

Configure a Check Capture Terminal Offline

To configure a check capture terminal offline, complete the following steps:

1. From the **Administration** tab, select **Manage Check Processing>Terminal Configuration >Modify**. The *Step 1 of 4: Gathering Terminal Information* page may appear briefly as shown in Figure 1.

Figure 1. Step 1 of 4: Gathering Terminal Information



Application Tip

When the *Automated terminal detection in progress* message appears, the system reads the desktop settings and displays the appropriate information on the next page.

2. The *Step 2 of 4: Update the Terminal Configuration* page appears. Enter the system configuration.

Under **System Configuration**:

Set **Task Execution** by completing the following:

- Checking or unchecking **Start Up** and/or **Close Batch** for the following:
 - Download OTC Endpoint
 - LVD Download
 - Acknowledge Batch
 - Upload Batch

3. Click **Next**. The *Step 3 of 4: Update the Configured OTC Endpoints* page appears as shown in Figure 2.

Figure 2. Step 3 of 4: Update the Configured OTC Endpoints

The screenshot shows a web application window titled "Terminal Configuration" with a progress indicator showing steps 1, 2, and 3. The current step is "Step 3 of 4: Update the Configured OTC Endpoints".

Under "Available OTC Endpoints", there is a table with the following data:

ALC+2	OTC Endpoint	Form Version	Description	Add
00000303TT	E1	2004	Endpoint 1	[Check All / Uncheck All] <input type="checkbox"/>

Below the table is an "Add >>" button. The "Configured OTC Endpoints" section below it states "No OTC Endpoints have been configured for this terminal". At the bottom, there are navigation buttons: "Previous", "Cancel", and "Next >>".



Application Tips

- By default, all tasks execute on **Start Up** and **Close Batch**. Unless you want the tasks to execute on **Start Up** and **Batch Close** every time, customize your options appropriately. If none of the tasks are checked, then none of the tasks are executed.
- **Download OTC Endpoint:** If enabled, the offline application automatically downloads updated forms, organization information, DDS flags, and the endpoint status from the OTCnet Online servers.
- **LVD Download:** If enabled and there is no previous LVD located on the terminal, the full LVD downloads. Subsequent LVD Downloads:
 - Update existing records (if necessary)
 - Download new records
- **Acknowledge Batch:** If enabled, the offline application automatically acknowledges any uploaded batches that have successfully been processed by the OTCnet Online application.
- **Upload Batch:** If enabled, OTCnet Offline automatically uploads any approved batches. If the supervisor approval flag is unchecked in terminal configuration, the Upload Batch task uploads Closed batches. The local activity log also uploads during the Upload Batch task. Additionally, the terminal configuration information uploads for use by Customer Service in Terminal Query.

Set **LVD Usage** as shown in Figure 3 by, *optional*

- Checking or unchecking **Personal Check** and/or **Non Personal** for Customer Present
- Checking or unchecking **Personal Check** and/or **Non Personal** for Customer Not Present
- Entering the number of days an LVD Download override is required after

Figure 3. LVD Usage

Terminal Configuration
Step 2 of 4: Update the Terminal Configuration

System Configuration

Task Execution

Task Selection	Execute On	Execute On
Download OTC Endpoint	<input checked="" type="checkbox"/> Start Up	<input checked="" type="checkbox"/> Close Batch
LVD Download	<input checked="" type="checkbox"/> Start Up	<input checked="" type="checkbox"/> Close Batch
Acknowledge Batch	<input checked="" type="checkbox"/> Start Up	<input checked="" type="checkbox"/> Close Batch
Upload Batch	<input checked="" type="checkbox"/> Start Up	<input checked="" type="checkbox"/> Close Batch

LVD Usage

	Personal Check	Non Personal
Customer Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Not Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LVD Download override is required after	30 days	



Application Tips

- By default, all four checkboxes (**Personal** and/or **Non Personal** checks and **Customer Present** and/or **Customer Not Present**) for (Local Verification Database) LVD Usage are checked and they are optional. If none of these items are checked, the LVD verification feature is disabled.
- If any of the **LVD Usage** check boxes are checked, the number of days an **LVD Download override is required after** is required. The **LVD Download override is required after** field specifies the number of days that can pass before the LVD is considered stale and requires a **Check Capture Supervisor** to approve scanning checks against the stale LVD; otherwise, the operator is required to download the latest LVD.

