

U.S. Department of the Treasury
Financial Management Service (FMS)

OTC Channel

Paper Check Conversion Over the Counter (PCC OTC)

User Manual

Chapter 2
Installation and Configuration

January, 2009
Document Version 1.0

Change/Revision History

Date	Section/Chapter	Revision/Change Description	Page/Section Affected
01/2009		Original Citibank Release	

Table of Contents

INSTALLATION & CONFIGURATION	5
Requirements and Configuration.....	5
Computer Hardware and Software Requirements.....	5
Windows System Requirements	6
Database Requirements.....	6
Requirements for Router/Firewall Access.....	6
Scanner Hardware.....	8
Connecting the Scanner	9
Optional Battery Pack.....	10
Charging the Battery Pack	10
Connecting the Battery Pack.....	11
Yes/No Keypad (Optional).....	12
LAN Connectivity.....	14
Printer Requirements.....	14
Mirror Image - Backup Device Installation (Secondary Storage).....	14
Determine How Much Storage Space is Needed.....	15
Efficiently Manage Storage Space	15
Tray Manager.....	16
Pre-Installation.....	17
Enable Services	17
Open Ports.....	19
Disconnect USB –connected Scanners.....	19
Central Deployment	21
Download the POS from ELVIS.....	21
Download a POS Release from Within the POS Software.....	23
New Installation – Installing from CD	26
Upgrading the POS Software	30
Upgrading the POS Software	30
Determine the Release	30
Upgrading from an Old Version	30
Steps to Follow Prior to Upgrading to R5.4	31
Upgrading from Release 5 through 5.2(using a CD).....	32
Uninstall.....	36
Before Uninstalling.....	36
Uninstalling the r5.4 Software.....	37
Permanently Uninstalling the R5.4 POS Software.....	39
Reinstalling the POS Software After an Uninstall.....	39
Recovering Data Entry Screens	39

POS Application Setup..... 40
 POS Configuration..... 40
 Devices Configuration Tab 40
 Application Tab..... 41
 Terminal ID 41
 Cashflow 41
 Processing..... 42
 Batch Control..... 42
 Reports Tab 49
 Reports Tab 49
 To setup a default POS Printer:..... 49

About the POS..... 50
 Help 50
 Help – other menu options..... 51

Installation & Configuration

This section may be used by the System Administrator to follow for first time installation.

Requirements and Configuration

Computer Hardware and Software Requirements

Operating System - Windows 2000®, or Windows XP Professional®

Note: Only Windows 2000, Service Pack 4 and Windows XP Professional, Service Pack 2 have been validated to work after POS 5.4 is freshly installed. Other variations of Operating System Service Pack releases were upgraded and tested. Please contact the Treasury OTC Support Center for information about specific SP version validation.

- Internet access via LAN, DSL or dial-up is required to upload transaction data and check images and to allow downloads such as data entry screen updates and batch acknowledgments.
- A browser that supports 128-bit encryption. Microsoft Internet Explorer™ version 6.0 or Internet Explorer 7 with 128-bit encryption.
- Minimum LAN bandwidth should be 128 kb/ps.
- Minimum 5 GB free hard drive space for the POS application and transaction data.
- Minimum of 512 MB RAM. Recommended 512 MB DDR SDRAM, 2 DIMMS expandable to 1 GB.
- Minimum Pentium™ III 1.2GHz computer or compatible. Recommend Intel Celeron™ Processor 2.40 GHz.
- Recommend 14.1 XGA Display with minimum 800 X 600 screen resolution.
- RDM POS check scanner, model EC5000i, EC6000i, or EC7000i scanner (can be battery operated), or Panini MyVision scanner.
- Scanner connection - Available 9-Pin Serial Port, PC Card Slot, or USB 2.0 port.
- Two USB ports recommended – one if using a USB-connected scanner, and another to use a USB Flash drive as the secondary storage drive. (Panini scanner requires USB 2.0)
- Serial connection may be necessary if using the optional Yes/No keypad.
- One of the following for use as secondary storage:
 - USB Flash Drive (Recommended)

- LAN Drive (PCC OTC is not operational with this option during a LAN outage)
- PCMCIA slot for use with a smartcard (used primarily for laptops/notebooks)
- Parallel port
- Zip drive
- CD-ROM drive
- Local or LAN printer
- Standard RJ45 Ethernet connection
- Surge protector/suppressor
- Optional I3050 Ingenico Keypad

Windows System Requirements

- Install the POS software using a system account with local administrative permission.
- Configure at least one local or LAN printer for the system using the Windows 'Add Printer' wizard before running the POS installation.
- Users must have full access to the RDM Corporation folder found on the hard drive under 'Program Files'.
- Users must have full access to the secondary storage location where backup images are stored, i.e., flash drive, zip drive, PCMCIA card, LAN drive, etc.

Database Requirements

The database installed with POS is Microsoft's MSDE 2000 Service Pack 4 which is a desktop version of Microsoft's SQL server. MSDE stands for Microsoft Desktop Engine.

Requirements for Router/Firewall Access

Router/Firewall Administrators must ensure and verify that outbound ACL (Access Control List) has complete https access, on port 443, and between each POS site and the PCC OTC. Full upload and download capability using https is required to operate the POS.

Example ACL for both router and firewall access:

Access list XXXX permit tcp (Agency Internet IP Address-Proxy or Translated) host 199.169.192.37 eq 443 and 199.169.194.27 eq. 443.

There is more security by dedicating a direct connection from an Agency IP address to the MVD IP address. This mechanism can ensure that any desktop running the POS can get access to ELVIS as long as there are no group or user restrictions applied. Once the IP address is requested, it should be translated at the firewall to the agency IP address and forward the connection onto the ELVIS system.

More information on the PCC OTC system and its parts can be obtained from Treasury/FMS by calling

the Treasury OTC Support Center at (866)945-7920, or 302-324-6442, or military DSN at 510-428-6824, option 4, option 5, option 4 or via email at FMS.OTCChannel@citi.com.

Scanner Hardware

The scanner hardware consists of the following components:

1. EC5000i (Figures 2.01 and 2.02) or EC6000i (Figures 2.03 and 2.04), or EC7000i scanner unit (Figures 2.05 and 2.06), and the Panini MyVision scanner (Figure 2.06.1)
2. Optional Battery Pack for EC7000i scanner
3. 9 Pin serial data cable, or USB data cable
4. AC adapter power brick (220 power brick for overseas locations)
5. Franking Acknowledgment Printer Ink Roller

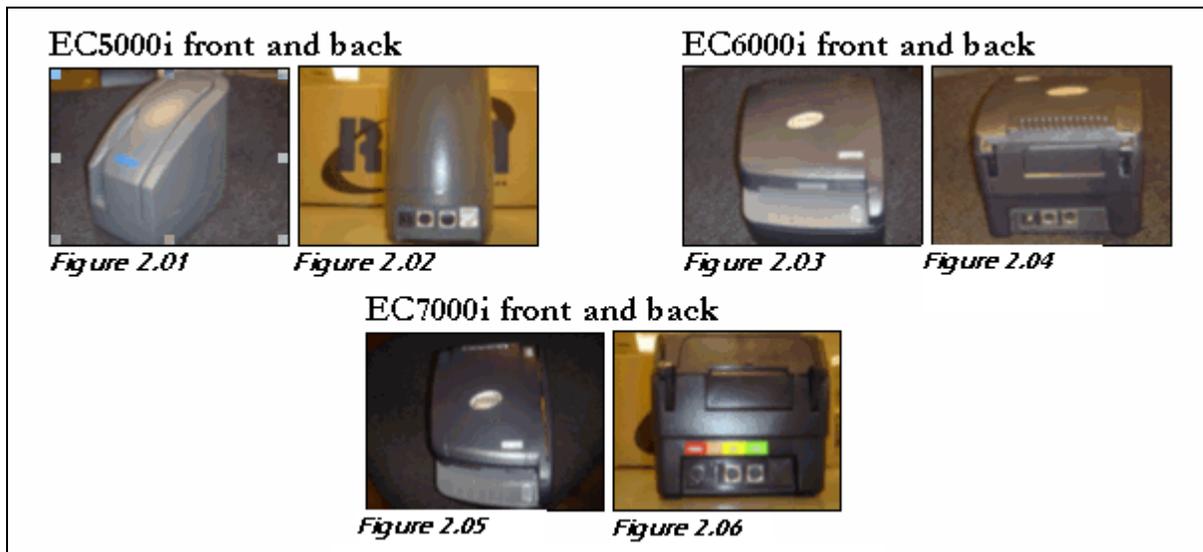


Figure 2.06.1

Connecting the Scanner

How the scanner is connected to the POS computer depends on the type of connection that is used.

- If using a serial connection, one end of the scanner serial data cable plugs into the back of the scanner unit and the other end plugs into the 9 pin serial connection on the notebook or PC.
- If using a USB connection, the USB data cable plugs into the back of the scanner and the other end plugs into the USB port of the notebook or PC.
- The Panini scanner requires a USB 2.0 connection which is a faster connection and is usually found on newer computers. Plug the power unit into a surge protected power strip.
- When the EC6000i, EC7000i or Panini scanner is connected to the computer for the first time, a driver is installed to support the hardware. A 'Found New Hardware' screen will appear. Click the option to 'Install the software automatically'. The prompts walk the user through the driver install process.
- On initial startup, the scanner cycles through each light. Upon completion, the light on the front of the scanner should be amber. If the light on the scanner is red, please refer to the *Troubleshooting* chapter of this User Manual.

Note: If using a USB-connected scanner, the scanner should be disconnected from the POS computer during POS software installation, otherwise the scanner driver may not be updated. After installing the POS software and connecting the USB scanner, the Windows 'Found New Hardware' window may open. The system walks the user through installing the scanner driver.

Note: The scanner MUST be at least 4 inches away from EM (Electro-magnetic) equipment, including the PC. If the scanner is too close it can cause a misread or an image distortion. Devices with electro-magnetic fields include the computer, credit card reader devices, laser beams from bar code scanner devices, etc.

Optional Battery Pack

An optional battery pack can be used for the EC7000i scanner. Agencies who work in temporary housing or in areas where electricity may not always be available can utilize the battery pack to power the scanner for over an hour between charges. The battery package consists of a NiCd charger and a battery pack. (See Figure 2.06.2).

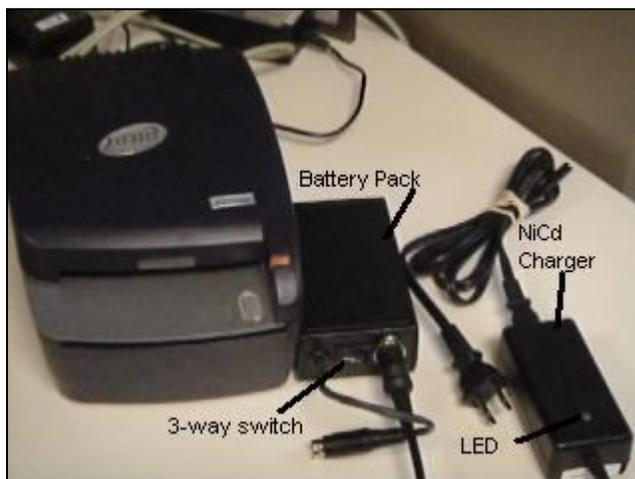


Figure 2.06.2

Charging the Battery Pack

Prior to using the battery pack, the unit must be charged by plugging it into a wall outlet. There is a 3-way switch on the battery pack. The switch has three symbols, =, 0, and -. Press the switch to move it to the '-' symbol for charging. The LED display on the NiCd charger glows orange for several minutes then changes to red. (The 3-way switch and LED are displayed in Figure 2.06.2). When fully charged, the LED display changes to green indicating that the battery pack is now ready for use.

Note: It takes approximately 2 hours to charge the battery pack. The battery pack provides 1.2 hours of continuous scanning, or approximately 497 checks, and has a continuous standby time of 5 hours.

Connecting the Battery Pack

To connect the battery pack to the scanner, disconnect the A/C cable from the port marked 'power' on the back of the scanner. Connect the short cable on the battery pack (Figure 2.06.3) to the same 'power' port of the scanner. Press the 3-way switch on the battery pack to the '=' symbol. The scanner should power up as normal. The third switch on the battery pack is the middle position (the o symbol). This is the off position.



Figure 2.06.3

Contact Treasury/FMS if interested in purchasing a scanner battery pack.

Yes/No Keypad (Optional)

The Yes/No Keypad allows the customer to confirm the amount of the transaction during a transaction when the application is in a Customer Present mode. There are two models of Yes/No keypads used by the POS. They are pictured in Figure 2.1. The newer model, Ingenico 3050 only works with POS 5.0 and higher. The keypads are connected through the back of the scanner, as pictured in Figure 2.2. In order to use the Yes/No keypad, it must be enabled in the POS configuration.

To enable the keypad:

1. Sign on to the POS.
2. Click on **'File'**, then **'Configuration'**, then click the **'Devices'** tab. The following screen appears (Figure 2.0.7)

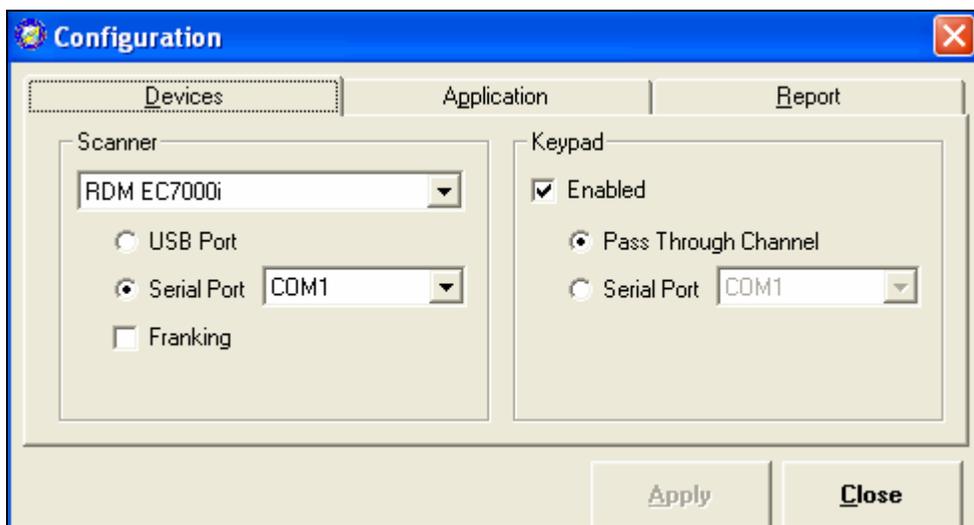


Figure 2.0.7

3. On the right side of the screen, click the box to add a check mark to the **'Enabled'** field under the **'Keypad'** column.
4. If the scanner is using a serial connection, set up the configuration as described in this step in order for the Yes/No keypad to work. On the left side of the screen, pictured in Figure 2.0.7, click the radio button for **'Serial Port'**. Select an available COM port by using the down arrow in the **'Serial Port'** field. On the right side of the screen beneath the **'enabled'** field, click the radio button for **'Pass Through Channel'** then click the **'Apply'** button.
5. If the scanner is using a USB connection, a serial connection can be used for the keypad if there is a free COM port (serial port). Click the radio button for serial port, then choose a free COM port in the dropdown window.
6. If the computer does not have a free COM port or even a serial port, the keypad can be connected using a **'Serial to USB'** converter cable. Contact your technical staff for information.

