

IMM eReceipts

Administrator Guide

V 7.1.1



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Overview

TotaleReceipts and TeR are generic terms for IMM eReceipts. Teller Item Capture and TiC are generic terms for IMM eTeller Check21. In this guide, text and screenshots may use any of these terms.

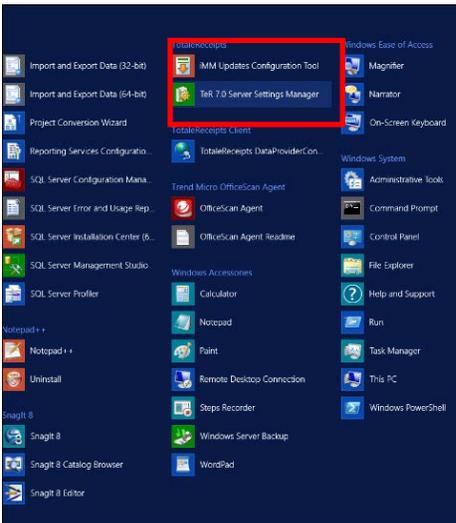
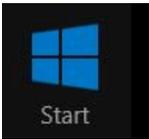
Server Settings Manager

The Server Settings Manager is a utility for managing the IMM eReceipts Service. This service runs in the background on your server, and is responsible for indexing and archiving receipts. The Server Settings Manager is also used to access the Global Client Settings Manager.

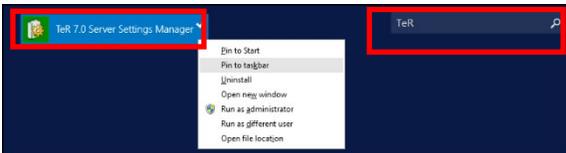
To open the Server Settings Manager:

Click **Start**→ **Programs**→ **TotaleReceipts**→ **Server Settings Manager**

Windows 2012



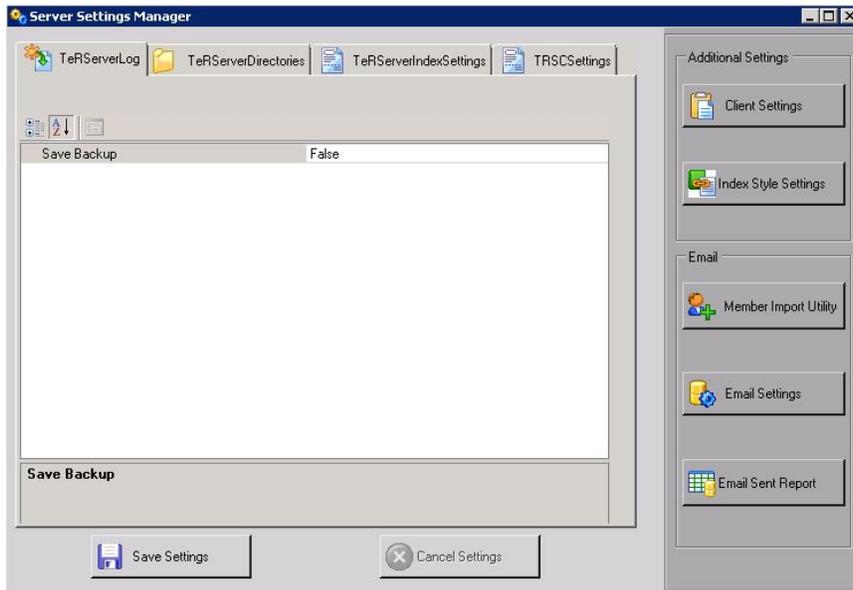
Or Search for TeR Serving Settings Manager application



Pin to task bar for easier access to the application.



The Server Settings Manager window opens.



The Server Settings Manager window is displayed with the **TeRServerLog** tab selected. Settings tabs for TeR Server Log, TeR Server Directories, TeR Server Index Settings, and TRSC Settings are located at the top of the window.



The control buttons for **Additional Settings** and **Email Settings** are located in the right-hand pane and of the Server Settings Manager window. The control buttons are defined below.

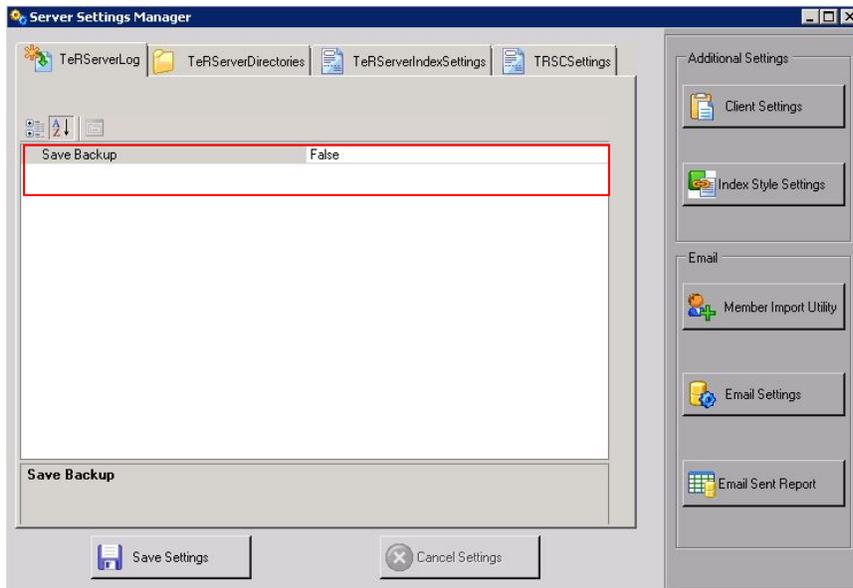
Control Button	Description/Action
Client Settings	Displays the Global Client Settings Manager
Index Style Settings	Displays the TeR Index Styles Settings Manager
Member Import Utility	Displays the TeR Member Import Utility Manager
Email Settings	Displays the TeR Email Settings Manager
Email Sent Report	Displays the Email Sent Report window
Save Settings	Saves any changes and closes the Server Settings Manager window
Cancel Settings	Discards any current changes but does not close the Server Settings Manager window

Click  to close the window.

 All tabs and control buttons are explained in this guide.

Server Log (TeRServerLog)

This tab controls settings for the IMM eReceipts Server.

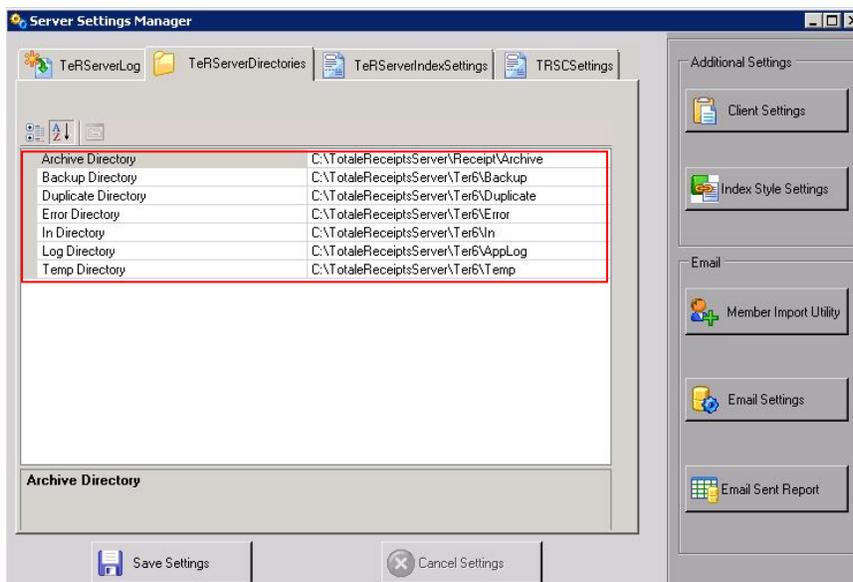


The following setting is available:

Setting	Description/Action
Save Backup	Saves a backup of all incoming files to the IMM eReceipts Server from the IMM eReceipts client workstations.