Set **Receipt Printing** by, *optional*

- Checking **Person Present**, *optional*
 - Click the **Manual** or **Automatic** radio button
 - Check **with preview**
- Checking **Person Not Present**, *optional*
 - Click the **Manual** or **Automatic** radio button
 - Check **with preview**



Application Tips

- Leaving both the **Person Present** and **Person Not Present** fields unchecked results in the disabling of this option. If receipts are desired, click the appropriate box(es).
- Choosing **Manual** requires that the operator take additional steps to print the receipt.
- Choosing **Automatic** results in a receipt printout each time a transaction has been entered.
- Choosing the **with preview** option allows the operator to see the receipt on the screen prior to the generation of the printout.
- When the **Person Present** and/or **Person Not Present** fields are clicked, the default setting is **Manual**.
- When printing receipts, the system prints to the Windows default printer. All receipts print to the Windows default printer.

Under **Application Configuration**, enter the **Terminal ID**, **Processing option**, **Cashflow**, **Batch Control** and **Batch Control Attempts**:

- Enter the **Terminal ID**



Application Tips

- The **Terminal ID** field is available for data entry during initial setup. After the **Terminal ID** is assigned it is protected and cannot be changed.
- The **Host Name** field is automatically generated based on your computer's registry and cannot be changed.

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- Select **Single** or **Batch** for Processing mode



Application Tips

- **Single** processing mode allows the user to scan only one check at a time.
- **Batch** processing mode allows groups of checks to be scanned all at once, prior to the data entry for the items. The **Batch** processing mode is available for EC7000i, EC9100i, and all Panini scanners.

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- Select **Settle Best Method** or **Truncate All Items** for Cashflow
 - Check Back Office Processing Only



Application Tips

- The **Settle Best Method** 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.
- The **Back Office Processing method** should be used by agencies that receive payments in person, and scan the checks at a later time in a controlled, back office environment.
- **Truncate All Items** represents only non-personal items are allowed (for all processing methods) on the Entry Screen.

-
- Select **Optional** or **Mandatory** for Batch Control



Application Tips

- If the **Batch Control** is set to **Optional**, OTCnet prompts the user to use the batch control and enter the batch control totals.
- If the **Batch Control** is set to **Mandatory**, OTCnet prompts for batch control totals.

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- Click **Prompt on Batch Create** and/or **Prompt on Batch Close** for Batch Control Prompts..

Under **Devices Configuration** as shown in Figure 4,

- Select the **Scanner** model, *required*
- Select **USB Port** or **Serial Port**, *required*
 - Select the Serial Port type

Figure 4: Device Configuration

The screenshot shows a 'Devices Configuration' form with the following fields:

- Scanner***: A dropdown menu with 'Panini I:Deal' selected.
- Communication Channel***: Radio buttons for 'USB Port' (selected) and 'Serial Port'. A dropdown menu next to 'Serial Port' shows 'COM3'.
- Franking Enabled**: An unchecked checkbox.



Application Tips

- **USB Port:** EC7000i, EC9100i, Panini MyVision, Panini VisionX, and Panini I: Deal scanners require a USB port communication channel. EC7000i scanners support USB and Serial communication channels.
- **Serial Port and COM dropdown:** The user selects the serial port (i.e., COM port) where they have connected a serial scanner.
- **USB-to-serial adapters:** USB-to-serial adapters are not supported. EC7000i scanners support USB and Serial communication channels.
- A “*No Serial Ports are available for configuration*” message displays if a Serial Port is not available for the terminal. A “*No Serial Ports are available for configuration*” message does not display if the terminal has a COM port enabled or if there a COM port enabled and there is no physical Serial Port.

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- Check **Franking Enabled**, *optional*



Application Tip

The **Franking Enabled** option allows the scanner to automatically stamp the front of checks. Franking is available for EC7000i, EC9100i, and Panini I: Deal scanners.

Under **Standalone Configuration**,

- Set **Secondary Storage** by, *required*
 - Specifying the preferred **Secondary Storage** folder location in the **Secondary Storage** location



Application Tips

- As a best practice, it is recommended that you use an external secondary storage folder location, for example a shared or network drive (e.g., E:\OTCnet\SecondaryStorage).
- If you do not specify an external folder location and attempt to use a folder on your local workstation, you receive a warning message.
- You can use Windows Explorer to specify (and enter) the preferred folder location for **Secondary Storage** on the terminal.
- You can either manually enter the preferred folder location or copy the path from the Windows Explorer path field and paste it into the **Secondary Storage** field.

