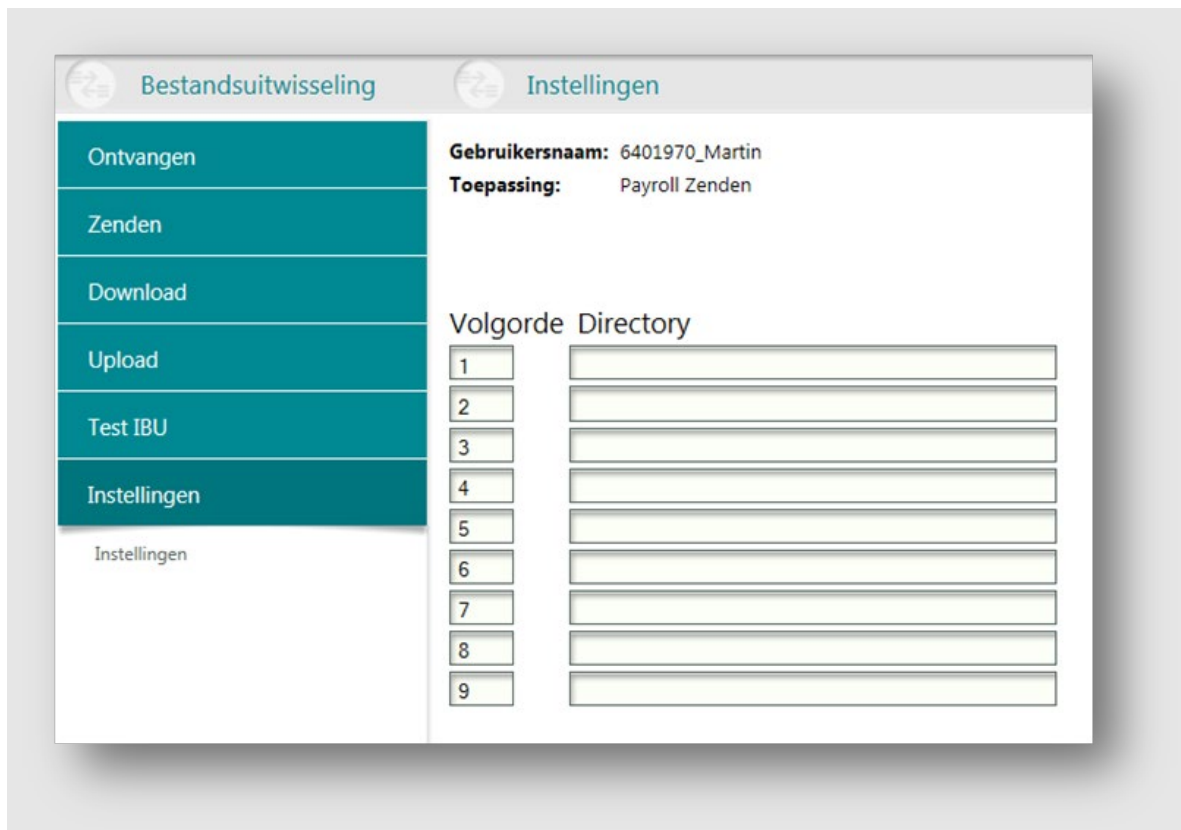
- In the list of all available applications for your organization you can check all the applications in the Selection column that the selected user has to work with (see image below). Only the checked applications will be visible to the user in the Send and Receive menu and Settings.
- You can define the target folder(s) from where the user can send the files for the application or store files after receipt. The user can also define these folders himself/herself for all applications he/she is authorized to use.