Server Directories (TeRServerDirectories)

This tab controls directory location settings for several of the directories used by the IMM eReceipts Server.

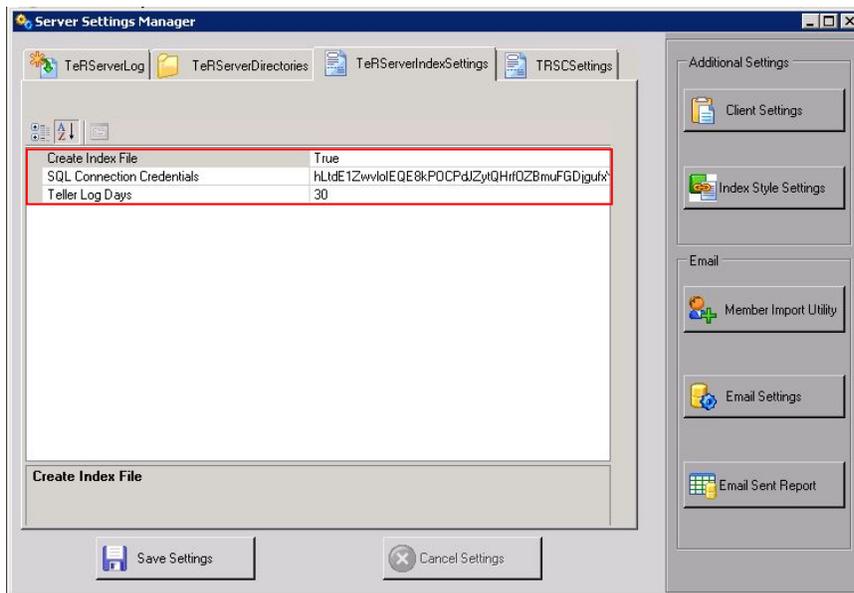


The following IMM eReceipts Server Directories are available but should not be changed unless directed by IMM.

Directory	Description/Action
Archive Directory	Archived PDF Documents for transaction are stored here.
Backup Directory	This is the Backup location for incoming files.
Duplicate Directory	PDF Documents for duplicate transactions are stored here.
Error Directory	This folder stores errors.
In Directory	This folder is monitored by IMM eReceipts.
Log Directory	This folder stores logs of the application processes.
Temp Directory	This is a temporary processing folder.

Server Index Settings (TeRServerIndexSettings)

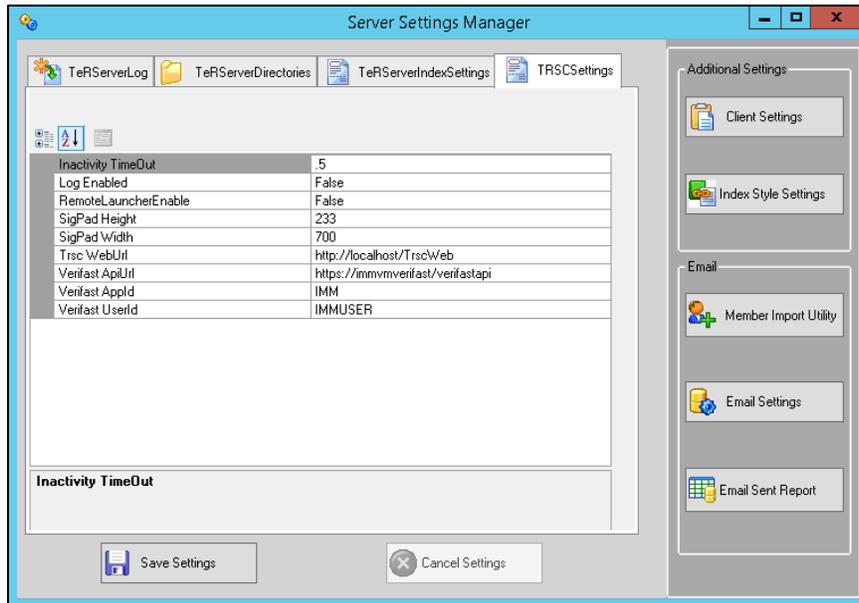
This tab contains settings for index file creation and connection to the teller logs database.



The following IMM eReceipts Index files are available.

Index	Description/Action
Create Index File	When set to True , an index file will be created. When set to False , the indexing feature of IMM eReceipts will be turned off.
SQL Connection Credentials	The encrypted SQL Connection Credentials.
Teller Log (Days)	The number of days that teller log information will be retained.

TRSC Settings



Settings	Description/Action
Inactivity TimeOut	This timeout only applies when the transaction is displayed on the webpage. By default, it is .5, which means transaction display on an iPad will time out in 30 seconds if left idle.
Log Enabled	For IMM support.
RemoteLauncherEnable	Not applicable for your installation.
SigPad Height	By default, 233 pixels. Must be between 116 to 233.
SigPad Width	By default, 700 pixels. Must be between 350 and 700.
Trsc WebUrl	Not applicable for your installation.
Verifast ApiUrl	Not applicable for your installation.
Verifast Appld	Not applicable for your installation.
Verifast UserId	Not applicable for your installation.

Restart IMM eReceipts 7 Server Settings Manager as an administrator to change TRSC settings. After the changes are made to these settings, IIS has to be reset and the groupID has to be paired again.

For upgrades from 6.4.0 to 7.x, the original settings in TRSCWeb\web.config are no longer used. If the settings were already changed to non-default, the settings need to be reconfigured in the Server Settings Manager using TRSC settings.

