

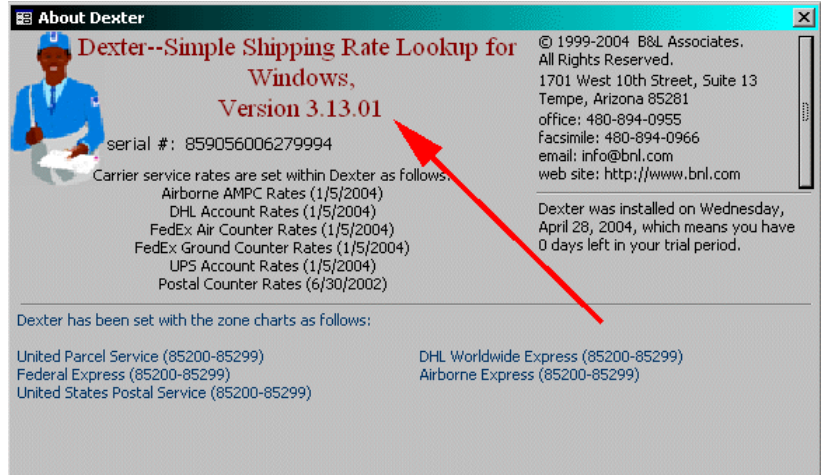
Dexter Revision Instructions

As you will see from these instructions, it does simplify revision changing if you try to stay as current as possible. You will have to upgrade more often, but the process will be much easier.

The first thing you must do is find out what revision you are presently at before doing the download and installation of the revision. There may be more files to download and unzip depending on how current you are.

To find out what revision you are at, click on the Help menu item and choose About this Software from the drop-down menu.

You will find your revision number listed there as indicated by the red arrow in the About Dexter box as outlined herein. As you can see, the example shown here indicates that the revision is 3.13.01. You should write this down so that you can refer back to it when downloading files from the web site.



Get your Internet connection and open your Internet browsing software, *i.e.*, Internet Explorer, Netscape Navigator. Do not use the AOL browser. In many cases, it is useless. If you are using AOL, you can get your Internet connection, minimize the AOL window, and then open the browser supplied with your Windows program.

Go to our web site. It is located at:



<http://www.bnl.com>

Our main web site page will appear. The logo at the top of the page will show our logo with several buttons that you can click to get to many different areas of the web site. The area you are interested in is the 'Revisions' area and is pointed to by the red arrow in the image.

Click on the [Revisions] button.

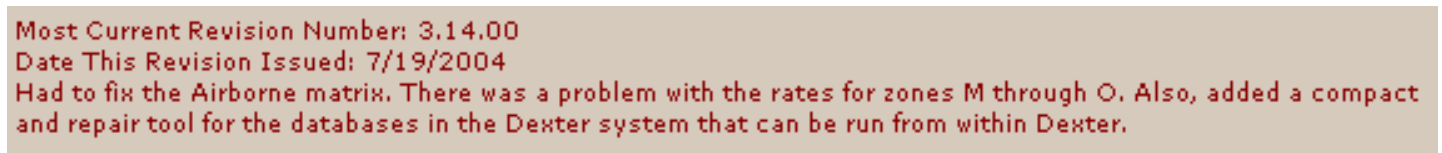
You will be sent to a page where you will find a link that looks like this:



Click on the **HERE** hyperlink as indicated by the red arrow in the image above.

This will take you directly to the Dexter Revisions area.

Towards the top of this page you will see a block of text that tells you what our most current revision is, when it was issued, and briefly what it accomplishes. See the image below.



More importantly, there is a table of revisions that are available. And, depending on what revision you are at you will have to download and unzip, at least two files, but as many as, in this case, nine files.