- Whenever the POS is started, the keypad hardware is confirmed with the message, 'Initializing Keypad', please wait, on the POS entry screen. When the keypad is ready for the first transaction, the keypad's screen displays, 'Ready'.

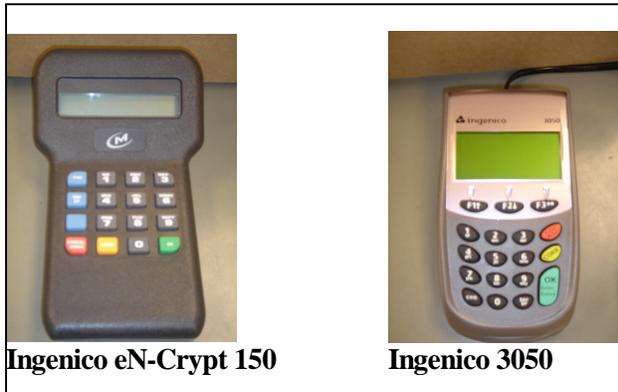


Figure 2.1

The configuration that is pictured below shows the Ingenico eN-Crypt 150 keypad. The new Ingenico keypad is set up in the exact same manner.

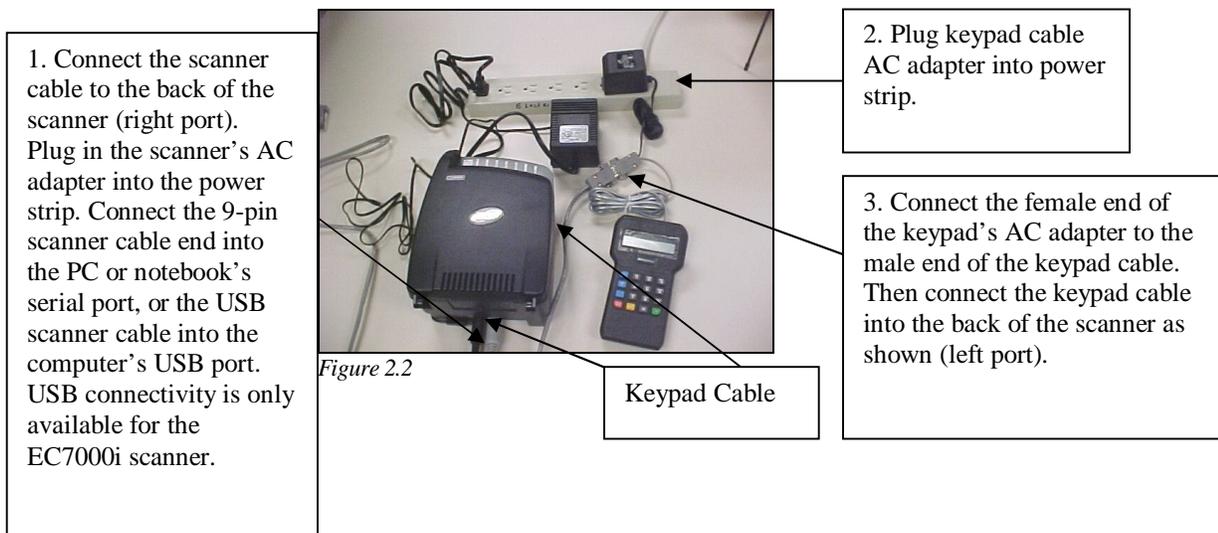


Figure 2.2

Note: If using a Serial connection, the scanner and keypad must be configured to different ports otherwise an error is produced as pictured below (Figure 2.2.1):

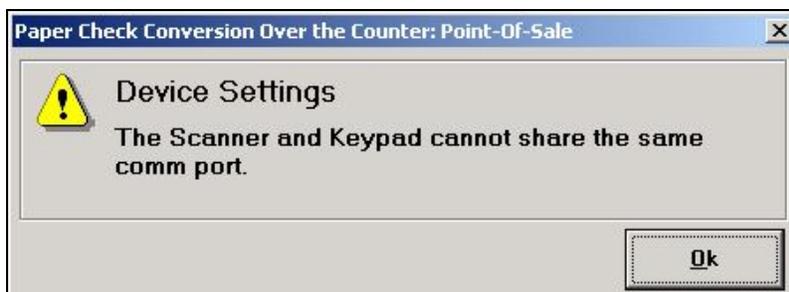


Figure 2.2.1

Note: The Ingenico 3050 does not work with POS releases earlier than 5.1.

Operating System Setup

The POS runs on Windows XP Professional, Service Pack 2, or the Windows 2000 Professional, Service Pack 4 operating systems. Verify that either the notebook or desktop computer is configured with an approved Operating System. Verify that the notebook or desktop computer's time and date configurations are correct. If needed, the notebook or desktop date and time can be configured by selecting the Date/Time icon located in the Windows Control Panel.

NOTE: All devices should be plugged into a surge protection system.

LAN Connectivity

If the POS is connected to the Agency location's LAN, the notebook or desktop must be configured as a member of the domain used at the site and added to the network. This is necessary to submit transactions, and to use LAN-connected printers.

Printer Requirements

The POS installation requires a local/LAN printer configured on each system. **The ability to print is required to properly process daily work.**

Mirror Image - Backup Device Installation (Secondary Storage)

PCC OTC requires the use of a secondary storage device. This device is used to retain batch information and check images in the event of a computer failure or data corruption on the hard drive prior to transmission. Once the batches are transmitted, the batch information is deleted from the device. This storage device could be in the form of a folder on a LAN drive, a Smartcard (for notebooks), a zip drive or a USB Flash drive. The volume of items processed by each location determines which device best serves as a backup device.

The mirror image (secondary storage) is a back-up drive used in the event of a hard drive crash or data corruption on the hard drive. The secondary storage should never be setup to use the computer's hard drive because of the risk of hardware failure or corruption. Without the mirror image, daily processing information would not be retained and would not be available for transmission or batch recovery in the event of a computer failure. If batch recovery is needed due to a computer failure or other situation, please refer to the 'Batch Recovery' section of the *System Administration Tool - SAT* chapter of this User Manual for complete instructions.

USB Flash Drive



Figure 2.3

A Flash drive is a small portable storage device (Figure 2.3) made by many different manufacturers and vary in size. They plug directly into the USB port on the notebook or desktop computer and the Windows® operating system assigns the device a drive letter, just like the floppy drive, CDROM drive, or hard drive. The recommended minimum size is 128MB. Flash drives are available in sizes ranging from 64 MB to 5 GB or more. The size that is chosen should correspond with the amount of PCC OTC activity that is processed by each location.

There is one major drawback with the Flash drive – it is very easy to misplace. It is recommended that the Flash drive always be plugged into the computer or stored where it can be accessed whenever the POS software is used. Batches that are created and not closed or sent are inaccessible if the flash drive (or any other secondary backup unit) is removed or unavailable.

Contingency and backup procedures are contained in the *Troubleshooting* chapter of this User Manual.

Determine How Much Storage Space is Needed

The size of each check image is 20KB. This equals 10MB of space per 500 item batch. Ten batches this size requires 100MB of secondary storage. Based on a location's volume, use these formulas to determine how much space to allot for secondary storage for the PCC OTC computer.

Efficiently Manage Storage Space

In order to efficiently use the space on the secondary storage drive, display the batch status within Batch Manager. It is imperative that each transmitted batch displays a status of 'Acknowledged'. This ensures that the batch has been cleared from the secondary storage making room for new batches to be temporarily stored.

Tray Manager

Tray Manager is the fourth module of the PCC OTC POS software. It runs silently in the background and controls all functionality within the POS/SAT/Batch Manager. It should always be up and running

as indicated by the icon  in the taskbar at the lower right of the Windows desktop (Figure 2.3.0). Tray Manager restarts itself in the event of a shutdown.

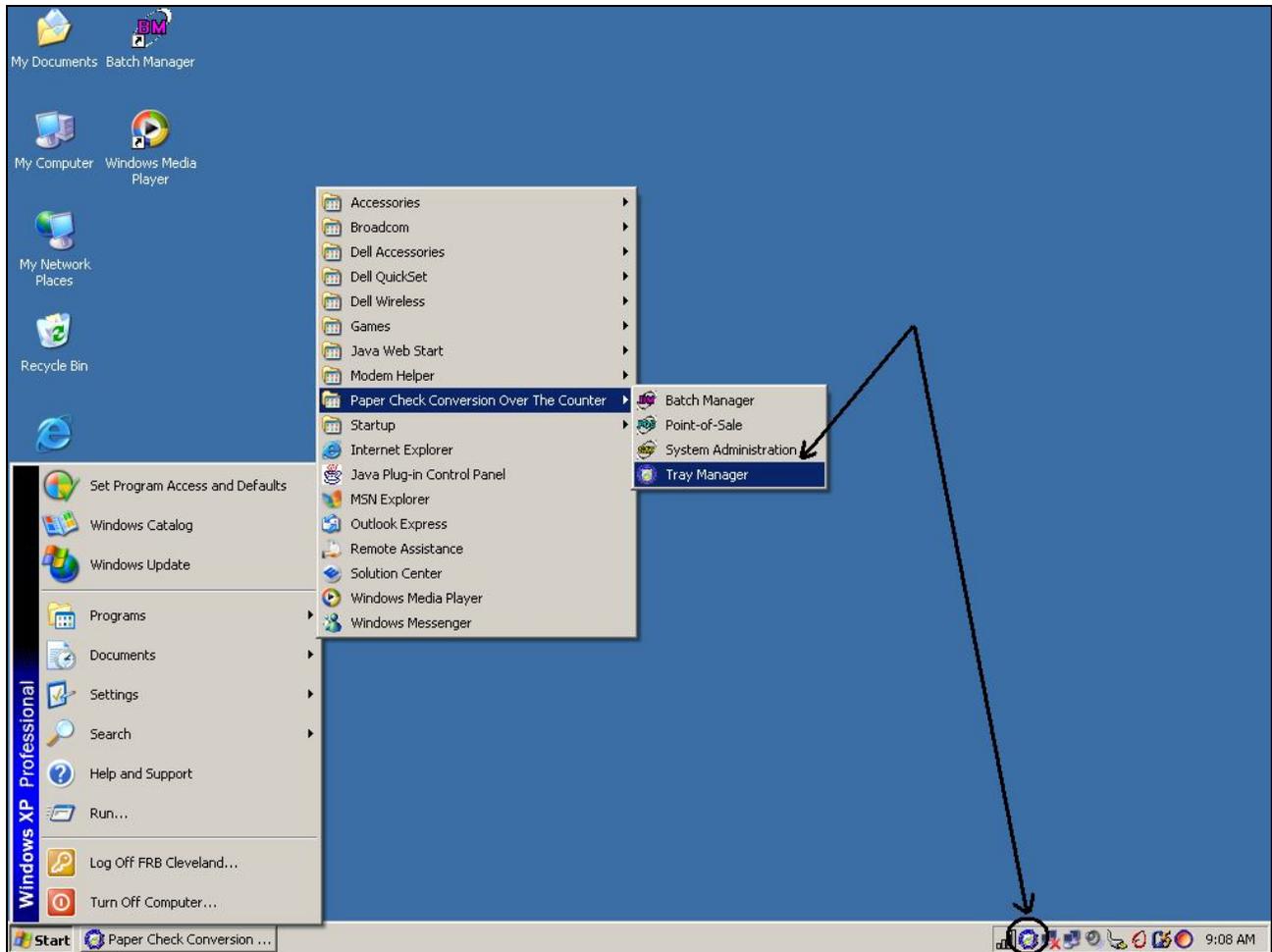


Figure 2.3.0

Pre-Installation

Prior to installing or upgrading to Release 5.4, the pre-steps outlined in this section must be followed to ensure a smooth install. .

Enable Services

Enable the following three Windows Services: ‘Computer Browser’, ‘Server’, and ‘Workstation’. to ensure a successful installation. This applies only to first time installations (computers that have never had the POS software installed).

The ‘Computer Browser’ service is a service that maintains an updated list of computers on the network and supplies this list to computers designated as browsers. If this service is stopped, this list is not updated or maintained. If this service is disabled, services that explicitly depend on it will fail to start.

The ‘Server’ service supports file, print, and named-pipe sharing over the network for this computer. If this service is stopped, these functions become unavailable. If this service is disabled, any services that explicitly depend on it will fail to start.

The ‘Workstation’ service creates and maintains client network connections to remote servers. If this service is stopped, these connections become unavailable. If this service is disabled, any services that explicitly depend on it will fail to start.

If enabling these services causes operational issues, the service can be disabled after the installation of POS 5.4.

From the Windows desktop, click ‘**Start**’, ‘**Control Panel**’. If the Control panel looks like the one in Figure 2.3.1, click the option to the left of the window, “Switch to Classic View”.