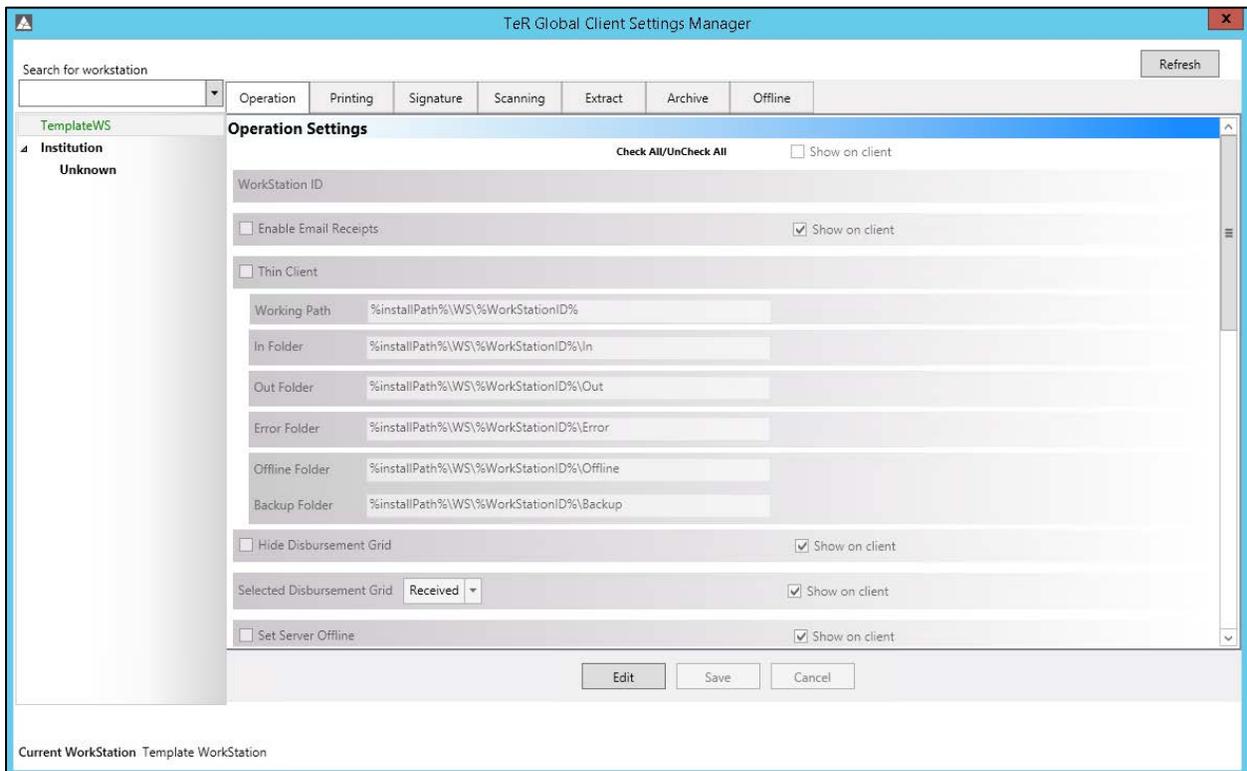
Client Settings



- Client settings are dependent on your host system and IMM eReceipts Client version. Not all settings shown in this section may be available.
- If you are configuring the IMM eReceipts settings using RDP to a client workstation, the workstation name will not appear correctly within the Global Client Settings Manager. Restarting client results in two WS folders on the client. IMM recommends that you do not configure via RDP but from the PC or the Global Client Settings Manager.

To open the Global Client Settings Manager window, click the **Client Settings** tab located in the right-hand pane.

The Global Client Settings Manager window is displayed with the **Operation** tab open by default.



The left-hand pane of the Global Client Settings Manager window displays a tree view of the Financial Institution including any branches and/or workstations that can be globally or individually cloned, updated, moved or deleted. By default, IMM eReceipts creates **TemplateWS**, **Institution** and **Unknown** from which you can clone and update as necessary.

On each settings page, the following setting is available:

Setting	Description/Action
Show on Client	When this box is checked, the setting will display on the client workstation. Allows you to check or uncheck All options at one time, or select individually.

The control buttons at the bottom of each window function as follows:

Button	Description/Action
Edit	Unlocks the window for editing.
Save	Save any current changes and locks the window.
Cancel	Discards any current changes and locks the window for editing.



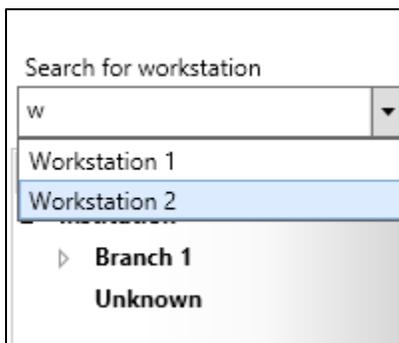
Changes made to Client Settings will not take effect on the client side until each user restarts IMM eReceipts.

Searching in the Global Client Settings Manager

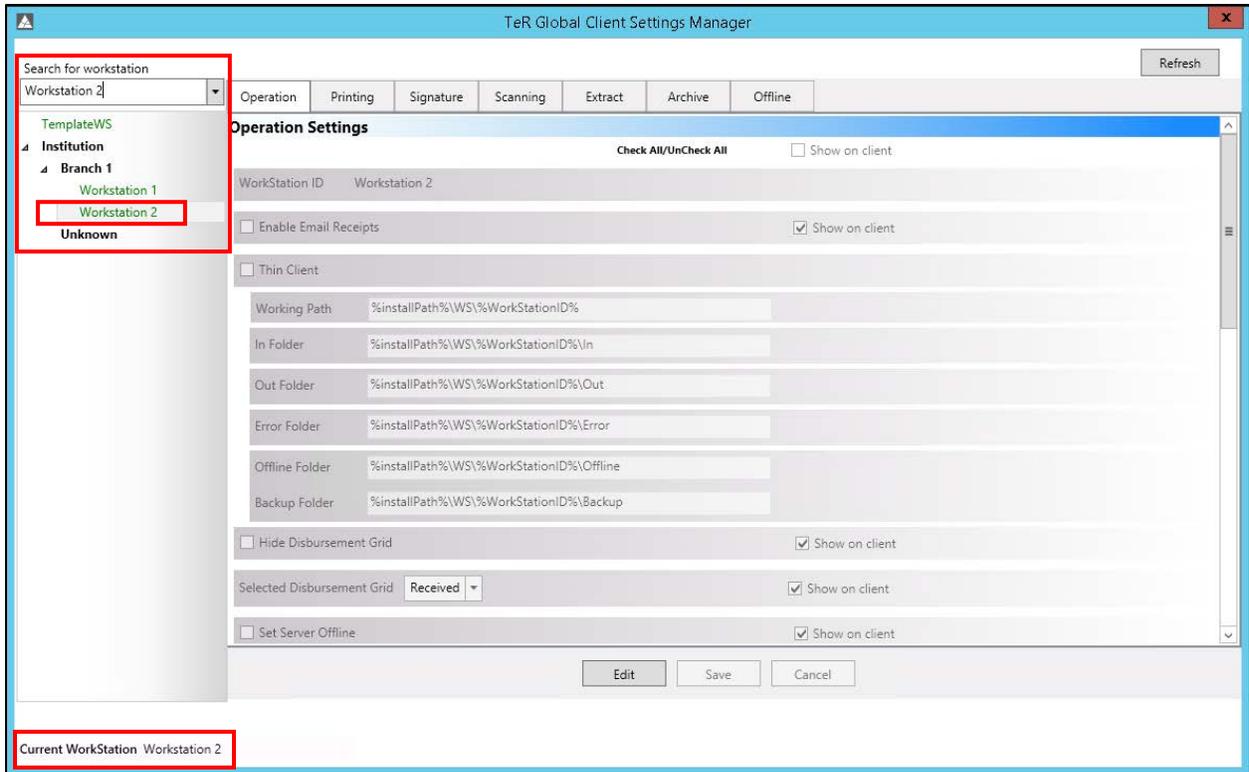
The Global Client Settings Manager has the ability to search for workstations using the search box located at the top-left of the Global Client Settings Manager window. The search features eliminates the need to scroll through all workstations to save time and keystrokes.

To search for workstations in the Global Client Settings Manager, follow these steps:

1. Type the first letter of the workstation. A list of workstations with the letter entered display.



2. Using the mouse or keyboard arrow keys, navigate to the desired workstation. The selected workstation is highlighted with all information displayed on the screen.



Globally Updating Branches and Workstations

Adding Branches

To add a new branch, go to the IMM Updates Configuration Tool and follow the step-by-step instructions given in **Add Branch** on page 101.



The **Unknown** branch is created by default and must not be deleted. When a new client is added, it appears under the **Unknown** branch.

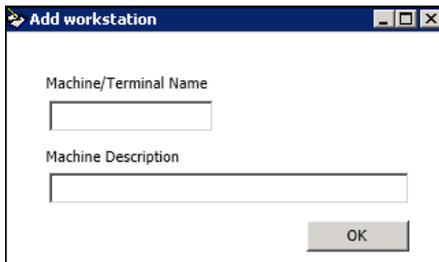
Adding Workstations

To add a workstation to a branch, follow these steps:

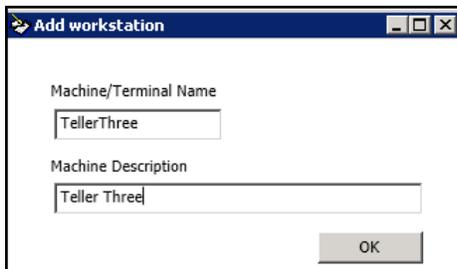
1. From the Global Clients Settings Manager tree view pane, right-click the name of a branch. The branch dropdown menu is displayed.