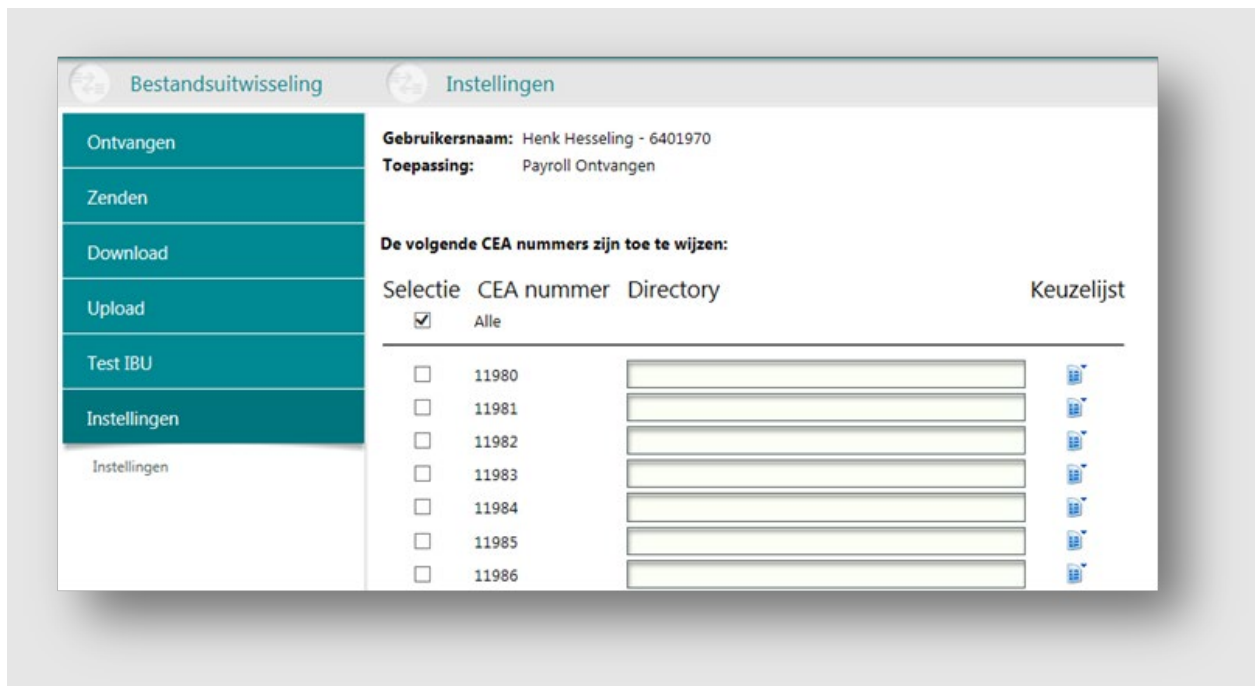
- If no target folder is defined here, the user has to specify the desired target folder with each send or receive action.
- If you always use the same target folder per application, you can specify it in the *Directories* column. Enter the full path name, including the drive letter (e.g. C:\temp\output).
- If the user wants to be able to make a selection from a list of target folders for each action, click the folder icon on the right of the selected application in the *Pick list* column and follow the instructions in the section *Pick list page*.
- A separate target folder or list of target folders can be selected for each CEA number. In that case, you should click the folder icon on the right of the selected application in the *Authorize per CEA number* column and follow the instructions in the section *Authorize per CEA number page*.



- When all authorizations and target folders have been specified, click *Save* to implement the changes. Wait until the 'The changes have been saved' message is displayed and/or the screen is refreshed. Click *Back* to exit the Settings page.



- This page is displayed when this feature has been selected on the *Available applications* page. Here you can create a list of target folders. A user sees the folders in this list in the order you specify here.
- Select target folders based on the application that will be used to process the files. Enter the full path name, including the drive letter, on the right of the sequence number.
- Click *Save* to apply the entered data to the *Available applications* page. Wait until the 'The changes have been saved' message is displayed at the top of the page and the screen is refreshed. Click *Back* to return to the *Available applications* page.



This page is displayed when this feature has been selected on the *Available applications* page. Here you can create a separate target folder or list of target folders for the selected user for each customer number that is used in your organization. Select the target folder(s) based on the application that will be used to process the files.

- Enable the check box in front of *All* if you want to use the same target folders for send and receive actions for all service client numbers.
- If you want to specify a separate target folder for each service client number (CEA number), you tick the desired customer numbers in the *Selection* column and enter the corresponding folder location for each of these numbers in the *Directories* column. Enter the full path name, including the drive letter. The user will only be able to process files for the ticked CEA numbers. These are included in the specified source or target folder on his/her system.
- If you want to be able to make a selection from a list of target folders for each customer number, click the folder icon on the right of the selected customer number in the *Pick list* column and follow the instructions in the section *Pick list* page.

Click *Save* to apply the entered data to the *Available applications* page. Wait until the 'The changes have been saved' message is displayed at the top of the page or the screen is refreshed. Click *Back* to return to the *Available applications* page.