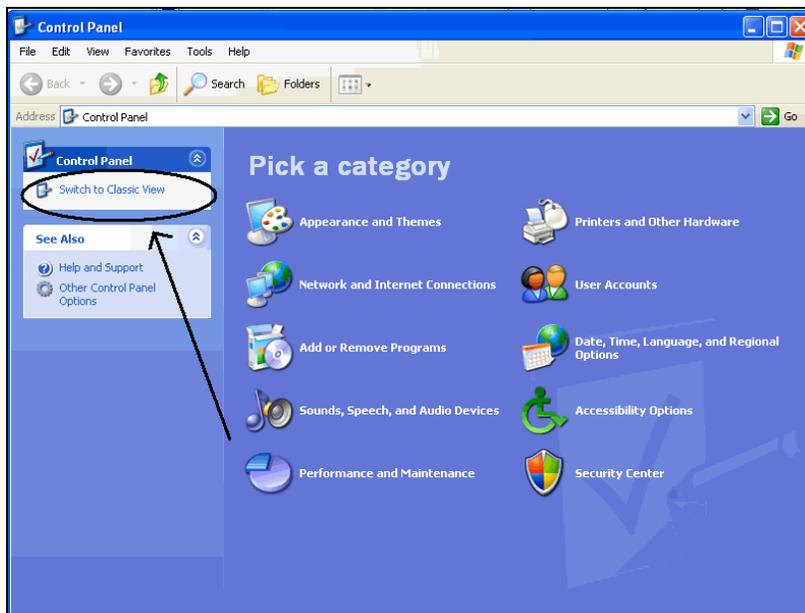


Figure 2.3.1

1. Once in Classic View, click the 'Administrative Tools' icon, then click on the 'Services' icon. Look for a service in the 'Name' column called 'Computer Browser'. Double click the 'Computer Browser' service. The following screen appears (Figure 2.3.2):



Figure 2.3.2

2. Click the down arrow in the 'Startup type:' field (mid screen) and choose 'Automatic'. Click the 'OK' button at the bottom of the window.
3. Do the same with the 'Server' and 'Workstation' services. Continue with the POS installation procedures.

As part of the POS installation, a file named PSKill.exe is installed into the RDM directory. If the location encounters an issue with this file during routine security scans, please work with your Information Security staff. They can contact the Treasury OTC Support Center for assistance.

Open Ports

This Pre-Installation process is for workstations with a local firewall enabled.

Prior to installing the POS, the following ports must be opened,: TCP 139, TCP 445, UDP 137 and UDP 138. Once the installation is complete, close the ports.

If the POS is installed on a Windows XP SP2 system, the installation automatically opens and closes these ports (part of the File and Printer Sharing group) as required, to install the MSDE component. When the installation is complete, the port settings return to their original state.

To enable File and Printer Sharing as an exception, perform the following steps:

1. From the Windows desktop, click **'Start'**, **'Control Panel'**.
2. Double-click the Windows Firewall icon.
3. If the General tab is not the active tab, click the General tab. Ensure that the 'Don't allow exceptions' option is not checked.
4. Click the **'Exceptions'** tab.
5. Select the **'File and Print Sharing'** option.
6. Click **'OK'**.
7. Close the Windows Firewall dialog and close the Control Panel window.

Note: Failing to enable these ports could cause the installation of the MSDE component to loop. When looping occurs, the MSDE installation piece of the install procedure repeatedly tries to install. The system indicates that the MSDE installation is complete and asks to restart the computer. Upon restart, the MSDE installation begins again instead of continuing with the POS installation.

Antivirus software may also cause the installation of MSDE to loop. This occurs because most antivirus programs block scripts from running. To avoid this behavior, configure the antivirus to allow scripts to run. After the software is installed, the antivirus can be reconfigured to block scripts from running. Check with your internal security staff as they may require that the computer be disconnected from the Internet or LAN during the installation. If using a McAfee antivirus product, manually disabling the scripts is not required. The installation process automatically stops and starts the script blocker as necessary.

Disconnect USB –connected Scanners

If using a USB-connected scanner, disconnect the scanner from the POS computer until after the install of the POS software is complete, otherwise the scanner driver may not be updated. After installing the

POS software and connecting the USB scanner, the Windows 'Found New Hardware' window may open. The system walks the user through installing the scanner driver.

Central Deployment

Download the POS from ELVIS

New versions of the POS can be downloaded from the ELVIS system. Only users with a separate POS Download permission are able to perform the POS download from ELVIS. Contact the Treasury OTC Support Center if assistance is needed to obtain the POS download permission.

Note: *Ensure that all POS applications are closed before performing the POS download.*

To perform a POS Download:

1. Logon to ELVIS with the user name that has POS Download permission. A POS Download Window appears as pictured in Figure 2.4.1.

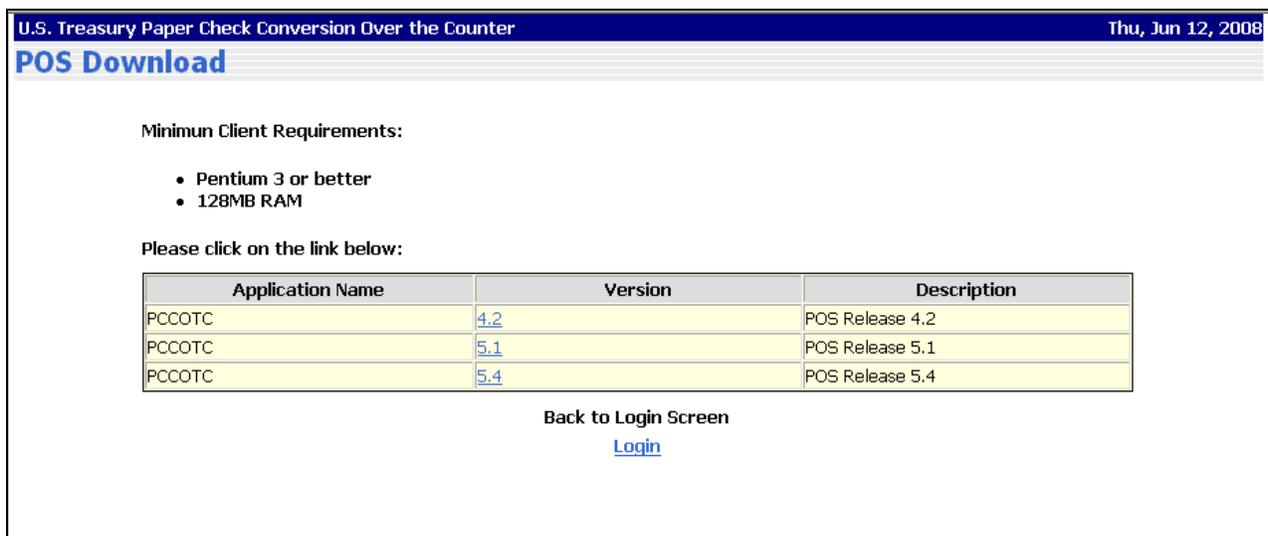
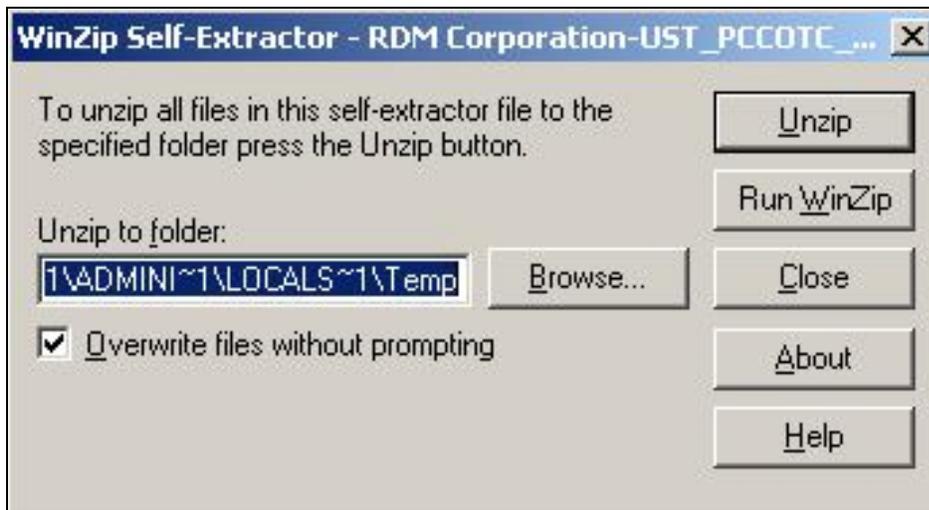


Figure 2.4.1

2. One or more version links may appear. Click the on link that corresponds to the POS Release 5.4.
3. A 'File Download' window appears with the option to 'Run' or 'Save' the file. Save the file to the desired location on the hard drive or LAN drive. This file may be quite large and may take up to 30 minutes or more to download. A self-extracting executable zip file is saved to the specified location. When the download is complete, double click the file to unzip. A Winzip Self Extractor Window appears (Figure 2.4.1.0). Click the '**Browse**' button to navigate to the place on the hard drive or LAN where the file should be saved and click the '**Unzip**' button.



- Once unzipped, there are 3 new files, including the application executable file, in the specified location as pictured in Figure 2.4.2 below.

Name	Size	Type
Autorun.inf	1 KB	Setup Information
config.txt	1 KB	Text Document
setup.exe	166,978 KB	Application

Figure 2.4.2

If this is a first time installation, follow the instructions in the *'New Installation'* section of this chapter. Be sure to read the *'Pre-Installation'* section earlier in this chapter before installing the POS software. After reading the pre-installation information, begin with step 8 of the *'New Installation'* section of this chapter.

If this is an upgrade, follow the instructions in the *'Upgrade the POS Software from a Previous Version'* section of this chapter. Be sure to read the *'How to Determine the Release'* section, including the *'Steps to follow prior to upgrading to R5.4'*. To proceed with the upgrade, begin with step 8 of the *'Upgrading from Release 5 Through 5.2 (using a CD)'* section of this chapter.

If this is a reinstallation (following an uninstall due to a computer problem), follow the instruction in the *'Reinstalling the POS Software After an Uninstall'* section of this chapter.

Download a POS Release from Within the POS Software

New releases of the POS can be downloaded within the POS software. It is a two step process.

- The first step downloads the necessary files, including the executable file to the computer. This step can be performed by any user who can sign on to the POS.
- The second step must be performed by an authorized user as it requires running the newly downloaded executable file to install the software release.

The POS Application Upgrade can be set to execute on start up or at batch close, or can be manually run. If it is set to run at startup or batch close, the window displayed in Figure 2.4.3 appears automatically, and the first step of the application upgrade begins.

To download a new version manually from the POS:

1. In the POS, select **'Tools', 'Check Host For', 'Application Upgrade', 'PCC OTC Application'** (Or if Release 5.0, **'Tools', 'Check Host For', 'Application Upgrade'**). The PCC OTC Application upgrade information window opens (Figure 2.4.3). The percentage of completeness is displayed. This step delivers the files necessary for the upgrade to the computer. It could take 10-30 minutes to complete, depending on the connection speed of the computer.



Figure 2.4.3

2. When complete, click **'Close'**. The New Version window opens as displayed in Figure 2.4.4.

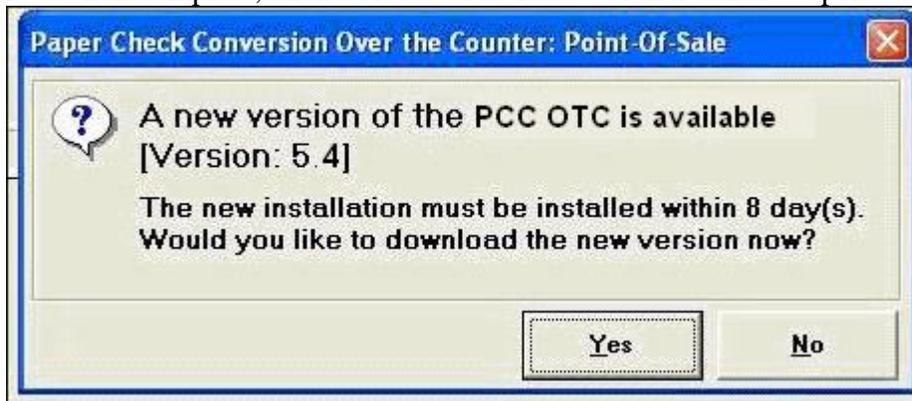


Figure 2.4.4

Note: Before running the install, read ‘Steps to follow prior to upgrading to R5.4’ section of this chapter of the User Manual.

3. Click ‘Yes’ to install the upgrade. The system checks for proper authorization to perform the install. If the operator does not have the authority to run the install, an authorization window appears requesting the login and password of an authorized user. The install only occurs if an authorized user supplies their login and password. If the authorization process is satisfied, the install begins. The window displays the percentage of completeness (Figure 2.4.5).

Note: The upgrade can also be postponed for a predetermined number of days, as setup by the Treasury OTC Support Center, but must be installed before the last day of the grace period. Once the grace period expires, the upgrade is no longer available and the Treasury OTC Support Center must be contacted for instructions on upgrading.

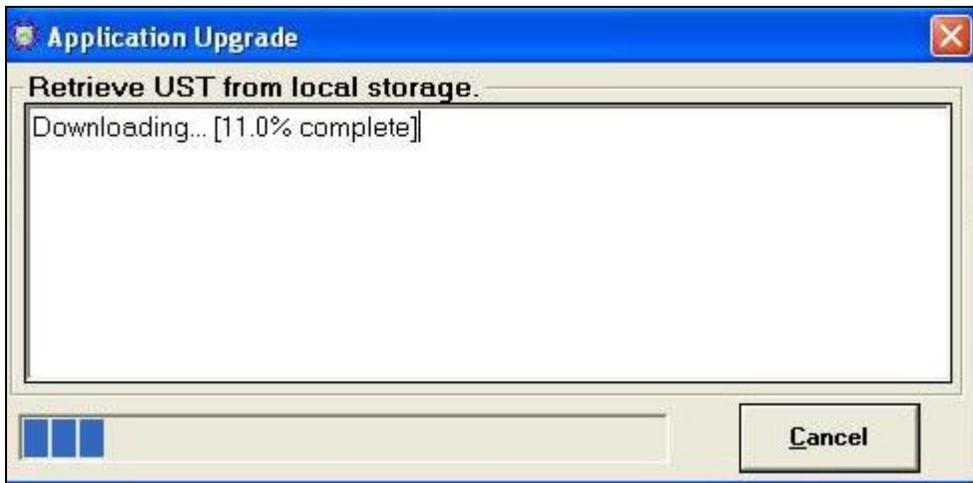


Figure 2.4.5

4. When complete, the following window is displayed (Figure 2.4.6). Click ‘Close’ (Figure 2.4.6). The POS closes.

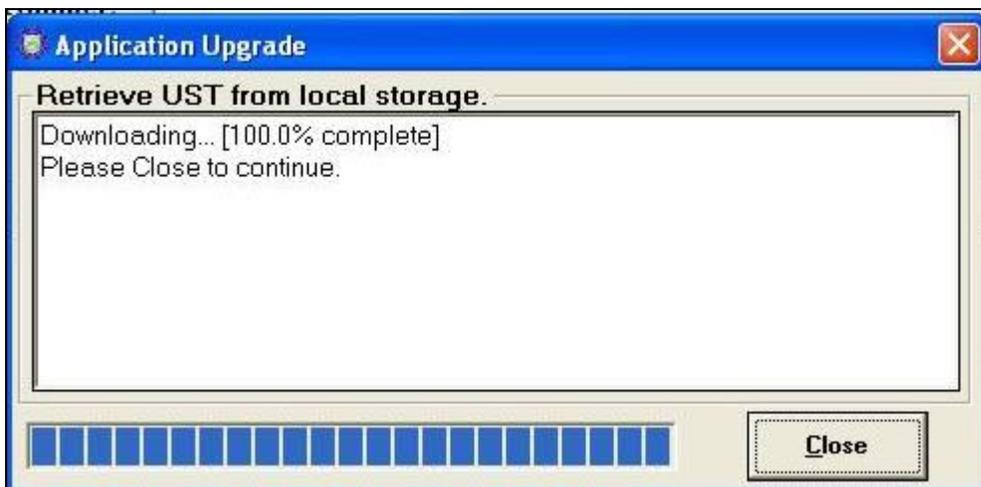


Figure 2.4.6

- The Winzip self-extractor archive window opens. (Figure 2.4.7) Specify a file location if different from the default and click **'Unzip'**.