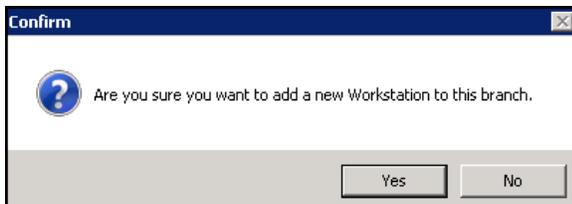
2. Click **Add WorkStation**. The Add Workstation window is displayed



3. Enter the **Machine/Terminal Name** and **Machine Description** in the fields provided.



4. Click **OK**. A confirmation message is displayed.



- Click **Yes** to add the new workstation or **No** to abort the operation. The new workstation name is displayed in **red** beneath the branch where it was added.



Workstations that are configured display in **green**. Workstation that still need to be configured display in **red**.

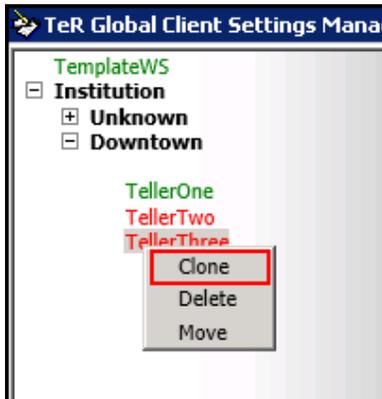


You can now Clone, Delete or Move the new workstation. See **Cloning a Workstation**, **Deleting a Workstation** or **Moving a Workstation** for step-by-step directions.

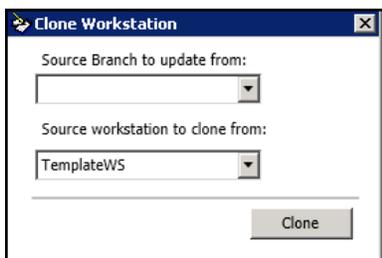
Cloning a Workstation

A workstation can be cloned using the TemplateWS or from another workstation. To clone a workstation, follow these steps:

- Right-click on the newly created workstation, which is displayed in **red**. The dropdown menu is displayed.

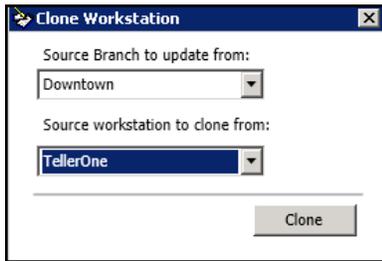


- Click Clone. The Clone Workstation window is displayed.



- Click the menu arrow in the **Source Branch to update from** field to select the source branch.

4. Click the menu arrow in the **Source workstations to clone from** field to select the source workstation.



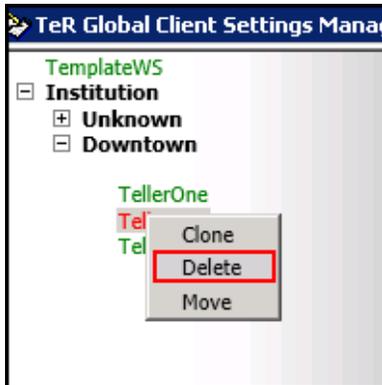
5. Click **Clone**. The newly created workstation is now shown in **green** to indicate it has successfully been cloned and configured.



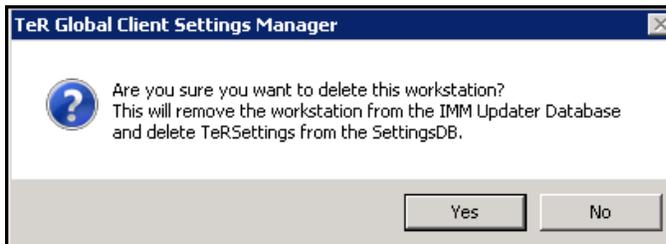
Deleting a Workstation

To delete a workstation, follow these steps:

1. Right-click on the workstation to be deleted. The dropdown menu is displayed.



2. Click **Delete**. A delete confirmation with a warning message is displayed.



3. Click **Yes** to remove the workstation. Click **No** to keep the workstation in the database. The workstation is no longer listed under the branch if you chose **Yes**.

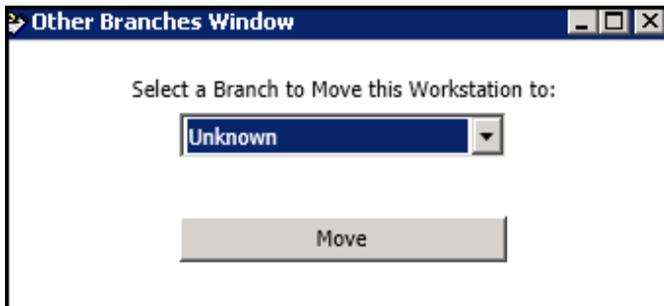
Moving a Workstation

To move a workstation to a different branch, follow these steps:

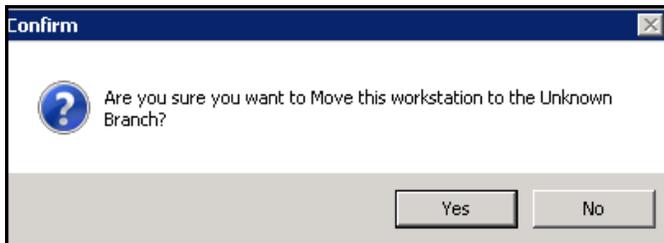
1. Right-click on the workstation to be moved. The dropdown menu is displayed.



2. Click **Move**. The Other Branches Window is displayed.



3. Click the menu arrow in **Select a Branch to Move this Workstation to** to select a different branch.
4. Click **Move**. A confirmation message is displayed.

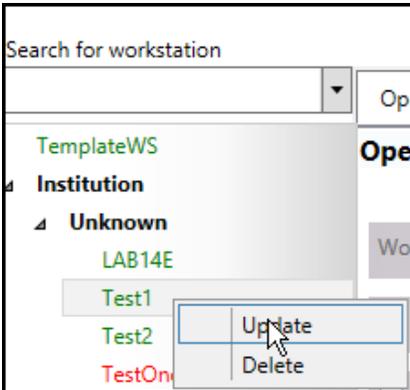


5. Click **Yes** to move the workstation or **No** to abort this move. The workstation is moved to the branch selected.

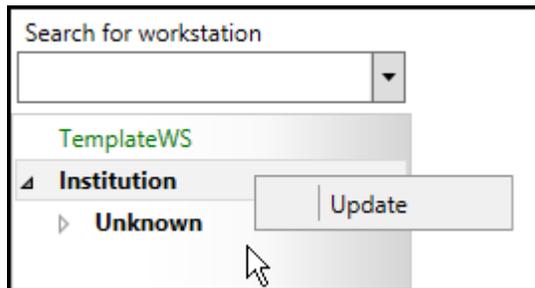
Updating IMM eReceipts Branch and/or Institution Settings

To update the IMM eReceipts branch or institution setting, follow these steps:

1. Right-click on the branch or institution you want to update. The dropdown menu is displayed.

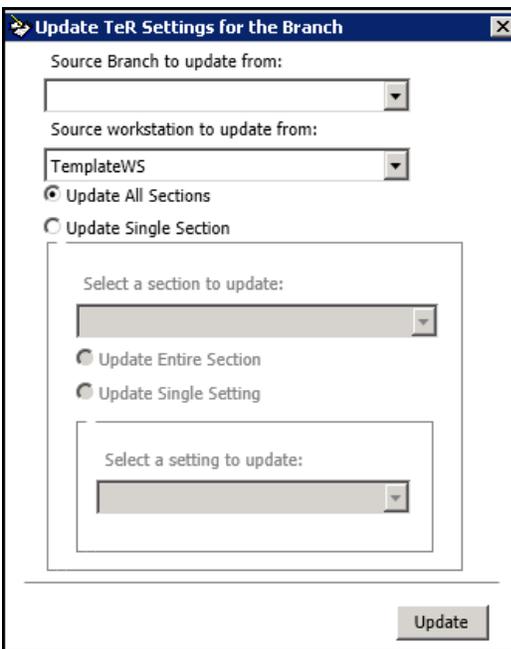


Branch Update

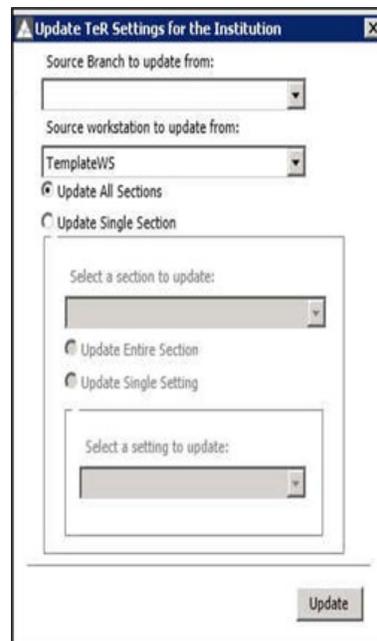


Institution Update

2. Click **Update**. The Update TeR Settings for the Branch or Institution window is displayed.



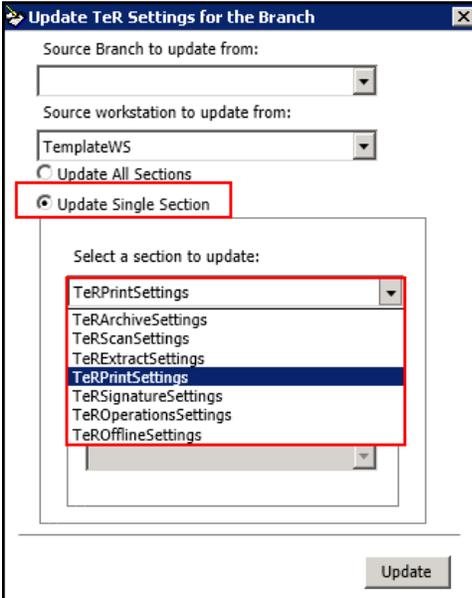
Branch Settings



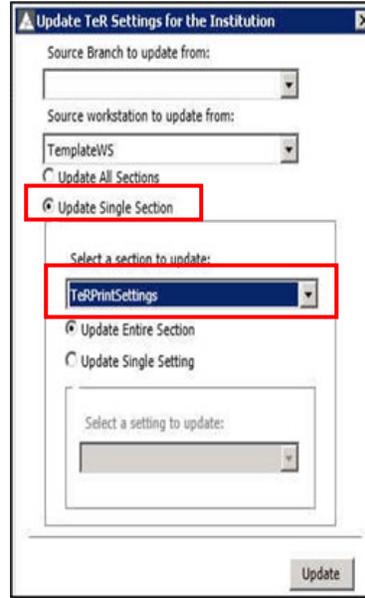
Institution Settings

3. Click the menu arrow to select the **Source Branch to update from**.
4. Click the menu arrow to select the **Source workstation to update from**.

- By default, the **Update All Sections** button is selected. Click **Update Single Section** to change the selection. If you clicked **Update Single Section**, the **Select a section to update** field becomes enabled.

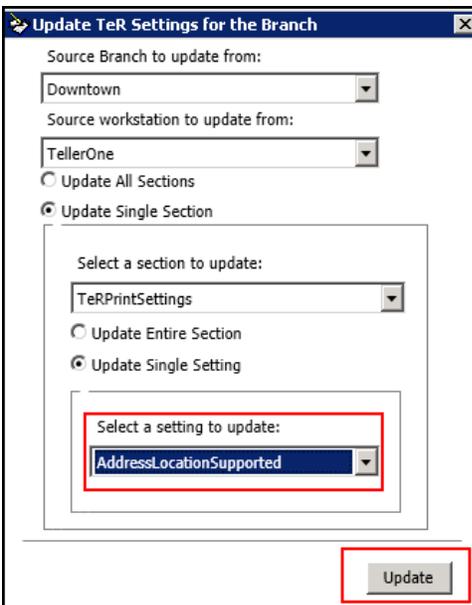


Branch Settings

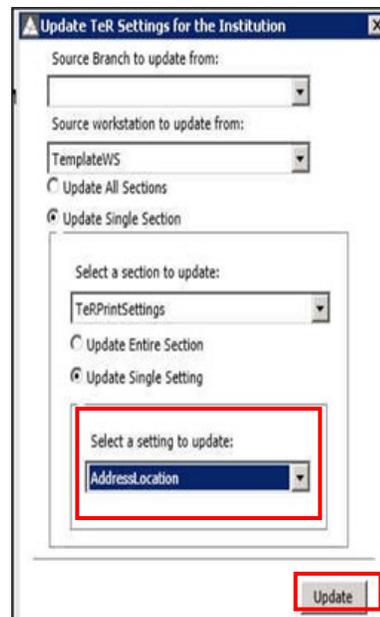


Institution Settings

- Click the menu arrow to **Select a section to update**. The single section chosen is displayed in the field.
- By default, **Update Entire Section** is checked. Click **Update Single Setting** to update a single setting. If you clicked **Update Single Setting**, the **Select a setting to update** field becomes enabled.
- Click the menu arrow to **Select a setting to update**. The single setting chosen is displayed in the field.

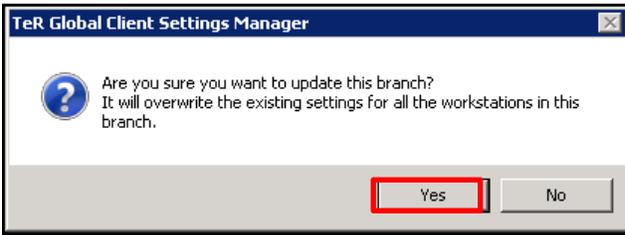


Branch Setting

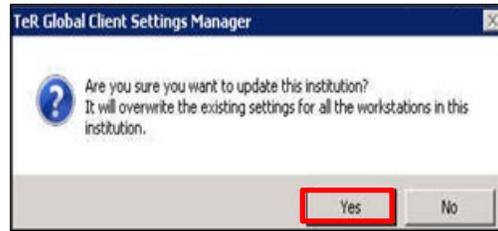


Institution Setting

9. Click **Update**. A confirmation message is displayed.

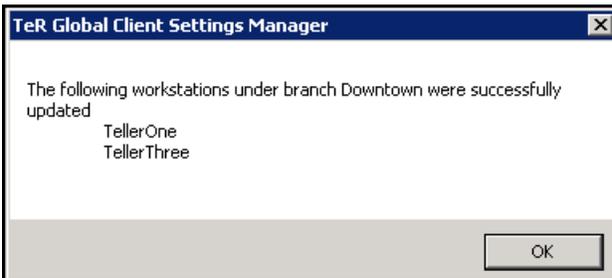


Branch Message

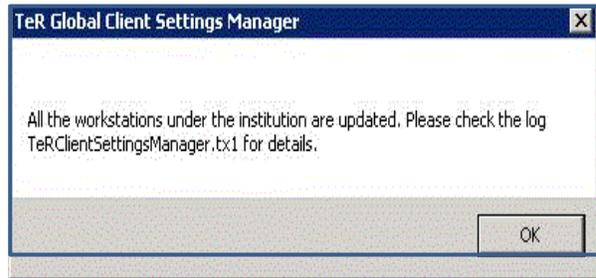


Institution Message

10. Click **Yes** to update the branch or **No** to abort this transaction. A confirmation message displays information regarding the workstations and branch updates.