- Set **Supervisor Approval** by, *optional*
 - Checking or unchecking **Supervisor Approval Required for Upload Batch**



Application Tips

- By default, the Supervisor Approval Required for Upload Batch is unchecked. Checking Supervisor Approval Required for Upload Batch indicates that a Check Capture Supervisor's (CCS), or a check capture user with the Batch Approver permission, approval is required to upload a batch to the OTCnet server when there is internet connectivity.
 - Additionally, the Check Capture Supervisor must
 - .+ approve the batch from the terminal where the checks were captured. If unchecked, batches that are Closed but not Approved may be uploaded but must be approved once the batch is available in Online OTCnet.
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- Set **Retention Periods** by,
 - Entering the number of **days** for Batch Retention Period
 - Entering the number of **days** for Audit Log Retention Period



Application Tips

- The **Batch Retention Period** refers to the period of time that a batch is available in both primary storage and secondary storage.
 - After the **Batch Retention Period** passes for a batch, the batch is removed from Primary and Secondary Storage. This only applies to Acknowledged and Deactivated batches. All other batches remain in Primary and Secondary storage indefinitely.
 - By default, the **Batch Retention Period** is set to **30** days. By default, the **Audit Log Retention Period** is set to **365** days.
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Under **Secure Batch Transmission**,

- Set the **WSDL URL** by,
 - Selecting the **Number of Re-Tries**
 - Entering the **number of milliseconds** for Re-Try Interval



Application Tips

- By default, the **WSDL URL Number of Retries** is set to 3.
- The **Number of Re-Tries** is the number of attempts the OTCnet Offline application makes to connect with the OTCnet Online server.
- The **Re-Try Interval** allows for specifying the number of milliseconds before the OTCnet Offline attempts another connection to the OTCnet Online server (to maximum of 100,000 ms) in order to transmit the batch.

Under **Proxy Server Configuration**, *if applicable*

- Check **Use Firewall Agent**
 - Enter the **Firewall Agent**
- Check **User Proxy**
 - Enter the **Proxy Timeout**
 - Enter the **Proxy User**
 - Enter the **Proxy Password**
 - Enter the **Proxy Server**
 - Enter the **Proxy Port**



Application Tips

- If **Proxy Server Configuration** settings are entered when the **Check Capture Administrator's** profile was retrieved, then the Proxy Server Configuration settings are saved in the system, are displayed here, and can be modified.
- If the **Use Firewall Agent** option is enabled, then the **Fire Agency** is available for configuration and the agent name can be entered.
- If the **Use Proxy** option is enabled, then **Proxy Timeout**, **Proxy User**, **Proxy Password**, **Proxy Server**, and **Proxy Port** are available for configuration.

4. Add or remove the OTCnet endpoint(s) that performs check scan, designate a default OTC Endpoint. Click **Next**.

Under **Available OTC Endpoints**,

- Select the **OTC Endpoint(s)** you want to add by checking the box(es) under the **Add** column, and click **Add** as seen in Figure 5.

Figure 5. Step 3 of 4: Update the Configured OTC Endpoints

Terminal Configuration [1] [2] [3]

Step 3 of 4: Update the Configured OTC Endpoints

Available OTC Endpoints

<< Page 1 >> of 1 Pages

ALC+2	OTC Endpoint	Form Version	Description	Add
00000303TT	E1	2004	Endpoint 1	[Check All / Uncheck All] <input type="checkbox"/> Add >>

Configured OTC Endpoints

No OTC Endpoints have been configured for this terminal

<< Previous Cancel Next >>

Under **Configure OTC Endpoint**,

- Select a **Default OTC Endpoint**, *required*
- Select the OTC Endpoint(s) you want to **Delete** by checking the box(es) under the **Remove** column, and click **Remove**, *if applicable*



Application Tips

- The OTC Endpoints are permission based and are only visible to users with the appropriate permissions.
- Selecting a **Default OTC Endpoint** determines which OTC Endpoint to use when performing Scan Checks actions.
- Multiple OTC Endpoints can be selected but only one can be set as a **Default OTC Endpoint**.
- At least one **Default OTC Endpoint** is required per terminal.

5. Click **Next**. The *Step 4 of 4: Review the Terminal Configuration* page appears. Verify the Terminal Configuration is correct and click **Submit**. Click **Edit** to modify the information entered. A *Confirmation* page appears stating that the Terminal Configuration record has been updated.



Additional Button

Click **Return Home** to the OTCnet Home Page.