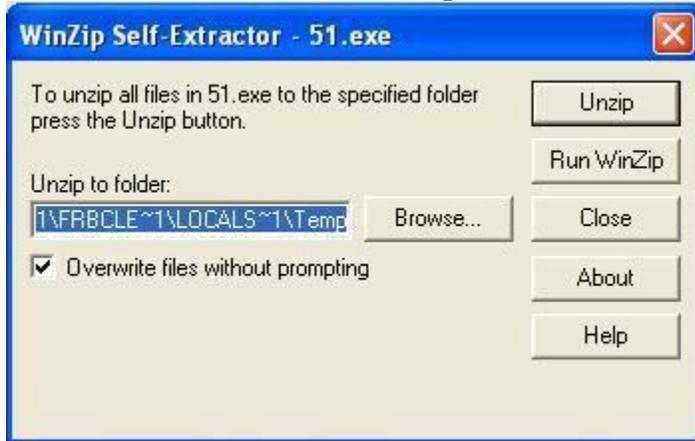


Figure 2.4.7

- When the files have finished unzipping, click **'Close'**. The following message appears indicating that three files have been unzipped (Figure 2.4.8)



Figure 2.4.8

- Navigate to the file location specified on the Winzip Self-extraction screen (be sure to read the 'Pre-Installation Instructions' prior to performing the next step).
- Follow the instructions in the 'Upgrade the POS Software from a Previous Version' section of this chapter. Be sure to read the 'Determine the Release' section, including the 'Steps to follow prior to upgrading to R5.4'. To proceed with the upgrade, begin with step 8 of the 'Upgrading from Release 5 Through 5.2 (using a CD)' section of this chapter.

New Installation – Installing from CD

The 'New Installation' procedure below assumes that the POS software has never been installed on the computer. It also assumes that the computer is running with Windows open. This install procedure is written for both Windows® 2000 and the Windows® XP Operating Systems.

Note: *Please be sure to read the 'Pre-Installation' section of this chapter before proceeding with the install.*

1. Insert the Release 5.4 PCC OTC Install CD into the CD-ROM drive. The computer may attempt to automatically run the program. If the 'Paper Check Conversion Over the Counter' Welcome window appears, click 'Cancel', then click 'Exit Setup'.
2. Right-click on the '**Start**' button, then click '**Explore**'
3. In the left window, navigate to the CD-ROM drive and double click the drive specification, usually D: or E:.
4. In the right pane, right-click the file named '**Setup.exe**' and click '**Copy**'.
5. Copy the file to a folder on the hard drive such as the 'temp' folder, or copy it to the desktop. Using the left pane, navigate to the folder where the file will be copied and double click on that folder.
6. At the top of the screen, click on '**Edit**', then click '**Paste**'. The setup.exe file should now be visible in the right pane on the screen.
7. Remove the Release 5.4 PCC OTC Install CD from the CD-ROM drive and store in a secure location.
8. To run the install program, navigate to the folder where the file was copied (or to the desktop) and double-click on the setup.exe file.
9. The 'Paper Check Conversion Over the Counter Welcome' window appears (Figure 2.5). Click '**Next**'.

Note: *If working from a network drive or other external source, copy the installation (setup.exe) file locally to the system before beginning the installation.*

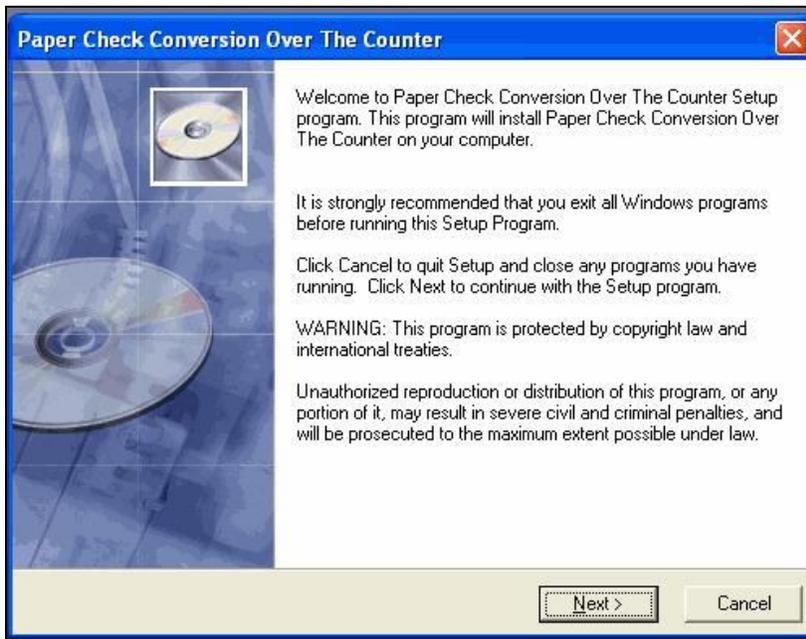


Figure 2.5

10. The system may prompt that it is 'Installing MSDE 2000' as pictured in Figure 2.6, and to please wait. MSDE stands for Microsoft SQL Server Desktop Engine™, which is required to run the POS software. The installation of MSDE can take as long as 5 minutes to complete.

Note: *If the required version of MSDE (Service Pack 4) is already present on the system, step 10 is skipped and the POS installation begins – see step 11.*



Figure 2.6

11. The following screen appears notifying the user that the system is updated with MSDE (Figure 2.7). Click 'Yes' to restart the computer.



Figure 2.7

12. Once the restart is complete, the PCC OTC System Information screen appears. (Figure 2.9)

Figure 2.9

13. In the PCC OTC System Information Window click the **'Add'** button on the right, beside the ALC(s) heading. This function is used to add all of the ALC's that this computer uses for data entry. Type the first 10-digit ALC+2 in the ALC field. Press the tab key and type the Location description. The description is used internally to easily identify each location. Click **'OK'**.

Note: Prior to adding the ALC+2's, an Agency Site Profile (A S P) must be submitted to Treasury OTC Support Center for each ALC +2.

If more than one ALC+2 will be used, click the **'Add'** button again and repeat the previous step. Continue in this manner until all ALC's have been added. If assistance is needed with identifying the ALC's, please contact the Treasury OTC Support Center at (866)945-7920, or 302-324-6442, or military DSN at 510-428-6824, option 4, option 5, option 4 or via email at FMS.OTCChannel@citi.com.

14. Type the Terminal ID as provided by the Treasury OTC Support Center.

15. To choose the location of the secondary storage, click the **'Browse'** button and navigate to the correct drive for the secondary storage (This drive is usually the flash drive - normally E:\ or D:\).

Note: drive must be connected to the computer. Daily and archived batches are stored on this drive. When the selection is complete, click **'OK'**. The choice for the secondary storage should now be displayed in the field to the immediate right of the 'Secondary Storage'.

16. Select the correct scanner model. Click the down arrow to the right of the field and select the scanner model. Click **'Next'**.

17. If the scanner is connected via USB to the POS computer, the system may prompt to unplug the scanner before continuing. Unplug the USB cable from the back of the computer and click the **'OK'** button.
18. A 'Start Installation' window appears. Click the **'Next'** button.
19. The system begins installing the PCC OTC databases and files.
20. The Crystal Reports XI runtime module is then installed.
21. The system prompts with, "Do you want to install the Queue Interface?" Military Agencies that will use the Interface should click **'Yes'**. All other Agencies, click **'No'**. If 'Yes' was selected, the 'Deployable Dispersing System' bridge is installed.
22. When complete, a window appears stating that the software is successfully installed. Click **'Finish'**.
23. A prompt appears stating that the system must be restarted to complete the installation. Click the **'OK'** button to restart. The computer reboots.
24. Upon a successful installation, three shortcut icons to the POS program (POS – Point-of-Sale, SAT – System Administration, and BM - Batch Manager) appear on the PC desktop (Figure 2.10). The version number can be verified by signing on to the SAT, POS, or Batch Manager and clicking **'Help'**, **'About PCC OTC'** from the menu at the top of the screen. The Security Administrator needs to sign on to the SAT as the 'admin' user and create user accounts. For complete information, refer to the *System Administration Tool* chapter, 'User Administration' section of this User Manual.

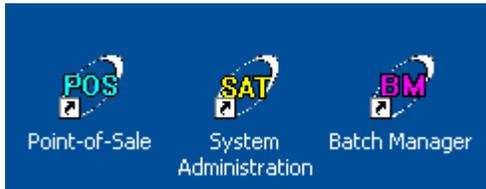


Figure 2.10

25. Military Agencies that elected to install the Queue Interface should refer to the optional *'Queue Interface'* chapter (chapter 13) of the User Manual.
26. Reconnect the USB-connected scanner. A 'Found New Hardware' window may appear. The Windows Operating System walks the user through installing the driver for the USB scanner.
27. Before using the POS software to create transactions, the Agency's unique data entry screens need to be downloaded. This includes updated data entry screens for the 'Back Office' processing method. To download the screens, sign on to the POS, click on **'Tools'**, **'Check host for'**, **'Data Entry Screen Upgrade'**. The new data entry screens automatically download to the POS computer.

Upgrading the POS Software

Determine the Release

It is important to determine the Release or Version number to know how to proceed with the upgrade. Older versions of the POS have not been tested to work with ELVIS 5.4, and may not be compatible. Also, older versions cannot be directly upgraded and additional upgrade paths need to be considered.

To determine the version number, sign on to the POS and choose 'Help', then 'About PCC OTC'. A window appears displaying the version number similar to the one pictured below in Figure 2.10.1:

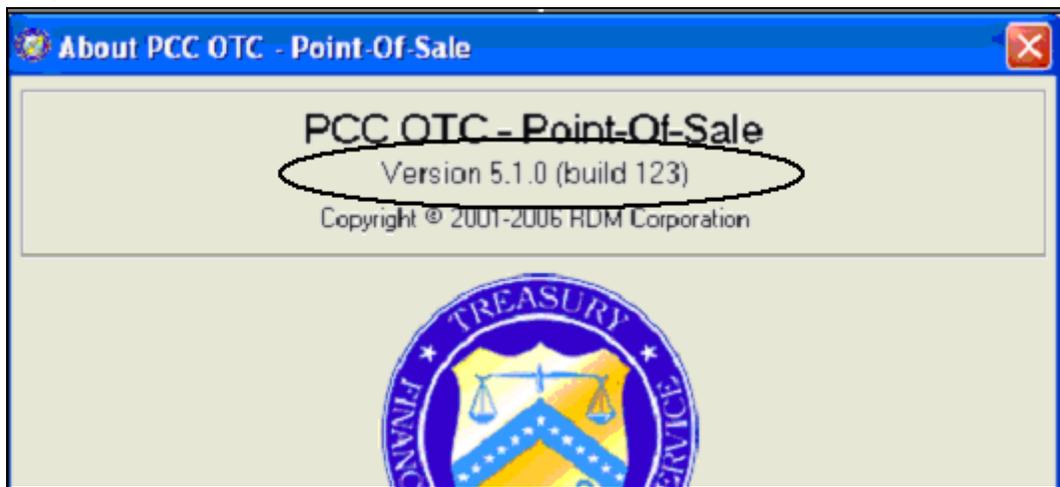


Figure 2.10.1

If the version number displayed is 5.x, it can be directly upgraded to POS Release 5.4. Proceed to the 'Steps to Follow prior to upgrading to R5.4' section of this chapter.

If the version number displayed is 2.x, then it is considered an old version. Read the 'Upgrading from an Old Version' section below to determine how to proceed with the upgrade to Release 5.4.

Upgrading from an Old Version

There are 2 upgrade options available, based on how the POS computer is used. The choices are:

1. The upgrade path - There is no direct upgrade from Release 3.5 or 4.x to Release 5.4. If this option is chosen the computer must be upgraded to Release 5.1, which then allows a direct upgrade to 5.4. The advantages of the upgrade path are that upgrading retains user information, the audit log, and other unique configuration settings, and there is no need to uninstall the earlier version from the POS computer. If you have a high number of users, it is advisable to choose this upgrade path. The upgrade to Release 5.1 can be done from a CD or by downloading the upgrade from ELVIS. To download Release 5.1 from ELVIS, follow the instructions 'Download the POS from ELVIS' section in this chapter. Installation instructions are provided in the Release 5.1 USER MANUAL 'Installation and Configuration' chapter.

The USER MANUAL can be found at <https://www.pccotc.gov/pccotc/Downloads/r51sop.htm>. Once you have successfully upgraded to Release 5.1, follow the upgrade instructions in this chapter to upgrade to Release 5.4

2. The second option is to uninstall the old release, then install Release 5.4. The advantage of the uninstall/install path is that it takes less time to perform, but this path DOES NOT retain users, the audit log, or unique configuration settings. Follow the 'Uninstall' section of this chapter, then the Install section.