Branch Message



Institution Message

11. Click **OK**.

Operation Tab

The **Operation** tab contains general operational settings.

Operation Settings

Check All/Uncheck All Show on client

WorkStation ID

Enable Email Receipts Show on client

Thin Client

Working Path %installPath%\WS\%WorkStationID%

In Folder %installPath%\WS\%WorkStationID%\In

Out Folder %installPath%\WS\%WorkStationID%\Out

Error Folder %installPath%\WS\%WorkStationID%\Error

Offline Folder %installPath%\WS\%WorkStationID%\Offline

Backup Folder %installPath%\WS\%WorkStationID%\Backup

Hide Disbursement Grid Show on client

Selected Disbursement Grid Received ▾ Show on client

Set Server Offline Show on client

Auto Archive Show on client

Enable debug logging Show on client

Backup Input Files Show on client

PreProcess Data File Show on client

Use Receipt Transfer WebSVC Show on client

Set Member Number Box Read Only Show on client

Offline Transaction Limit 500 Show on client

Error Backup Days 30 Show on client

Report File Extension .Dat

Receipt File Extensions .Dat ▾

Alt Data File Extensions .XML ▾

Authentication List Show on client

Authentication List
SSN
Drivers License
ID Card

CU Address MyName
MyAddressLine 1
MyAddressLine 2
State - Pin

Network Location \\IMMVMSD2012R2\TotaleReceiptsServer\

Archive search location \\IMMVMSD2012R2\TotaleReceiptsServer\Receipt\Archive

Enable Search Authentication Show on client



The settings on this screen are dependent on your host system and IMM eReceipts Client version. Not all settings may be available.

The following settings are available.

Operation Setting	Description/Action
Enable Email Receipts	Check this box to enable members to receive email receipts. By default this setting is turned Off.
Thin Client Folder paths are automatically displayed for both thick and thin client.	<p>Check this box to enable editing of the Working Path.</p> <ul style="list-style-type: none"> Working Path - Changing the Working Path will automatically change the paths for the Out, Error, Offline, and Backup folder paths. This path must match the working path required during client component installation. In Folder - This path can be independent of the Working Path. Out Folder Error Folder Offline Folder Backup Folder
Hide Disbursement Grid	Check this box to <i>hide</i> the Received/Disbursed Grid on the transaction UI.
Selected Disbursement Grid	Click Selected Disbursement Grid to specify a default grid on the Transaction UI. When set to Received , the Received tab will be the default, otherwise Disbursed will be the default. This setting is available only when Hide disbursement is unchecked.
Set Server Offline	Check this box to force IMM eReceipts to run in the Offline mode.
Auto Archive	Check this box to allow automatic archiving of transaction to the server without any teller interaction.
Enable Debug logging	Check this box to record any errors in detail that may occur in IMM eReceipts.
Backup Input Files	<p>Stores a backup of all files from the host system that are older than 30 days.</p> <p>To set the Backup Input File Settings to False, follow these steps:</p> <ol style="list-style-type: none"> Go to \\[IMMeReceiptsServerPath]\Utilities\TeRServerPost Processor. Navigate to and double-click TeRServerPostProcessor.exe. The Backup Input Files settings will be set to False for all workstations.

Operation Setting	Description/Action
PreProcess Data File	Check this box to Preprocess data files.
Use Receipt Transfer WebSVC	When checked, a web service protocol is used for transmitting receipts to the server.
Set Member Number Box Read Only	When checked, the Default Member # box that dynamically appears on the transaction UI will prevent users from manually entering a new value in the dropdown list.
Offline Transaction Limit	Maximum number of transactions to be stored locally. (Default: 500)
Error Backup Days	The number of days that error logs are retained in the Error folder. The default is 30 days. This operation is reserved for future use. Currently, IMM eReceipts automatically deletes error logs in the Error folder every 30 days.
Report File Extension	A host setting that should not be changed unless directed by IMM.
Receipt File Extensions	A host setting that should not be changed unless directed by IMM.
Alt Data File Extensions	A host setting that should not be changed unless directed by IMM.
Authentication List	This setting allows you to customize your Authentication List , which shows the methods of identification tellers can use to verify members. There are four default items listed with an additional blank line. The first item, which is normally blank, is displayed by default on the transaction UI. Click Add to add an Authentication Item to the list. Highlight an item then click Remove to remove an item from the list.
Alternate Logo Name	Enter the keyword that will trigger IMM eReceipts to use AlternateLogo.jpg instead of TeRLogo1.jpg. This keyword must be included in the data files supplied to IMM eReceipts from your host. AlternateLogo.jpg must be added to the IMM eReceipts root folder on the server.
CU Address	The information in the CU Address block will display on receipts depending on the Suppress Address settings in the Receipt Print Settings on page 26.
Network Location	This setting should only be used when directed by IMM. See Contacting IMM Support .
Archive Search Location	The location for archived PDF documents on the IMM eReceipts server. This setting is automatically set by default and should not need to be changed unless directed by IMM.
Enable Search Authentication	When this setting is enabled, tellers can view their own transactions but are restricted from viewing other tellers' transactions. To use this setting, the following two groups must be added to the active directory and the teller must be added to one of the groups: IMMTeRTeller or IMMTeRSupervisor. When the Enable Search Authentication setting is disabled, tellers are

Operation Setting	Description/Action
	not restricted from viewing all transactions and can enter any teller number in the text box.

Printing Tab



Check your printer's settings to confirm that the paper length for receipts is set to **Receipt, Continuous, or 9999** (or another large arbitrary number). The **Receipt, Continuous, or 9999** paper length prevents long receipts from being cut at a fixed length before all of the data is printed. Depending on your environment, your printer settings will vary. For example, a Star printer's paper size can be set to 72 x Receipt for narrow-feed receipts or 104 x Receipt for wide-feed receipts, and an Epson printer's paper size can be set to 72 x 9999 for narrow-feed receipts or 104 x 9999 for wide-feed receipts. Refer to Printer Settings for Wide-Feed Receipts, Printer Settings for Star TSP 700/100 Narrow-Feed Printers, and Printer Settings for Epson Narrow-Feed Printers for details.



If Perform XML Transformation is available in the Extract tab and it is selected, many of the print settings will not be applied to the receipt. Refer to **Extract Tab** on page **37** for more information about the Perform XML Transformation setting.

This **Printing** tab contains settings related to printing and masking. The following settings are available and described in this section of the guide:

- Masking Settings
- Report Print Settings
- Receipt Print Settings

Masking Settings

The following Masking Settings are available under the **Printing** tab.

Print Settings

Check All/Uncheck All Show on client

Masking Settings

Mask Member Number Show on client

Masking Pattern Show on client

Mask Balance Show on client

Setting	Description/Action
Mask Member Number	When checked, the member account number on the printed receipt is masked, replacing digits with selected characters.
Masking Pattern (Show/Hide, #, Char.) Example: Member Number =123456 Hide, 4x=xxxx56 Show, 4x=xx3456	Masking always occurs from the beginning of the member number. Show/Hide Keywords used to show or hide characters. # = Number of characters to show or hide. Char = The character used for masking. (Only alphabetic characters (a-z, A-Z or the Asterisk * are allowed.)
Mask Balance	When this checkbox is checked the Balance and Available Balance will be completely masked on the printed receipt transactions.

Report Print Settings

The following Report Print Settings are available under the **Printing** tab.

Report Print Settings

Report Printer Show on client

Report Orientation Portrait Show on client

Report Font Courier New Show on client

Font Size 8 Show on client

Suppressed Report Types For Printing

Setting	Description/Action
Report Printer	Select a printer from the dropdown list.
Report Orientation	Select Landscape or Portrait style.
Report Font	Select a font from the dropdown list. Supported fonts are: <i>Arial, Courier New, Consolas and Times New Roman.</i>
Font Size	Select 8 or 9 point size from the dropdown list.
Suppressed Report Types for Printing	Use the Add and Remove buttons to manage a line item list of report types that IMM eReceipts will automatically archive but will <u>NOT</u> print.