Appendices

Appendix 1. File masks for sending files

File masks, being patterns the file names should satisfy, have always been used by IBU to determine *which files* in the Send folder should be sent and to *which module* or destination. The file names, being determined by other Visma | Raet modules or related applications, will in most cases be of no concern to Youforce users. Only when files are being changed manually, the file names need to be taken into consideration.

In the table below the applicable file masks for each Send module are listed. It may be updated in future versions to ensure a proper working. If files in the indicated folders are not sent as expected, please check the latest version of the file masks table. When reporting issues with file masks to the Service Center, it is advisable to include the internally known IBU Module number from the first column of the table in the call.

IBU Module	Module Name	File Mask
2	Payroll Gemal Direct	sbft*.xml
		sbft*.xml.zip
		ehrm*.xml
		ehrm*.xml.zip
		wig*.im
		wig*.im.zip
		gemal*.gse
		gemal*.cmp
6	Berichtenverkeer	*.inh
		*.edi
		*.dvh
		vzm_*.xml
17	Payroll	wnm*.xml
		asm*.*
		*.im
21	RBP Werknemers	rbp_basis.xml
27	Payroll Direct	*.dat
		*.a01
		*.a02

		*.xml
		*.xlsx
		*.csv
35	Personeelsdossier	*.zip
41	User Management	dienstVerbanden*.xml
		dienstVerbanden*.csv
		dienstVerbanden*.txt
		xssso_*.txt
		roltoewijzing_*.xml
		organisatie_*.xml
		signalen*.xml
		um_xt_.xml
		ProfilePictures*.zip
65	RPE Online	*.csv
		*.dat
		*.db
		*.txt
		*.xls
		*.xlsx
		*.xnf
		*.xpf
70	Berichtenverkeer Ziekherstel	edi*.inh
		edi*.dvh
73	Verzuim Manager	*.rvm
76	HR Self Service	hi_*.csv
		hi_*.xml
		ti_*.xml
78	UWV Digi-ZSM	digizsm*.xml
80	HR Core Bulkimport	????.xml
82	Management Informatie	*avb.doc
		*va.doc
		*ba.doc
		*avo.doc
83	TalentSoft	TLS*.xml

		Organisatie*.xml Roltoewijzing_*.xml rst_ancienniteit_*.xml rst_Functie_*.xml rst_inpastabel_*.xml rst_minimumloon_*.xml rst_minimumloonleeftijd_*.xml rst_OrgEenheid_*.xml rst_rubriek_*.xml rst_rubriekwaarde_*.xml rst_salarisregeling_*.xml rst_salarisschaal_*.xml rst_verlofsoort_*.xml rst_werkgever*.xml
84	Netive	NEV*.xml
86	BO4 OnPremise CQential	rst_OrgEenheid_*.xml rst_Functie_*.xml rst_rubriekwaarde_*.xml rst_verlofsoort_*.xml CQA*.xml
323	Aegon leven interface 1.1	*.xml
324	Aegon leven interface 1.2	*.xml *.csv
325	Aegon leven interface 1.3	*.xml
326	Aegon leven interface 1.3.1	*.txt
327	Aegon leven interface 1.8	*.xml
328	Aegon leven interface 1.9	*.csv
329	Aegon pensioen interface 1.1	*.xml
330	Aegon pensioen interface 1.2	*.xml *.csv
331	Aegon pensioen interface 1.3	*.xml
332	Aegon pensioen interface 1.3.1	*.txt
333	Aegon pensioen interface 1.8	*.xml
334	Aegon pensioen interface 1.9	*.csv

402	Zenden naar Hosted BO4	*.7z
		*.csv
		*.dat
		*.doc
		*.docx
		*.dotx
		*.frm
		*.har
		*.log
		*.mon
		*.pdf
		*.pfx
		*.prn
		*.rar
		*.rtf
		*.tru
		*.txt
		*.xls
		*.xlsx
		*.xml
*.zip		
406	Zenden naar Hosted BO4 RPSA	*.csv
		*.dat
		*.msg
		*.pdf
		*.pfx
		*.prt
		*.txt
		*.xls
		*.xlsm
		*.xlsx
		*.xml
		*.zip
701	PB&Core	*.csv

		*.sha512
		*.txt
		*.xml
		*.xnf
		*.zip
6600	BO4 ONS Connector	*.rst_orgeenheid*.xml
		ons*.xml