-Also-

Releases prior to 5.0 do not include a Batch Manager component. When upgrading an old POS installation that is previous to 5.0, existing POC users donot have permission to view the Batch List. This permission needs to be manually added to the POC user, as required, using the System Administration Tool.

Steps to Follow Prior to Upgrading to R5.4

This procedure can only be followed if the POS Release is 5.0 or higher. Close and transmit all open batches in the POS.

Back up all system data and existing POS data. Since each Agency has their own set of instructions for performing backups, please contact your IT Support staff for assistance with backing up the computer.

Close the POS, SAT, and Batch Manager applications before installing the POS upgrade.

Print the SAT activity log for the past 90 days and user information from the SAT before upgrading the existing application.

Disconnect the USB-connected scanner prior to upgrading. Reconnect the scanner once the upgrade is complete.

Launch the SAT and login.

1. Click **'File'**, then **'Configuration'**. From the 'Data Entry Screens' tab, make a note of the ALC(s). From the 'General' tab, make a note of the Secondary Storage location. Close the SAT application.
2. Launch the POS and login.
3. Click **'File'**, then **'Configuration'**. Select the Application tab and make a note of the Terminal ID.
4. Close the POS application.
5. Close all other open applications.

Upgrading from Release 5 through 5.2(using a CD)

These upgrade instructions apply for both Windows 2000® and Windows XP® Operating Systems.

1. Make sure to follow the steps outlined in ‘Steps to follow prior to upgrading to R5.4’ before beginning the upgrade.
2. From the Windows desktop, right-click on the ‘**Start**’ button, then click ‘**Explore**’
3. In the left window, navigate to the CD-ROM drive and double click the drive specification, usually D: or E:
4. Right-click the file named ‘**Setup.exe**’ and click ‘**Copy**’.
5. The file must now be copied to a folder on the hard drive such as the ‘temp’ folder, or it can be copied to the desktop. Navigate to the folder where the file will be copied and double click on that folder.
6. At the top of the screen, click on ‘**Edit**’, then click ‘**Paste**’. The setup.exe file should now be visible in the right panel on the screen.
7. To copy the file to the desktop, right-click on the desktop and click ‘**Paste**’. The file is now visible on the desktop. Remove the PCC OTC Install CD from the CD-ROM drive and store in a secure location.
8. To run the install program, navigate to the folder where the file was copied and double-click on the setup.exe file.
9. The screen should indicate that a previous version of PCC OTC has been detected (Figure 2.11) and ask if you wish to continue. Click ‘**Yes**’.



Figure 2.11

10. If open batches are detected in the previous version, the installation ends. Please close and upload the opened batches.
11. The MSDE 2000 SP4 is applied. This can take several minutes. When complete, the system needs to restart. Click ‘**Yes**’ to restart the computer.
12. After the reboot, a window may appear stating that a previous version of the PCC OTC has been detected. Click ‘**Yes**’ to proceed with the upgrade.
13. The Paper Check Conversion Over the Counter Welcome screen appears. (Figure 2.12).

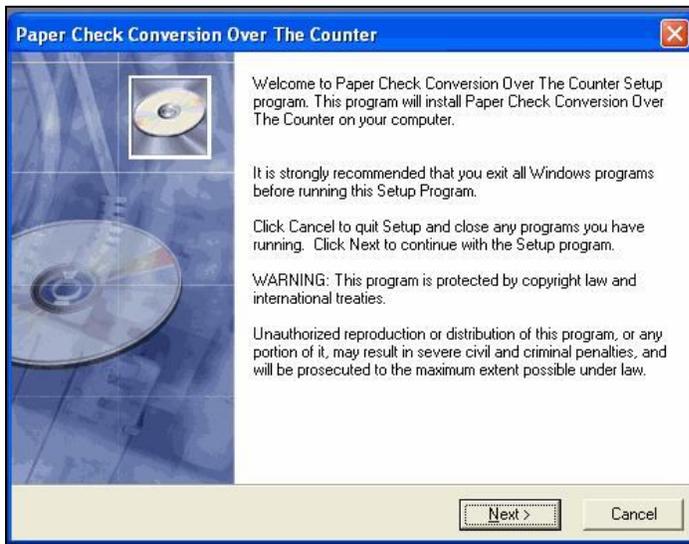


Figure 2.12

14. Click **'Next'**. A System Configuration screen appears as pictured in Figure 2.13.

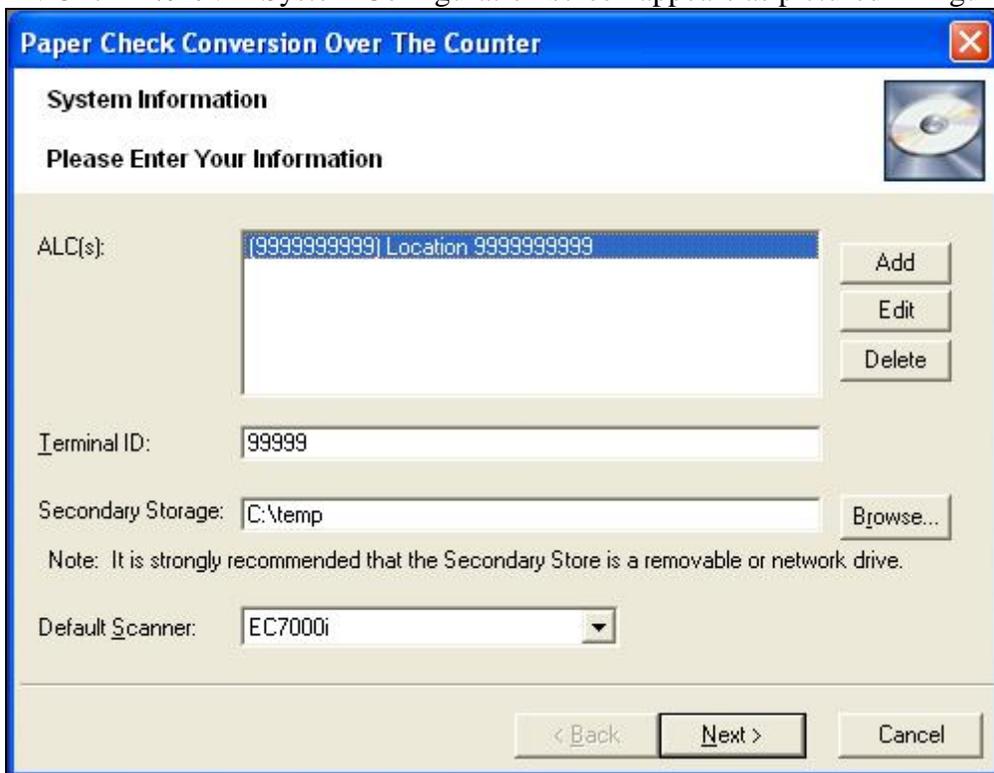


Figure 2.13

15. The ALC's that were used in the previous version of the POS is displayed. If necessary, add additional ALC's from this screen. In the PCC OTC System Information Window click the **'Add'** button on the right, beside the ALC(s) heading. Type the first 10-digit ALC+2. Press the tab key and type the Location description. The description is used internally to easily identify each location. Click **'OK'**.

Note: Prior to adding the ALC+2's, an Agency Site Profile (A S P) must be submitted to Treasury OTC Support Center for each ALC +2.

If more ALC+2's need to be added, click the **'Add'** button again and repeat the previous step. Continue in this manner until all ALC's have been added. For assistance with identifying your ALC's, please contact the Treasury OTC Support Center at (866)945-7920, or 302-324-6442, or military DSN at 510-428-6824, option 4, option 5, option 4 or via email at FMS.OTCChannel@citi.com.

16. The terminal ID should have been retained from the previous version of the POS. If the terminal ID is not correct, double-click within the field and type the correct terminal ID. **Note: It is very important that apostrophe's not be used in the terminal ID field. Doing so causes the upgrade to fail.**
17. The secondary storage designation should also be retained from the previous version of the POS. If it is not correct, click the **'Browse'** button on the right, besides the Secondary Storage heading. Navigate to the correct drive for the secondary storage (This drive is usually the flash drive - normally E:\ or D:\ but can also be a PCMCIA card (if a laptop) network drive or a zip drive). The drive selection can be changed by selecting the **'Browse'** button. Daily and archived batches are stored on this drive. When the selection is complete, click **'OK'**. The choice made for the secondary storage should now be displayed in the field to the immediate right of the **'Secondary Storage'**.
18. Select the correct scanner model. Click the down arrow to the right of the field and select the correct scanner model. Click **'Next'**.
19. **'Start Installation'** window appears. Click **'Next'**.
20. The system begins performing various tasks such as uninstalling the previous version and upgrading the PCC OTC databases.
21. If the scanner is connected via USB to the POS computer, a prompt may appear requesting that the scanner be unplugged before continuing. Unplug the USB cable from the back of the computer and click the **'OK'** button.
22. The install begins copying files and displays a screen which reflects the percentage of completion.
23. The Crystal Reports XI runtime module is configured.
24. The system configuration is updated.
25. The system asks if you wish to install the Queue Interface. Military Agencies that will use the Interface should click **'Yes'**. All other Agencies, click **'No'**. If **'Yes'** was selected, the **'Deployable Dispersing System'** bridge is installed.
26. When complete, a window appears that states that the software is successfully installed. Click **'Finish'**. A prompt appears stating that the system must be restarted to complete the installation. Click the **'OK'** button to restart.
27. Upon a successful installation, three shortcut icons to the POS program (POS –Point-of-Sale, SAT – System Administration, and BM - Batch Manager) appears on the PC desktop (Figure 2.14). The version number can also be verified by signing on to the SAT, POS, or Batch Manager and clicking **'Help'**, **'About PCC OTC'** from the menu at top of the screen. Login and password data is retained during the upgrade so users can sign on to the system as they did before the upgrade.

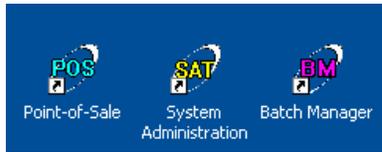


Figure 2.14

28. Military Agencies that elected to install the Queue Interface should refer to the optional '*Queue Interface*' chapter (chapter 13) of the PCC OTC USER MANUAL.
29. Before using the POS software to create transactions, the Agency's unique data entry screens need to be downloaded. This includes updated data entry screens for the 'Back Office' processing method. To download the screens, make certain that the check scanner is connected to the POS computer, sign on the POS, click on '**Tools**', then '**Check host for**', then click '**Data Entry Screen Upgrade**'.
30. Reconnect the USB-connected scanner. A 'Found New Hardware' window may appear. The Windows Operating System walks the user through installing the driver for the USB scanner.

Uninstall

If the POS computer should experience problems with file corruption or the administrative password is inaccessible, the POS software may need to be uninstalled and reinstalled.

Uninstallation of the POS software should not be performed without permission from the Treasury OTC Support Center at (866)945-7920, or 302-324-6442, or military DSN at 510-428-6824, option 4, option 5, option 4 or via email at FMS.OTCChannel@citi.com.

Note: *Uninstallation of the POS software erases user and password data, batch data, and the activity logs unless the user saves the data, as prompted during the uninstall process. Unique data entry screens, ALC's, and configuration information cannot be saved. See the 'Recover Data Entry Screens' section of this chapter for information on recovering Data Entry Screens.*

Also – *If the secondary storage location exists outside of the RDM directory (which it should), it is not removed during the uninstall procedure.*

Note: *To avoid a situation where the administrative password becomes inaccessible, please make certain that the 'admin' password is written down and locked up. All safeguards should be in place to ensure that the password is accessible to authorized personnel only.*

Before Uninstalling

Uninstalling the POS software usually means that a reinstall needs to occur immediately afterward. The following steps should be performed **prior** to uninstalling the POS software to ensure a smooth reinstall. The following steps assume that the current installation of the POS software is accessible. If the software is inaccessible and these steps cannot be performed, contact the Treasury OTC Support Center at 302-324-6442, or (866)945-7920, or military DSN at 510-428-6824, option 4, option 5, option 4.

1. Close and transmit all open batches in the POS. For details on how to close a batch, please refer to the Daily Processing chapter of this USER MANUAL. If the computer is not accessible and there are open batches, a batch recovery needs to be performed using the secondary storage drive, after the reinstallation of the software is completed. For instructions on 'Batch Recovery', please refer to the *System Administration Tool – SAT* chapter of this USER MANUAL.
2. Back up all system data and existing POS data. Since each Agency has their own set of instructions for performing backups, please contact your Information Technology Support staff for assistance with backing up the computer.
3. Print the SAT and POS activity log for the past 90 days and user information from the SAT before upgrading the existing application. To print the activity log and user information, refer to 'Activity Log' and 'User Information' sections in the *Appendix* of this USER MANUAL.

4. Launch the SAT and login. Select **'File'**, then **'Configuration'**. From the 'Data Entry Screens' tab, make a note of the ALC(s). From the 'General' tab, make a note of the Secondary Image Storage path. Close the PCC OTC SAT application.
5. Launch PCC OTC POS and login. Click **'File'**, and **'Configuration'**. Select the Application tab and make a note of the Terminal ID.

Uninstalling the r5.4 Software

To uninstall the software, from the Windows desktop click on **'Start'**, **'Settings'**, then **'Control Panel'**. Double-click on **'Add/Remove Programs'**.

1. Click to highlight **'Paper Check Conversion Over the Counter'** then click on **'Change/Remove'**. (Figure 2.15)

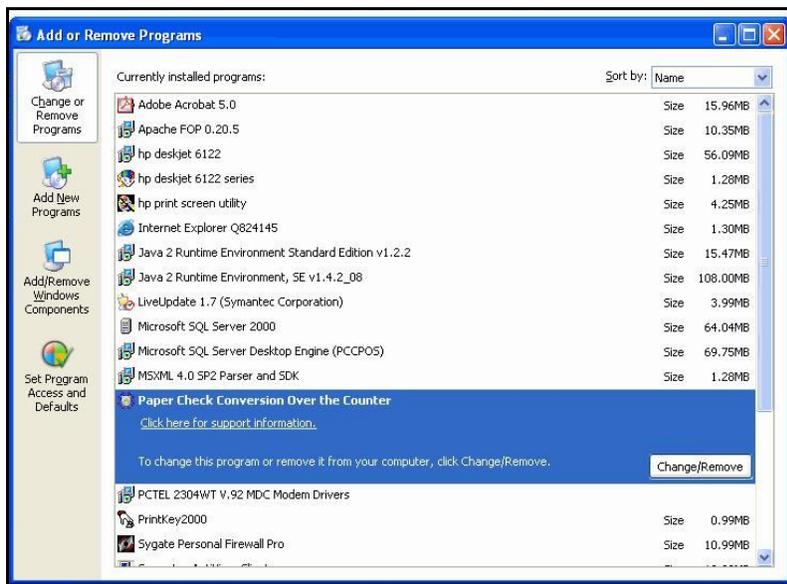


Figure 2.15

2. The prompt, "Please close all other applications before continuing", appears. To continue, make certain that all other applications are closed and click on the **'OK'** button. The prompt, "Are you sure you want to uninstall PCC OTC?", appears. Click the **'Yes'** button.
3. The prompt, "Do you want to keep the data from PCC OTC?", appears. The following choices are available:

'Yes' - to retain user data, activity logs, and transactions that have not yet been completed within the POS.