Receipt Print Settings

Receipt Print Settings	
Receipt Printer	<input checked="" type="checkbox"/> Show on client
Receipt Orientation	Portrait <input checked="" type="checkbox"/> Show on client
Receipt Font	Courier New <input checked="" type="checkbox"/> Show on client
Font Size	9 <input checked="" type="checkbox"/> Show on client
Font Style	Regular <input checked="" type="checkbox"/> Show on client
Receipt Print Style	Wide <input checked="" type="checkbox"/> Show on client
Print Count	0 <input type="checkbox"/> Show on client
<input type="checkbox"/> Suppress Logo 1	<input checked="" type="checkbox"/> Show on client
<input type="checkbox"/> Suppress Logo 2	<input checked="" type="checkbox"/> Show on client
<input type="checkbox"/> Suppress CU Address	<input checked="" type="checkbox"/> Show on client
<input type="checkbox"/> Suppress Member Address	
<input type="checkbox"/> Print Additional Lines	<input checked="" type="checkbox"/> Show on client
<input type="checkbox"/> Print Consolidated Receipt	<input type="checkbox"/> Show on client
<input type="checkbox"/> Print Page Number	<input type="checkbox"/> Show on client
<input checked="" type="checkbox"/> Print Signature	<input checked="" type="checkbox"/> Show on client
Signature Line Text	<input type="checkbox"/> Show on client
<input type="checkbox"/> Print Hold Notice	
<input type="checkbox"/> Address Location Supported	
Address Location (X,Y)	120,185
<input checked="" type="checkbox"/> Print Disbursements	

Setting	Description/Action
Receipt Printer	Select a printer from the dropdown list.
Receipt Orientation	Select Landscape or Portrait orientation.
Receipt Font	Select a font from the dropdown list. Supported fonts are: <i>Arial</i> , <i>Courier New</i> , <i>Consolas</i> and <i>Times New Roman</i> . The selected font must be installed on the client machine. Using <i>Arial</i> and <i>Times New Roman</i> for the Receipt Font may result in misaligned data.
Font Size	Select 8 or 9 point size from the dropdown list.

Setting	Description/Action
Font Style	Select Bold or Regular from the dropdown list.
Receipt Print Style	There are 2 widths of receipt-style paper. Narrow: 3 1/8" or Wide : 4 3/8". Select between Narrow and Wide , based on your printer paper.
Print Count	Select the default number of receipts to automatically print when a transaction is posted.
Suppress Logo 1	Suppresses the <i>first logo</i> on printed receipts.
Suppress Logo 2	Suppresses the <i>second logo</i> on printed receipts and in archived PDF files.
Suppress CU Address	Suppresses the <i>Financial Institution address</i> on printed receipts.
Suppress Member Address	Suppress the <i>member address</i> on printed receipts.
Print Additional Lines	Approximately half an inch of white space is added to the bottom of the receipt when printed.
Print Consolidated Receipt	Multipage transactions are consolidated into a single page and are printed and archived as a single page.
Print Page Number	When checked, this option will print a page number at the end of each receipt.
Print Signature	When enabled, signatures appear on printed receipts. When a signature is not captured, a signature line is printed on the receipt to capture drive-through customers' signatures.
Signature Line Text	This setting adds text below the signature line on a printed receipt. By default, this setting is enabled and empty. The Signature Line Text setting is dependent on the Print Signature setting.
Print Hold Notice	This setting is used to print a Hold Notice with the receipt if the transaction contains information indicating that it is a Hold Notice transaction.
Address Location Supported	When this box is checked, the receipt address block location will be as set in the Address Location (X,Y) setting.
Address Location (X,Y)	This setting is used to set the position of the address block in pixels to align with a custom window envelope (measured from the left and top of the page) on the receipt only. The address blocks cannot be moved in Self-Mailer or Envelope Receipt printouts. If the X,Y coordinates are not correctly set, the address block may overlay data areas of may not display in the envelope window.
Print Disbursements	Dependent on your configuration, when checked (by default this is checked) this will print the disbursements. When this is turned off, the denomination section is removed from the data file. When this setting is on along with Extract Denomination setting from Extract tab, if denominations are present in the data file they are extracted and populated in the disbursement grid.

Supported System Printers

	Printer	Printer Settings	IMM eReceipts Options Settings
	TSP800 Raster Printer	No Changes	Receipt Style: Wide
	TSP700 Raster	No Changes	Receipt Style: Narrow ¹
	Epson TM-T88IIIP	Printing Layout: User Defined Height: 2100	Receipt Style: Narrow ¹
	Epson TM-90	Printing Layout: User Defined Height: 2100	Receipt Style: Narrow ¹
	Epson TM-H6000II	Printing Layout: User Defined Height: 2100	Receipt Style: Narrow ¹
	Epson TM-S9000MJ ²	Printing Layout: User Defined Height: 3275	Receipt Style: Narrow ¹
	Ithaca iTherm 280	No Changes	Receipt Style: Narrow ¹
	StarMicronics FVP-10	No changes	Receipt Style Narrow ¹

¹ – Narrow printing as landscape orientation does not support using a second logo.

² – During installation, select the Roll Paper station.

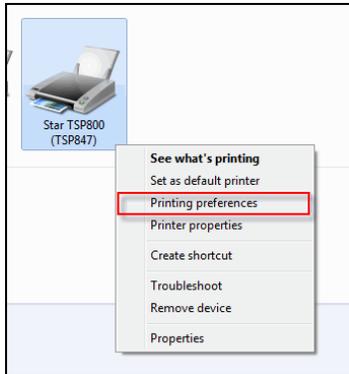
Printer Settings for Wide-Feed Receipts



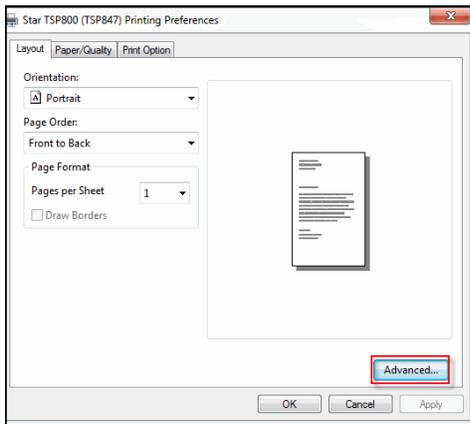
The procedure in this section may vary depending on your printer and your operating system. The examples shown are for TSP 800 printers.

For wide-feed receipts (e.g., TSP 800 Printer), confirm the printer settings:

1. From the Windows start menu, click **Printers and Devices**.
2. Find the desired printer and right click. The dropdown menu is displayed.

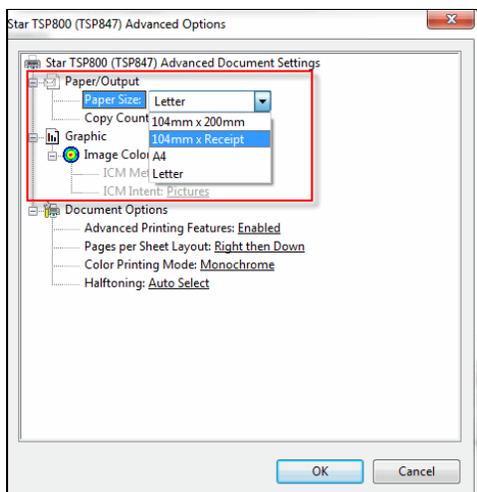


3. Click **Printing Preferences**. The Printing Preferences for the Star TSP 800 Printer is displayed in the following example.

