Activate/Deactivate a Batch in OTCnet Offline

To activate/deactivate a batch, complete the following steps:

1. Click the **Check Processing** tab.
2. Click **Batch Management**. The *Search Batch* page appears.

> **Application Tip**
>
> Before you can activate/deactivate batches offline, you must first access the **OTCnet Offline** icon on your terminal's desktop and enter your User ID and password. After you have successfully logged on you can search for the batch.

> **Application Tip**
>
> To determine if your terminal is connected to the online OTCnet server, refer to the Connection Status indicator located on the top-right of the page. If the Connection Status is green, the terminal is connected to the online OTCnet server. If the Connection Status indicator is red, the terminal is not connected to the online OTCnet server.

3. Select or enter the batch search conditions you would like view.

   Under **Batch Search Conditions**, *optional*

   - Select the **OTC Endpoint** you want to activate/deactivate a batch for by checking the box under the **Select** column

   Under **Created On Date**, *optional*

   - Enter the **From** and **To** date range

> **Application Tip**
>
> The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.

Application Tip

The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

Application Tip

If you run a search ***with*** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.

Application Tip

If you run a search ***without*** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*

Application Tip

If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

- Enter the **Cashier ID**

Under **Batch Status**, *optional*

- Select the **Status** you want to activate/deactivate by checking the **Open** and/or **Closed** boxes under the **Select** column

Application Tip

Only batches with an **Open** or **Closed** status can be activated/deactivated. Additionally, batches currently in use cannot be deactivated.

4. Click **Search**. The *Summary of Batches* page appears.

5. Check the checkbox(es) of the **Batch ID(s)** you want to activate or deactivate and click **Activate/Deactivate**. The *Activate/Deactivate Batch* page appears.

Application Tip

If a batch is activated or deactivated a check appears under the **Active Flag** column. If a batch is deactivated, the **Active Flag** column is blank.

6. Click **Confirm**. A message appears stating the batch(es) have been activated/deactivated and the value under **Active Status** updates to Active/Inactive.

Application Tip

A deactivated batch is retained for as long as the configuration settings allow. The default Batch Retention Period setting is 14 days, but the **Check Capture Administrator (CCA)** can configure the default setting to accommodate the agency's business process.

Application Tip

After a deactivated batch's retention period passes, the batch is removed from Primary and Secondary Storage. An active batch remains in Primary and Secondary Storage.

Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Return to Batch Summary** to return to the batch summary page.
- Click **Return Home** to return to the OTCnet homepage.