'No' - if the purpose of this uninstall is to recover the administrative password in PCC OTC, or if the software is being permanently removed from this computer. Responding with 'No' removes all users, pending transactions, and activity logs from the POS, but the POS administrative password is

restored to a default after the software is re-installed. All batches should be closed and transmitted prior to the uninstall or they will be lost. Choose **‘Yes’** or **‘No’**.

- The uninstall process begins. This may take up to 5 minutes. A prompt may appear asking if you wish to remove a shared component. The uninstall process will notify the user that the file is no longer being used by other programs and may be deleted. Click on **‘Yes to All’**. (Figure 2.16)

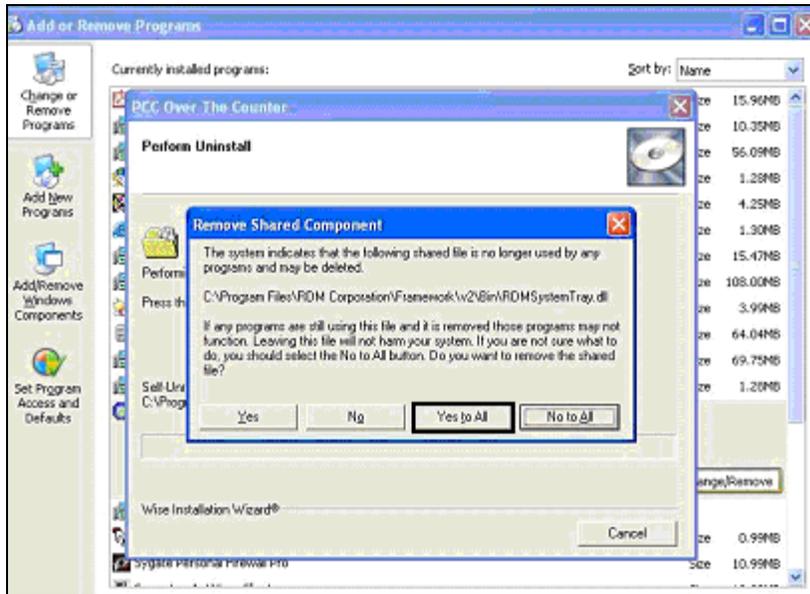


Figure 2.16

- When the uninstall is complete, a window appears stating that the PCC OTC uninstall is complete successfully and the system must be restarted. Click **‘Yes’** to exit the installation and restart the computer.
- When the Windows desktop appears, verify that the **‘POS’**, **‘SAT’**, and **‘Batch Manager’** icons are no longer on the computer’s desktop.
- Verify that the RDM folder has been removed. Right-click the Windows **‘Start’** button, then click **‘Explore’**. Navigate to the C: drive (or to whatever drive the POS software was installed) and click the plus (+) button to display all folders on the drive. Look for a folder called **‘Program Files’**. Click the plus (+) button beside the folder to view all folders beneath. Verify that the folder **‘RDM Corporation’** does not exist. If it does, right-click the folder name then choose **‘Delete’** from the menu. Be very careful to only delete the RDM Corporation folder. The prompt, “Are you sure you want to remove the folder **‘RDM Corporation’** and move all of its contents to the Recycle Bin?” appears. Click the **‘Yes’** button.

Permanently Uninstalling the R5.4 POS Software

If the POS software will no longer be used by your Agency for the PCC OTC program, follow the steps in the 'Uninstalling the R5.4 Software' in the previous section. Older releases of the software may have included POS CD's. The Agency's Management needs to ensure that these CD's are destroyed. All sensitive data should be removed from the secondary storage device as well.

Note: Certain Windows Registry keys may be left behind after uninstalling. For information on how to address these keys, please contact the T

Reinstalling the POS Software After an Uninstall

NOTE: If an error is encountered during any part of the installation, contact the Treasury OTC Support Center at (866)945-7920, or 302-324-6442, or military DSN at 510-428-6824, option 4, option 5, option 4 or via email at FMS.OTCChannel@citi.com.

To reinstall the software after an uninstall: use the PCC OTC Release 5.4 CD, or download the install from ELVIS. To install from CD, follow the instructions outlined in the 'New Installation – Installing from CD' section of this chapter. If downloading the install from ELVIS, follow the instructions outlined in 'Downloading the POS from ELVIS' section of this chapter.

Recovering Data Entry Screens

Note: Uninstallation of the POS software erases all unique data entry screens. To recover the screens after an uninstall/reinstall, make certain that the check scanner is connected to the POS computer, sign on to the POS, click on 'Tools', then 'Check for', then click 'Data Entry Screen Upgrade'.

POS Application Setup

POS Configuration

To view or edit current POS configurations, the authorized user needs to click the **'File'** menu then select **'Configuration'** within the POS. An authorized user, i.e. an administrator, supervisor, or POC role has the permission to edit POS settings, including the settings for each of the three tabs beneath the POS configuration, 'Devices', 'Application', and 'Report'.

Devices Configuration Tab

The 'Devices' configuration tab allows a user to change settings for the POS scanner and the optional POS Keypad (Figure 2.20). The left side of the window is used to select the scanner model the POS system uses. Use the drop down arrow to display the models and click on the appropriate scanner.

Once the scanner model has been chosen, the type of connection must be established. Choices are USB port or Serial port. Click the appropriate radio button. If the Serial Port is chosen, use the drop down arrow to choose an available com port.

The 'Franking' option can be used for the EC6000i or EC7000i scanner. This option allows the scanner to automatically stamp checks with the words 'Electronically Presented' upon completion of each item. This requires the installation of the printer ink roller that comes with the scanner. For details on how to install the ink roller, refer to the Appendix Chapter, 'Franking Acknowledgment Printer Ink Roller' section of this USER MANUAL. This option is not available for the EC5000i or Panini scanners.

The Enable Keypad box should be checked if electing to use the optional Yes/No keypad. Enabling the Keypad allows the check writer to confirm the transaction dollar amount. The Keypad feature is disabled while the application operates in the Person (Customer) Not Present mode. Refer to the Yes/No Keypad section earlier in this chapter for more information on the Yes/No Keypad.

When all fields are completed, click 'Apply',.

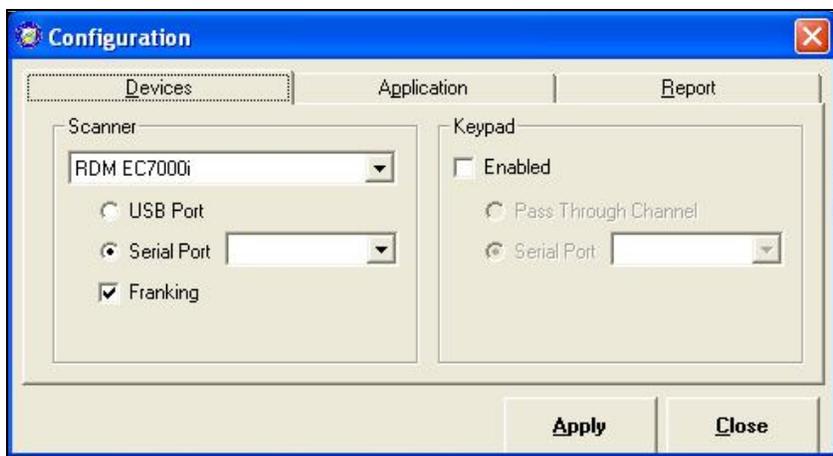


Figure 2.20

Application Tab

From the POS configuration window, click the 'Application' tab. This tab is used to set up preferences within the POS application (Figure 2.21).

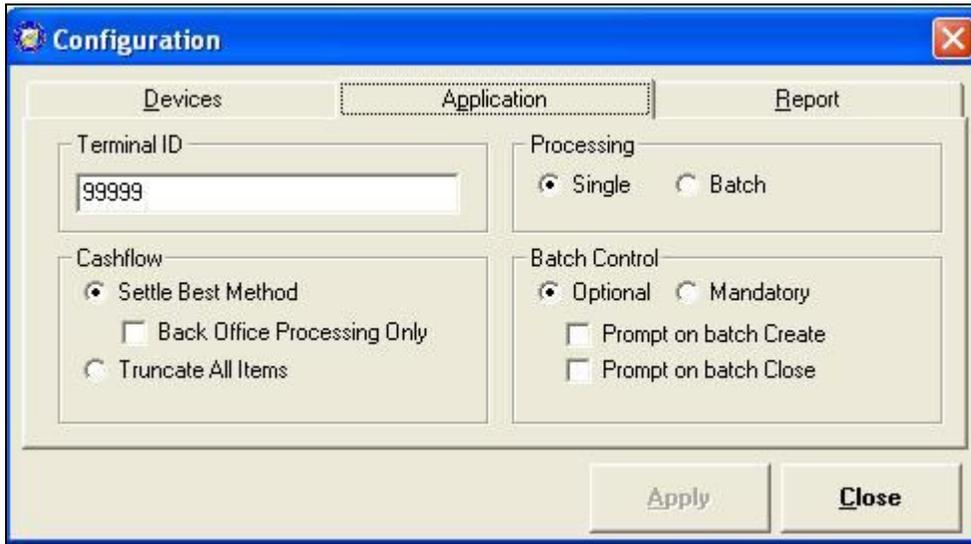


Figure 2.21

Terminal ID

The Terminal ID is provided by the Treasury OTC Support Center prior to installation and entered during the Installation process. It should not be changed, unless the PC is being used as a backup PC for batch recovery. The Terminal ID in Figure 2.21 is only an example. Refer to *Batch Recovery* in the *Troubleshooting* section for more information. To change the terminal ID, click in the field and type the terminal ID. Call the Treasury OTC Support Center at (866)945-7920, or 302-324-6442, or military DSN at 510-428-6824, option 4, option 5, option 4 or via email at FMS.OTCChannel@citi.com.

Cashflow

The Cashflow fields are used to specify what type of items the POS system allows.

The 'Settle Best Method' represents both personal and non personal items. It is the default selection and when selected exclusively on the configuration screen, all processing methods (Customer Present, Customer Not Present, and Back Office) are allowed for either personal or non personal items on the Entry Screen.

If 'Back Office Processing Only' is checked, Back Office is the only allowable processing method on the Entry Screen for both personal and non personal items. The Back Office processing method should be used by Agencies that receive payments in person at the point-of-sale location, then scan the checks

at a later time in a controlled, back office environment. When using the Back Office method, customers are not handed back their check as in a typical face-to-face transaction.

If 'Truncate All Items' is chosen, only non-personal items are allowed (for all processing methods) on the Entry Screen..

Click the appropriate radio button to choose 'Settle Best Method' (click the box for Back Office Processing Only), or 'Truncate All Items', then click 'Apply', then '**C**lose'.

Processing

This field establishes whether the POS uses Single mode or Batch mode processing. The Single processing mode only allows the user to scan one check at a time. Batch processing mode allows a group of checks to be scanned all at once, prior to the data entry for the items. This option is scanner dependent. It can only be used with an EC7000i or Panini scanner. For complete information on processing mode, please refer to the *Daily Processing* chapter of this USER MANUAL. Click the appropriate radio button to choose the processing mode and when complete click the '**A**pply' button, then click '**C**lose'.

Batch Control

The Batch Control fields are used to setup the POS balancing tool. Batch control can be used to perform balancing on the number of checks that have been scanned, and ensure their respective dollar amounts have been accurately keyed. The Batch Control options are setup for each ALC+2 for which an Agency processes. If it is used, the feature applies to both processing modes, i.e., Single and Batch. Listed below are the various options and their functions to consider when setting up the Batch Control fields:

Disabled

If the Batch Control feature is disabled, the POS system does not prompt the operator to key in the batch totals at any time. To completely disable the Batch Control feature, click the options as circled below in Figure 2.22:

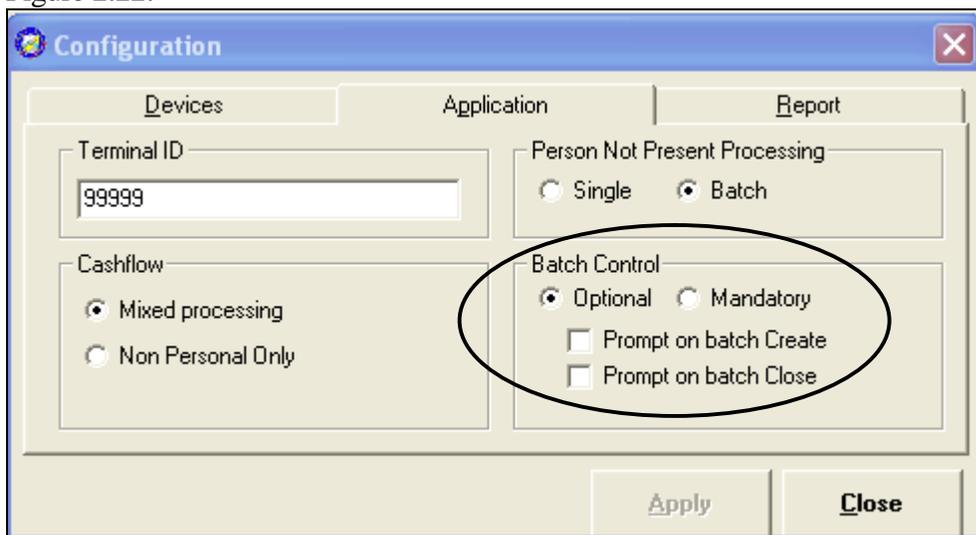


Figure 2.22

When Configuration is complete, click **'Apply'**, then click **'Close'**.

