



## Upgrade OTCnet Offline Check Capture Software

The term *'install'* is used in this section to refer to a situation in which the OTCnet Offline application was not previously installed. The term *'upgrade'* refers to a situation in which the OTCnet Offline application was previously installed and an updated version is being applied.

To upgrade OTCnet Offline Check Capture software:

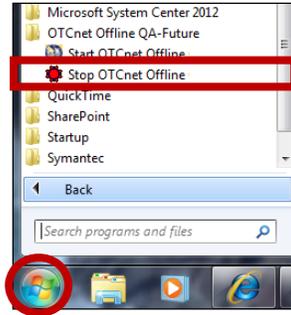


### Application Tip

Before initiating an Offline Check Capture software upgrade consider the following information:

- You will need Windows Administrator privileges for each computer you will be upgrading.
- If you have any of the OTCnet Offline versions (1.2.X–2.0) installed and you are upgrading to version 2.0.1 or higher, you must uninstall the previous offline version and then perform a new installation.
- If OTCnet Offline versions 2.0.1 or 2.2 is installed over an OTCnet Offline version earlier than 2.0.1, the OTCnet Offline application will not work properly. However, if you are upgrading from 2.0.1 to 2.2, you can perform the upgrade without uninstalling the previous offline version.
- If you are upgrading to OTCnet Offline version 1.4 or higher, you must install the application first, **before** creating the CCA Offline Logon Profile. You will also need to create a CCA Offline Logon Profile to run the OTCnet application, but it can only be created **after** installing the OTCnet Offline application. Refer to the *Create a Check Capture Administrator Offline Logon Profile* printable job aid.
- If you are upgrading from version 1.3 or older to version 1.3.1 or above and your Agency manages verification records, you will need to reset and download the LVD for each terminal. Refer to the *Reset LVD* and *Download LVD* printable job aids. If you are upgrading from a 1.3.1 version to 1.3.3 or higher, you do not need to reset and download the LVD.
- More than one OTCnet Offline application environment (Production or QA) can be installed and upgraded on a computer. Each Offline application environment must be upgraded separately.

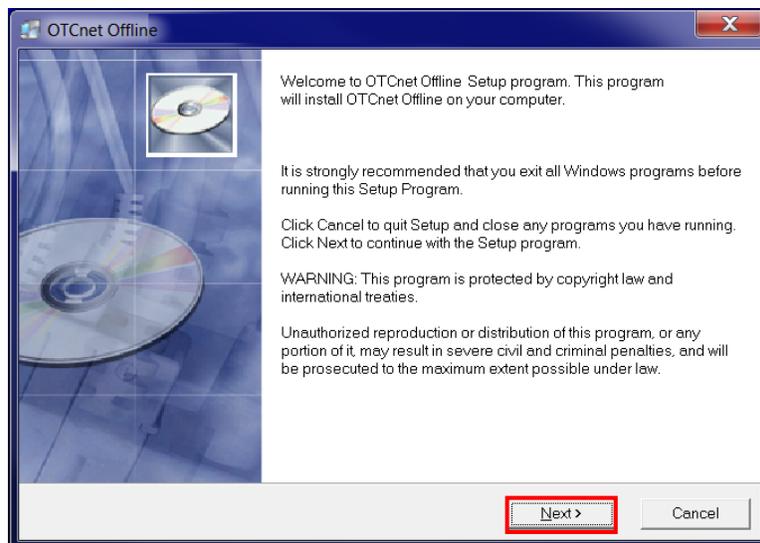
1. Close open batches and upload all existing batches in Batch Management
2. Stop the Offline application (From the Windows Start Button menu, select **Stop OTCnet Offline**)



3. Locate the folder where the OTCnet software file (EXE file) resides and double-click the OTCnet Offline.exe icon.



4. The *Welcome to the OTCnet Offline Installation Wizard* dialog box appears. Click **Next**.

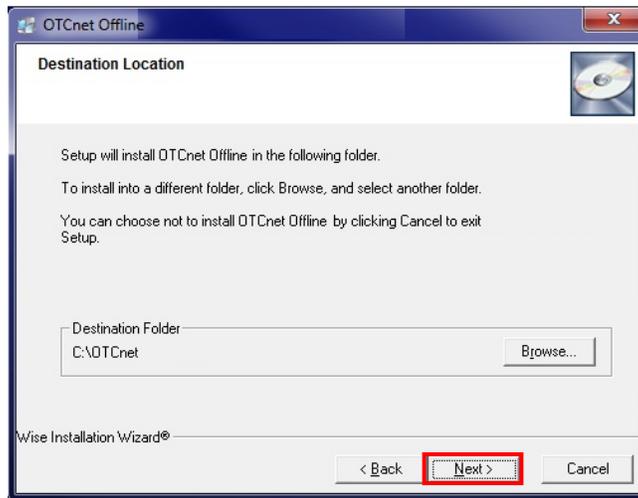


5. The *Destination Location* dialog box appears. Click **Next**.

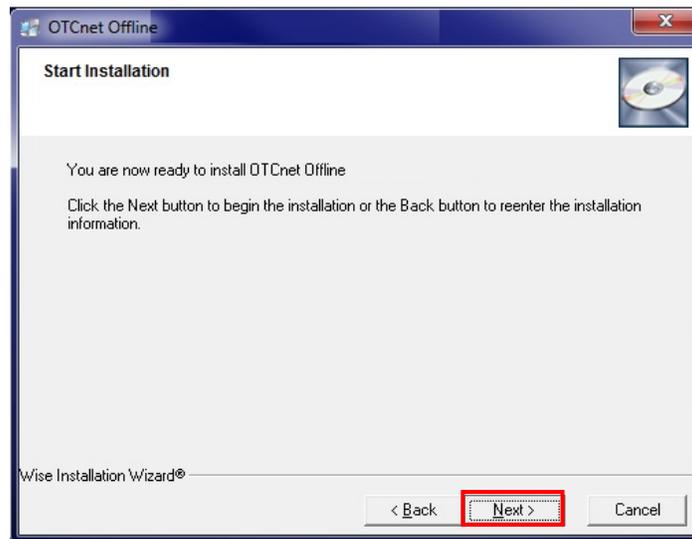


#### Application Tip

To install the software to another folder destination, click **Browse** to select a different folder. Click **Cancel** to exit the setup.



6. The *Start Installation* dialog box appears. Click **Next**.



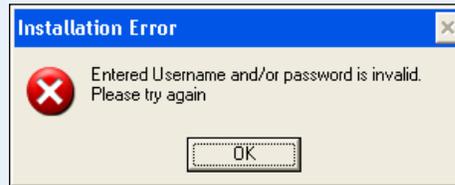
7. The *CCA Offline User Credentials* dialog box appears. Enter your **Enter ID** and **Offline Password** in the appropriate text boxes, and click **Next**.





### Application Tip

If an incorrect **User ID** and/or **Offline Password** is entered, an *Installation Error* dialog box message appears stating that the entered username (User ID) and/or password is invalid. Click **OK**. The upgrade process will be cancelled. As a result, you will need to run the installer again and enter the correct credentials.



8. Wait while the files install. After the *OTCnet Offline has been successfully installed* message appears, click **Finish**.