Instructions	Program File	Data File ***
If you are presently at a revision older than 3.06.00, you will need to download and unzip this file . . . continue to the next row	N/A	Revision 3.06.00b: dx3_06_00b.exe (75KB file)
If you are presently at a revision older than 3.08.00, you will need to download and unzip this file . . . continue to the next row	N/A	Revision 3.08.00b: dx3_08_00b.exe (207KB file)
If you are presently at a revision older than 3.09.00, you will need to download and unzip this file . . . continue to the next row	N/A	Revision 3.09.00b: dx3_09_00b.exe (1.4MB file)
If you are presently at a revision older than 3.10.00, you will need to download and unzip this file . . . continue to the next row	N/A	Revision 3.10.00b: dx3_10_00b.exe (96K file)
If you are presently at a revision older than 3.11.00, you will need to download and unzip this file . . . continue to the next row	N/A	Revision 3.11.00b: dx3_11_00b.exe (50K file)
If you are presently at a revision older than 3.12.00, you will need to download and unzip this file . . . continue to the next row	N/A	Revision 3.12.00b: dx3_12_00b.exe (1.27MB file)
If you are presently at a revision older than 3.13.00, you will need to download and unzip this file . . . continue to the next row	N/A	Revision 3.13.00b: dx3_13_00b.exe (6.38MB file)
To get upgraded to the newest revision number, you will need to download and unzip these two files.	Revision 3.14.00a: dx3_14_00a.exe (2.25MB file)	Revision 3.14.00b: dx3_14_00b.exe (150KB file)

Please be advised that I will not be updating this document every time we add a new revision so the number of revisions that might be available could be more. You will just have to know to download and unzip the files you need based on the revision you are at before doing a new revision. And, be sure footed—no guessing please.

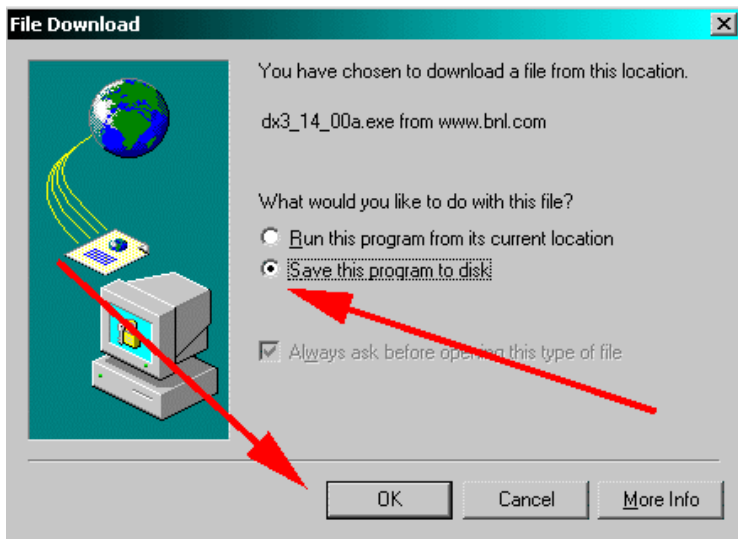
The newest revisions will appear at the bottom of the table, and the oldest revisions at the top of the table.

Let's take a couple of hypothetical to help in understanding how this works. If you are at revision 3.13.01, just like indicated by the first image shown in this document, you will only have to do the last two files shown in the yellow-shaded area, dx3_14_00a.exe and dx3_14_00b.exe. If you are at revision 3.09.05, you will have to do all of the files from, and including, the blue-shaded area all the way down

through the files in the yellow-shaded area. If you are at revision 3.01.01, you will have to download and unzip all of the files.

You will want to click on the hyperlink for the files you are going to download one at a time and wait until each file is downloaded before doing another.

So, click on the first file you need to download. A dialog box will appear as shown below:

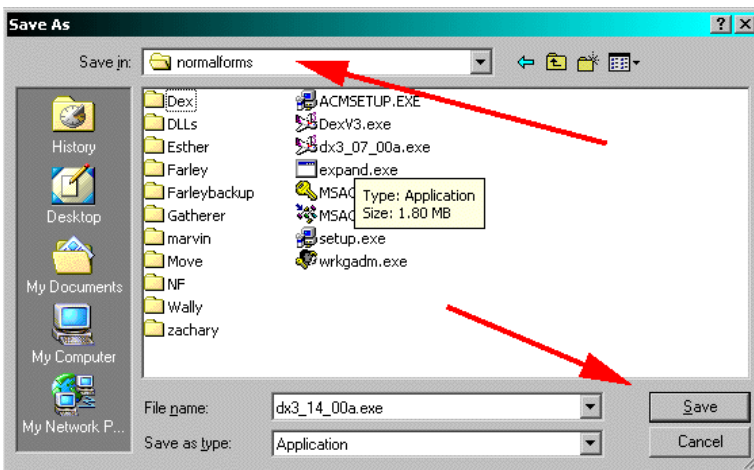


Make absolutely sure that you have the Save this program to disk option. This may vary somewhat from one browser to another, so the wording may be different. In essence, you must save the files to your hard drive. If you try to run these upgrade/revision files from 'it's current location' the revision will fail.