Optional

Administrators can opt to make batch control optional upon batch create, batch close, or both.

Optional on Batch Create

When the configuration settings are set to be optional on batch create only, as displayed in Figure 2.23, upon batch create the operator can choose to:

1. Type the actual batch control total amount and count.
2. Defer the batch control by clicking the 'Defer' button. This bypasses the batch control function.
3. Leave the batch control total amount and count at zeroes.

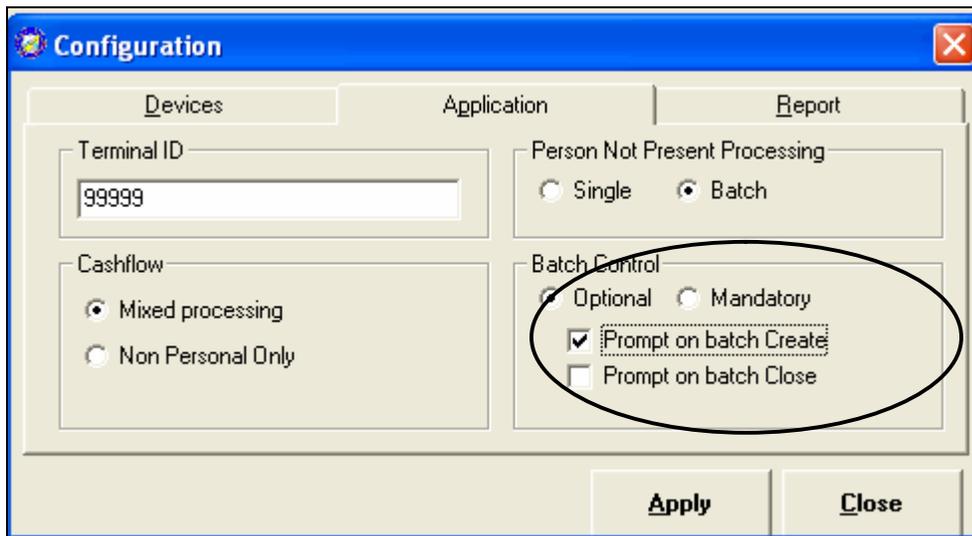


Figure 2.23

The batch control screen does not appear upon batch close. When Configuration is complete, click **'Apply'**, then click **'Close'**.

Optional at Batch Close Only

When the configuration settings are set to be optional on batch close only, as displayed in Figure 2.24, the operator is not prompted with a batch control screen upon batch create. When the operator begins the batch close process, a batch control screen appears. The operator can choose to:

1. Type the actual batch control total amount and count.
2. Leave the batch control total amount and count at zeroes.

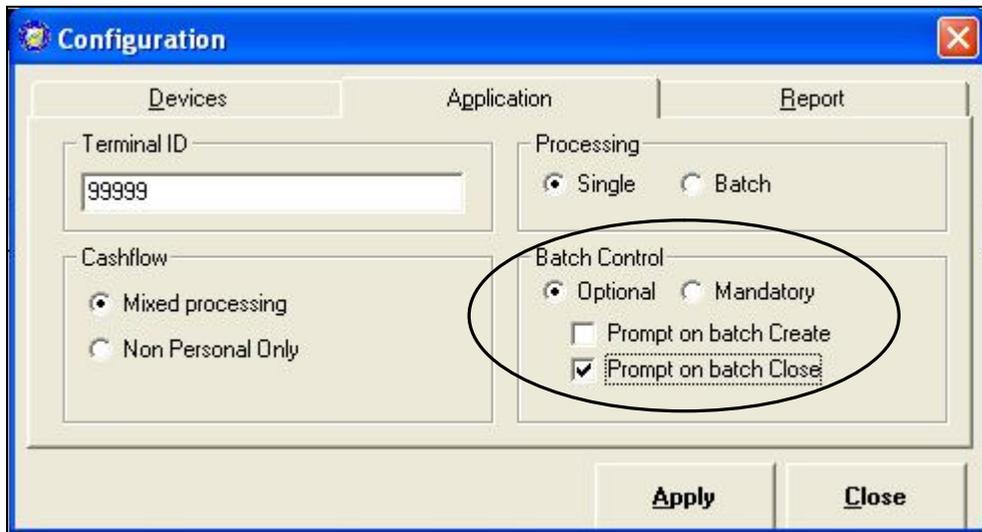


Figure 2.24

When Configuration is complete, click **'Apply'**, then click **'Close'**.

Optional at Batch Create and Batch Close

When the configuration settings are set to optional on both batch create and batch close, as displayed in Figure 2.25, the operator is prompted with a batch control screen at batch create and batch close. The operator can choose to:

1. Type the actual batch control total amount and count at batch create.
2. Leave the batch control total amount and count at zeroes at batch create.
3. Defer the batch control by clicking the **'Defer'** button at batch create.

Upon batch close, the batch control screen appears again. The operator can choose to:

1. Type the actual batch control total amount and count.
2. Leave the batch control total amount and count at zeroes.

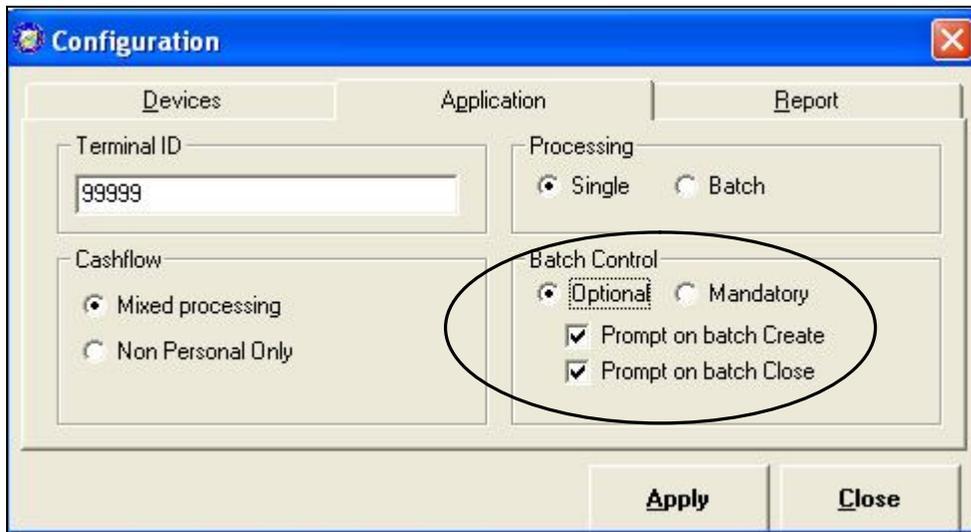


Figure 2.25

When Configuration is complete, click **Apply**, then click **Close**.

Mandatory

If the Batch Control feature is set to mandatory, then the POS prompts for batch control totals. The security administrator can set up the configuration to prompt for batch totals at either the start of the batch, at batch close, or both.

Mandatory at Batch Create Only

When the configuration settings are set to be mandatory on batch create only, as displayed in Figure 2.26, the operator:

1. Must type the actual batch control total amount and count.
2. Cannot defer the batch control. The 'Defer' button is not available.
3. Cannot leave the batch control total amount and count at zeroes.

The batch control screen does not appear upon batch close.

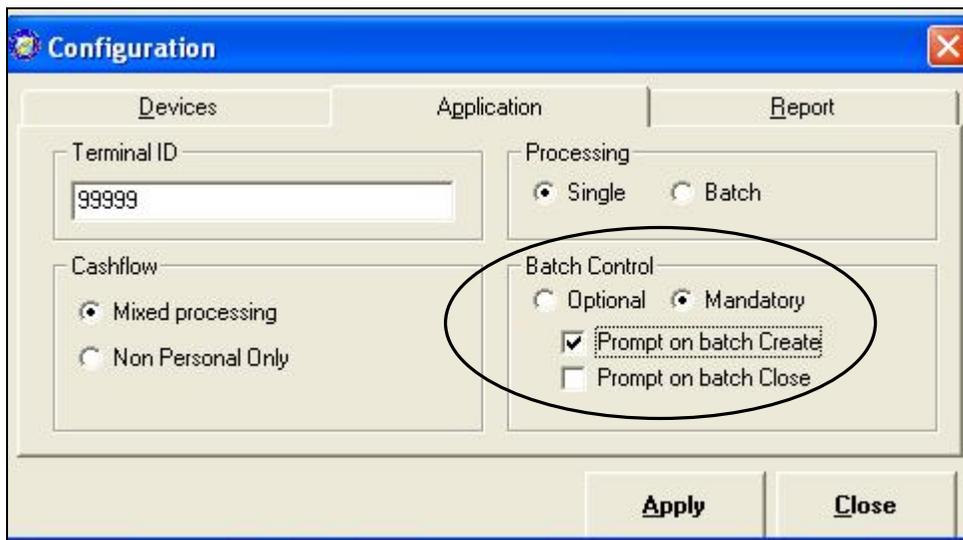


Figure 2.26.

When Configuration is complete, click **'Apply'**, then click **'Close'**.

Mandatory at Batch Close Only

When the configuration settings are set to mandatory on batch close only, as displayed in Figure 2.27, the operator is not prompted with a batch control screen upon batch create. When the operator begins the batch close process, a batch control screen appears. The operator:

1. Must type the actual batch control total amount and count.
2. Cannot leave the batch control total amount and count at zeroes.

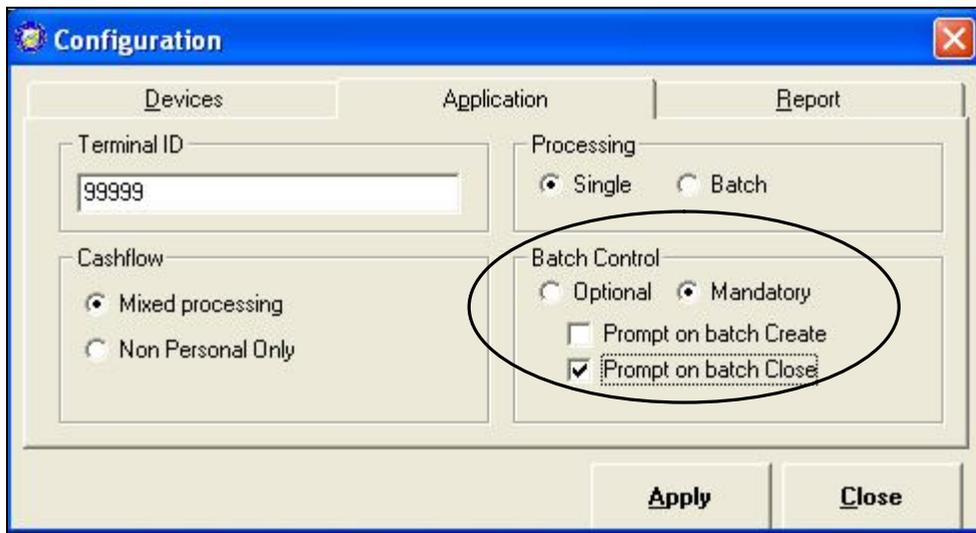


Figure 2.27

When Configuration is complete, click **'Apply'**, then click **'Close'**

Mandatory at Batch Create and Batch Close

When the configuration settings are set to mandatory on both batch create and batch close, as displayed in Figure 2.28, the operator is prompted with a batch control screen at batch create and at batch close. The operator can choose to:

1. Type the actual batch control total amount and count at batch create.
2. Leave the batch control total amount and count at zeroes at batch create.
3. Defer the batch control by clicking the **'Defer'** button at batch create.

Upon batch close, the batch control screen appears. The operator:

1. Must type the actual batch control total amount and count.
2. Cannot leave the batch control total amount and count at zeroes.

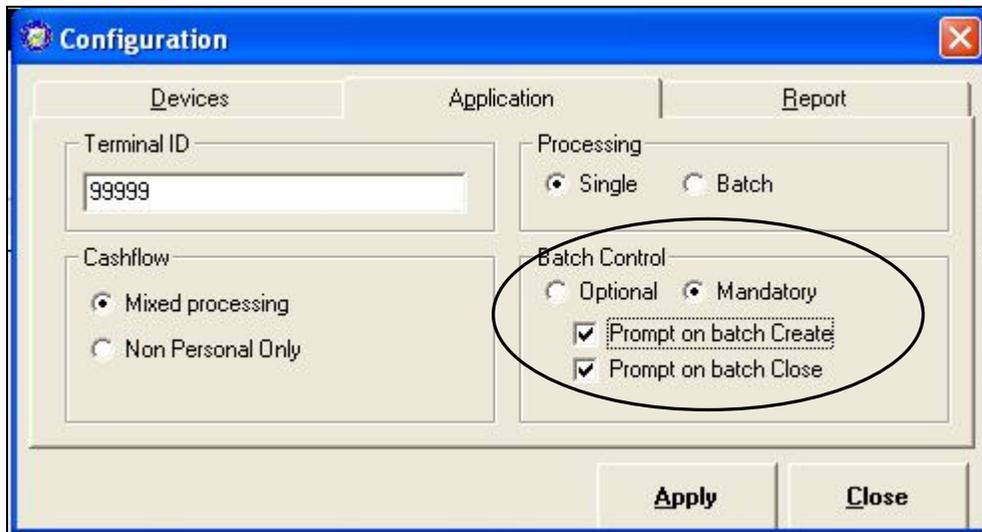


Figure 2.28

When Configuration is complete, click **'Apply'**, then click **'Close'**.

Note: *Batch control is not required on batches that contain only voided items.*

Reports Tab

Note: *Currently, only the Windows default printer can be used with POS Release 5.4. This functionality will be available in a future release of the POS.*

PCC OTC uses the default printer assigned in the operating system if one is not specified on this screen. If the Windows default printer is not the printer where the PCC OTC report should print, another printer can be specified. Since it is mandatory to print the batch list as part of the batch closing process, this screen allows the user to choose which printer to setup as the POS default printer. (Figure 2.29)

To install a new printer in the operating system, use the 'Printers' option in the Windows® operating system.

Once a printer is installed on the computer's operating system, a POS printer can be setup from the drop down menu, under the 'Report' tab within the configuration window. This sets the default printer for the POS application, however, the user will still have the option to choose another printer if so desired. The POS printer can be set up to be a different printer from the SAT printer.

