

Activate/Deactivate a Batch

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

1. From the **Check Processing** tab, click **Batch Management**. The *Search Batch* page appears.



Application Tips

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

2. Select or enter the batch search conditions you would like to 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



Application Tip

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

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

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



Application Tips

- The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.
- 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.
- 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.
- If you run a search **without** specifying any criterion (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.

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- 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.

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- Enter the **Cashier ID**, *optional*

Under **Batch Status**, *optional*

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



Application Tip

Only batches with an **Open** or **Closed** status can be activated/deactivated.

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

4. Check the checkbox of the Batch ID to activate or deactivate and click **Activate/Deactivate**. The *Activate/Deactivate Batch* page appears as shown in Figure 1.

Figure 1. View Batches Page (Activate/Deactivate)

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item C.	Total Amount	Status	Active Flag	Approver	Approved On
<input type="checkbox"/>	4157F56F-541E-4FC1-8F9A-EDD63D456E19	ccol003	THLL2	2223334401	9/9/2014 4:07:47 PM	1	10.00	OPEN	✓		
<input type="checkbox"/>	9876543E-4265-4E18-B333-1E33DA71A250	ccol003	THLL2	2223334401	9/9/2014 3:42:59 PM	1	10.00	CLOSED			
<input checked="" type="checkbox"/>	4D3972D3-FB98-4EDF-9683-F2C07D5A3998	ccol002	THLL2	2223334401	9/9/2014 1:50:17 PM	3	60.00	OPEN	✓		
<input type="checkbox"/>	AB6769E3-D684-4884-6879-FD91A19A3C02	ccol001	THLL2	2223334401	9/8/2014 3:34:34 PM	2	40.00	OPEN	✓		
<input type="checkbox"/>	D93E3C52-D64C-4316-80E7-256678DAB70D	ccol001	THLL2	2223334401	8/20/2014 5:05:35 PM	1	1.00	CLOSED	✓		
<input type="checkbox"/>	CA0F0C55-90EB-4FEE-AF29-4D8E65779E1F	ccol001	THLL2	2223334401	8/20/2014 4:50:07 PM	2	15.00	CLOSED	✓		



Application Tip

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

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



Additional Buttons

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