Click the [OK] button when you have set this to 'Save this program to disk.

Another dialog box will follow this one. This dialog box wants to know to where this file should be saved. We suggest that you save all of

the Dexter revision files to the 'c:\normalforms' folder. Having them saved always to the same place will make finding them later much easier. And, yes, you will have to locate these files once they are downloaded.



You can drop down the list so you can start navigating to the 'normalforms' folder by clicking on the button adjacent to the 'Save in:' box. You can double click on the folders in the window to navigate into any of these folders. When you are set to download into the 'normalforms' folder, 'normalforms' will be listed in the 'Save in:' box.

Once you have this set correctly, you can click on the [Save] button as pointed out in the image.

Now the file that you want to download will be saved to your hard drive to the location you designated.

You will want to follow the same procedure for each file in the table above.

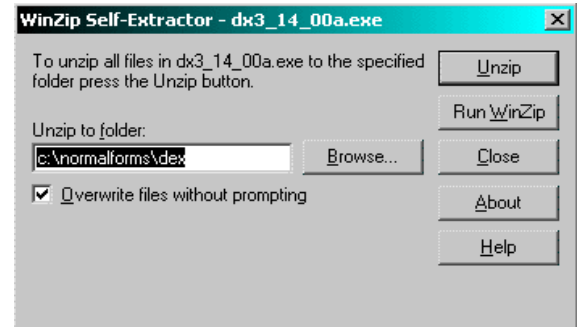
Once you have all of the files downloaded, you will want to terminate your Internet connection, close all Internet-related windows, close Dexter, and prepare to get revised.

You will need to find the files you downloaded. They will be on your hard drive. If you did everything correctly, they will be in the 'normalforms' folder.

You will want to unzip each file in the order they appear in the table above. Starting with the file that appears closest to the top of the table. After doing one file, you will do the next file down from the one you just did. In other words, do them in the order by revision number, i.e., 3.06.00 is older than 3.08.00; thus, should be done first. File 3.13.00 is older than 3.14.00; thus should be done first. Do the oldest first and work your way to the newest revision file, or files.

Find the first file you need to unzip and double click on it.

The WinZip Self-Extractor window will appear. All you need to do here is click on the [Unzip] button to extract the files and drop these files into the folder as shown in the 'Unzip to folder:' box. The WinZip Self-Extractor will complete the task and tell you how many files were extracted.



Close this box and move to the next file and follow through until you have unzipped each and every file you downloaded to accomplish this download.

That's it.

Here are a few other things you may want to know when doing revisions.

*** Data files may require that you check your data within Dexter after unzipping the specific data file to see if you need to make adjustment to your markups, special service fees, etc. See the listing below for guidance on this.

dx3.06.00b: You will need to check your Airborne services (Airborne button) to make sure that you have set which services you offer at your store, and the Quick markups you want. Also, if you are using Extensive Markups (red calculator button), you will need to set your Canada and International markups.

dx3.08.00b: You will need to check all of your accessorial fee and surcharge markups (aqua calculator button) to make sure your markups are sufficient. And, if you are using the Extensive Markup tool to set your markups, you will need to run the Bulk Operations tool (yellow calculator button) to reset your FedEx Air and Ground, and UPS markups based on the new rates. If you do not do this, your markups will not change.

dx3.09.00b: You will need to check your Airborne, Postal, and DHL accessorial fees using the price factoring dialog box. Also, if you intend to use DHL, you will need to request a DHL zone chart.

First, on the Dexter Revisions page, there is an area just below the downloads table that notes whether a particular revision will require that you replace information within the Dexter

program. I try real hard not to ever burden you with such tasks, but sometimes it is inevitable. When the carriers change their rates, sometimes they make changes that require replacement of databases I would prefer not to replace. See the image below to see what I mean.

Blank Dexter Databases

If one or more of your database files within Dexter are defective, you can download and unzip these files into a temp area where you can experiment with database replacement.

Main Files: **AllMain.exe** (2.27MB file)
(the database files in the "c:\normalforms\dex" folder)
Data Files: **AllData.exe** (9.44MB file)
(the database files in the "c:\normalforms\dex\data" folder)

Second, if you should ever run into an 'unrecognized database format' error in Dexter, you can download either of the files shown in the below image to extract a damaged file to replace a

damaged file. You may want to, of course, try to repair and compact a database first before replacing it. Sometimes, the data in a database might be valuable to you and would be best if not simply replaced.