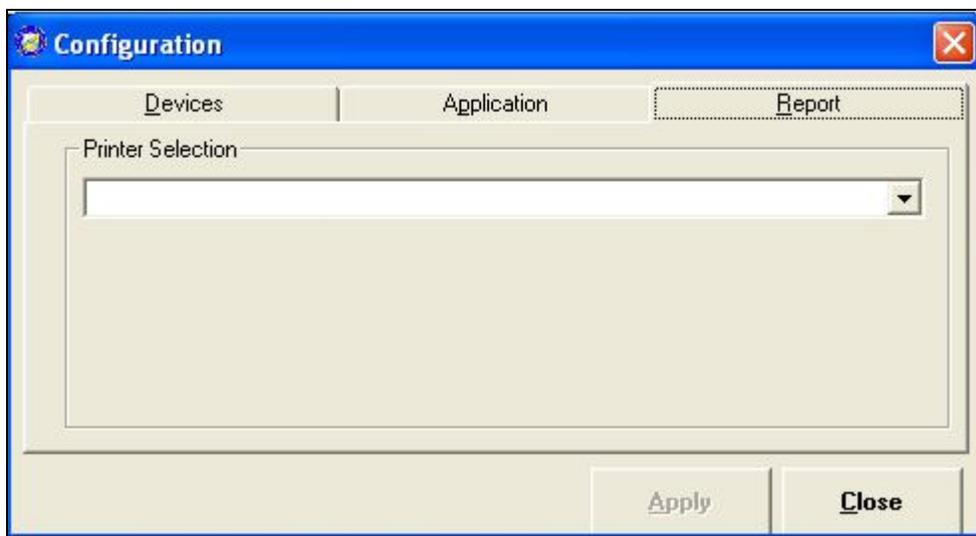


Figure 2.29

To setup a default POS Printer:

1. Sign on to the POS
2. Click on '**File**', '**Configuration**', then click the 'Reports' tab.
3. Use the drop down arrow to the right of the printer Selection field to display a listing of the printers that are installed on the computer. This includes both local and LAN printers.
4. Click on the printer that should be set up as the POS default printer, then click '**Apply**'.
5. Click '**Close**' when finished.

About the POS

Help

The 'Help' menu supplies information about the POS software and scanner version as well as a link to your computer's system information.

1. Login to the POS application.
2. Click **'Help'**, and **'About PCC OTC-Point-of-Sale'**.

The screen displays the version number for the POS (circled below in Figure 2.30) as well as scanner driver information at the bottom of the screen. This information may be requested by the Treasury OTC Support Center or Treasury/FMS for troubleshooting purposes.

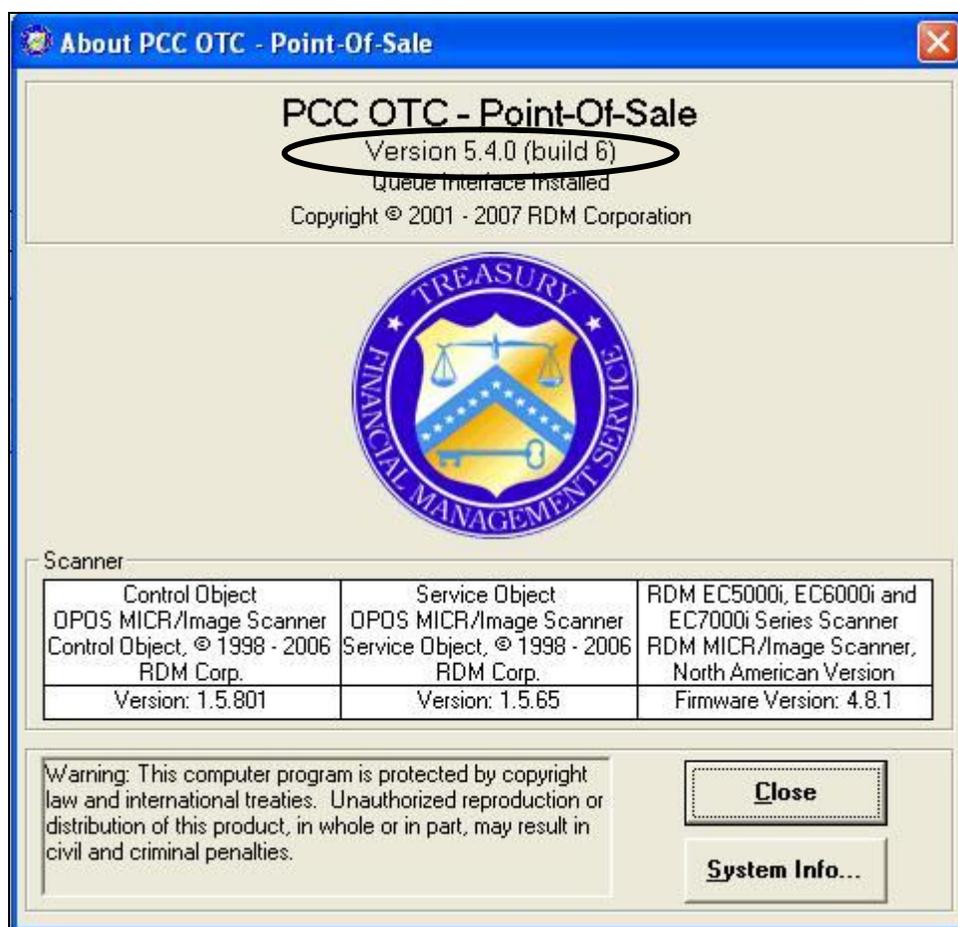


Figure 2.30

3. The Help window can also be used to obtain information pertaining to your computer. Click on the **'System Info'** button at the bottom of the window to display information regarding your computer. (Figure 2.31)

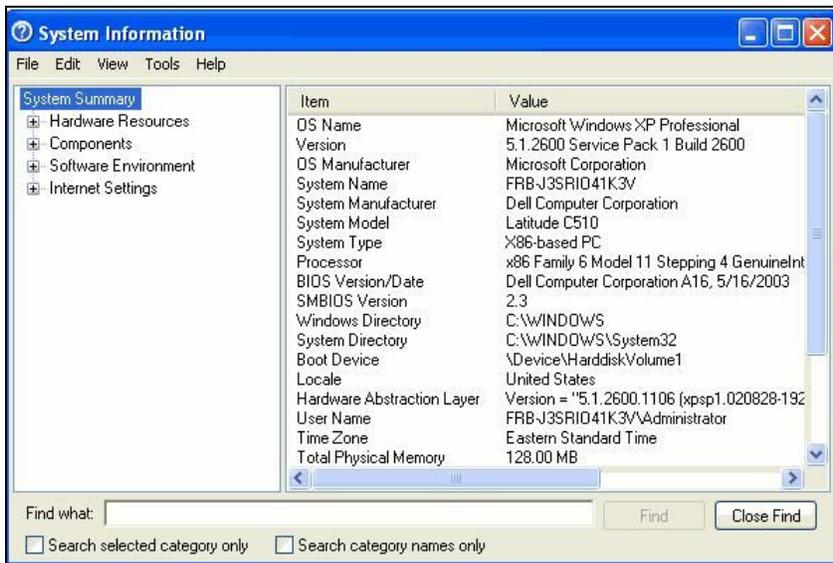


Figure 2.31

Help – other menu options

By clicking on ‘Help’ from the POS menu, users can choose between ‘Contents’, ‘Index’, or ‘Search’.

- Contents – Displays a welcome to the PCC OTC Online Help screen. Contents also displays a menu of POS messages (left side of screen) as displayed below in Figure 2.32. Click on any of the categories to see the description of various message types for that category.

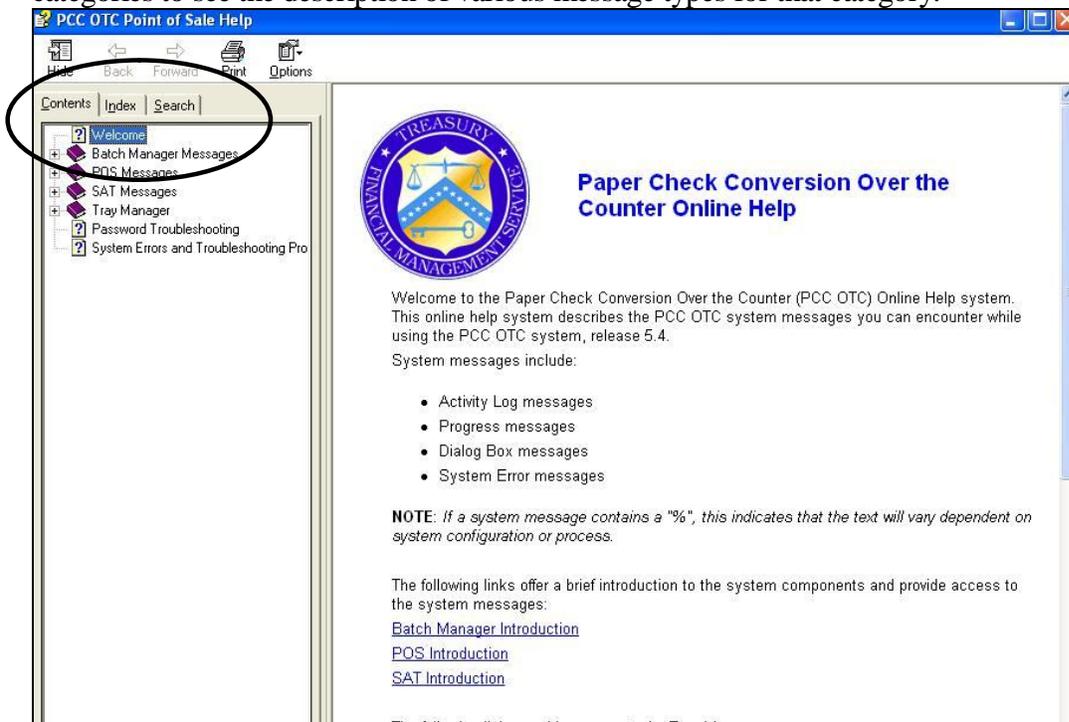


Figure 2.32

- Index – displays the index of items on the left side of the screen. The user can click to highlight an item on the left then click the ‘Display’ button at the bottom of the window to display the contents of that subject in the window on the right side of the screen. (Figure 2.34)

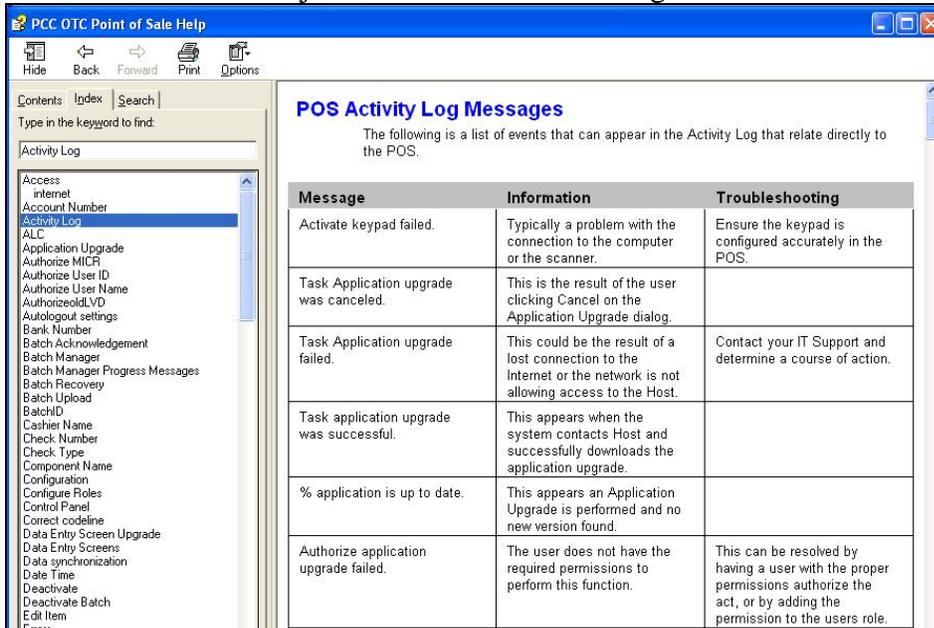


Figure 2.34

- Search – The search function allows the user to type a word or group of words to search for a specific error (left side of the screen) , as displayed in Figure 2.35.

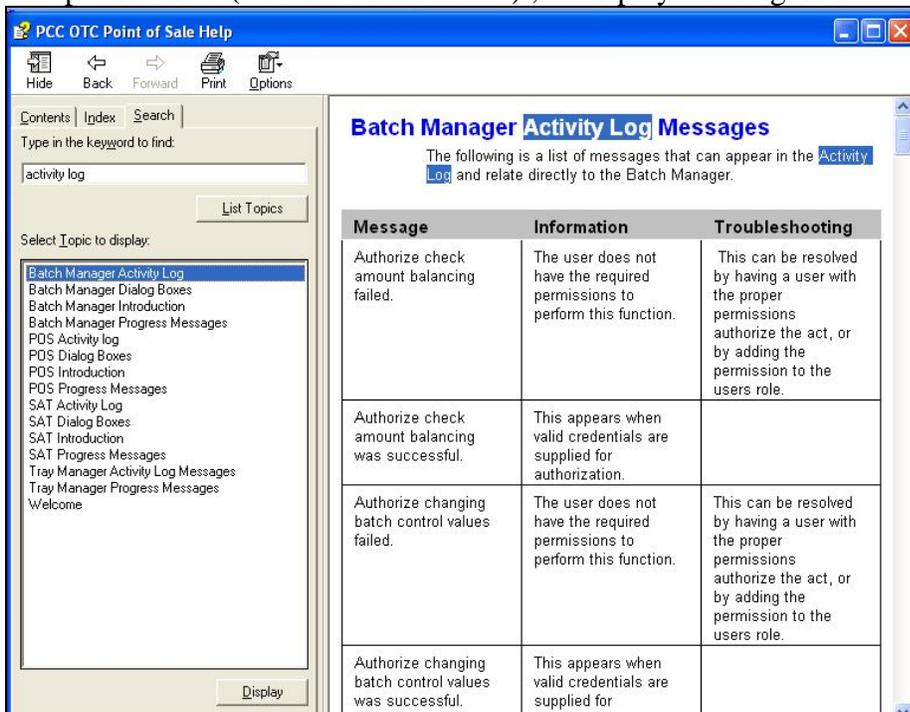


Figure 2.35