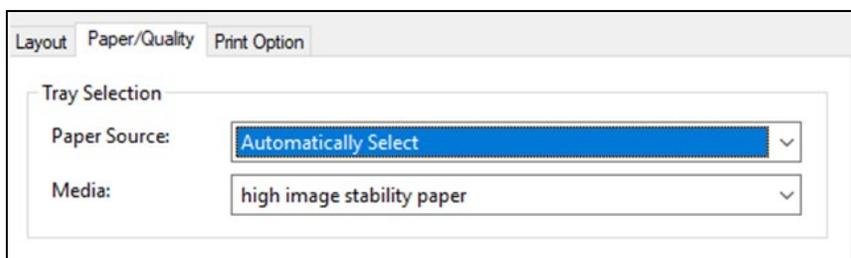


4. Click **Advanced**. The Advanced Options window is displayed.

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5. Click the arrow next to **Paper Size**. Select **104mm x Receipt** (or similar, such as a user-defined amount of 104 x 9999 mm) from the dropdown menu.
6. Click **OK**. You return to the Printing Preferences window.
7. Click the **Paper/Quality** tab, click the **Media** field, and select **high image stability paper**.



8. Click **OK** again.

Printer Settings for Star TSP 700/100 Narrow-Feed Printers



The procedure in this section may vary depending on your printer and your operating system.

For narrow-feed Star TSP 700/100 printers, confirm the printer settings:

1. Open Printing Preferences for the desired printer.
2. Click **Advanced**. The Advanced Options window is displayed.
3. In the **Paper Size** field, select **72mm x Receipt**.
4. Click **OK**.
5. Apply the changes and exit the printing preferences window.

Printer Settings for Epson Narrow-Feed Printers



The procedure in this section may vary depending on your printer and your operating system.

For narrow-feed Epson printers, confirm the printer settings:

1. Open Printing Preferences for the desired printer.
2. Click the **Layout** tab.
3. In the **Paper Size** field, select **User Defined**.
4. Name the user-defined paper size, enter the appropriate width and the maximum allowed length (e.g., **72 x 9999 mm**), and save it.
5. Click **OK**.
6. Select the user-defined size in the **Paper Size** field.
7. Apply the changes and exit Printing Preferences.

Signature Tab

The **Signature** tab contains settings related to various signature methods.

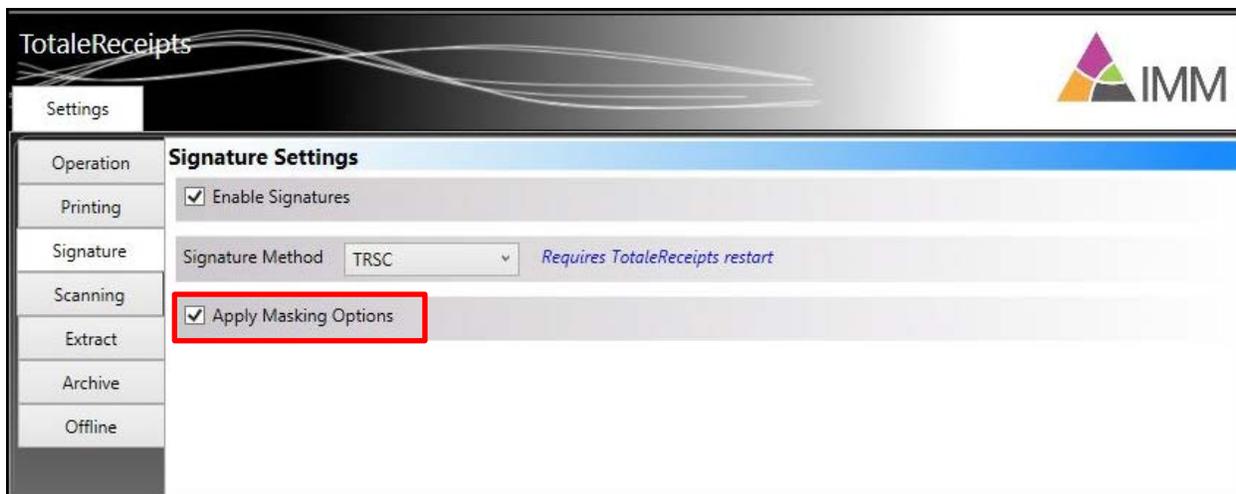
When the **Enable Signatures** checkbox is checked, signature capture for transactions is enabled. There are three different types of signature capture methods that can be accessed from the **Signature Method** dropdown menu: **SigPad**, **TRSC**, and **Touch**.

From the Settings menu, click the **Signature** tab. The Signature Settings page is displayed.

Signature Method	Description/Action
SigPad	Signature can be signed using different signature pads.
TRSC	Tablet Receipt Signature Capture allows signatures to be signed using an iPad or any similar device that has browsing capabilities.
Touch	Signatures can be signed in the IMM eReceipts Receipt window itself using a touch device or with a keyboard.

Apply Masking Options

Apply Masking Options can be selected for all signature methods: SigPad, TRSC and Touch. The member account number and account balances on transaction display is masked replacing digits with selected characters. This is also dependent on Print settings.



Apply Masking Options work in conjunction with Print Settings -- Mask Member Number setting and Mask Balance settings. See **Masking Settings** on page 24 for additional information.

When the Mask Member Number setting is selected with Apply Masking Options, the Member Number can be masked.

When Mask Balance is selected with Apply Masking Options, the Account Balances can be masked.



Please contact IMM Support to activate this functionality. See **Contacting IMM Support**.

Signature Pad Signature Settings

Signatures can be created using a variety of signature pads. To use a signature pad (SigPad) as the Signature Method, do the following:

1. Click **Edit**.
2. Select **SigPad** from the Signature Method dropdown menu. The Signature Settings option page for **SigPad** is displayed.

Signature Settings	
<input type="checkbox"/> Check All/Uncheck All	<input type="checkbox"/> Show on client
<input checked="" type="checkbox"/> Enable signatures	<input checked="" type="checkbox"/> Show on client
Signature Method: SigPad	<input checked="" type="checkbox"/> Show on client
<input type="checkbox"/> Apply Masking Options	<input checked="" type="checkbox"/> Show on client
Signature pad type: Topaz 5x7 Color	<input checked="" type="checkbox"/> Show on client
Connection: HSB	<input checked="" type="checkbox"/> Show on client
<input checked="" type="checkbox"/> Turn on backlight	<input checked="" type="checkbox"/> Show on client
<input type="checkbox"/> Display Marketing Message on Sig Pad	
<input type="checkbox"/> Display transaction on sig pad	<input checked="" type="checkbox"/> Show on client
Display font: Courier New	<input checked="" type="checkbox"/> Show on client
Font Size: 9	<input checked="" type="checkbox"/> Show on client
<input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>	

3. Change the settings, as appropriate. The following settings are available using the SigPad Signature Method:

Setting	Description/Action
Enable Signatures	Enables signature capture for transactions.
Signature Method	Select the Signature Method from the dropdown list. There are three choices: SigPad, TRSC (Tablet Receipts Signature Capture), and Touch. Selecting SigPad will show all settings related to signature pad operations.
Apply Masking Options	When checked, the Member Account Number and Account Balances on the transaction display are masked for all signature methods, replacing digits with selected characters. This is dependent on Mask Member Number and Mask Balance settings under the Print Settings. See Masking Settings on page 24 for detailed information on print settings. See Apply Masking Options on page 31 for additional information.
Signature pad type	Select a model from the dropdown list.  Refer to the Signature Devices Order Form for details: https://www.immonline.com/portfolio-posts/sigpadorderform/ . Contact IMM Support regarding what models are supported.
Connection	Choose the sig pad connection type.

Setting	Description/Action
Turn on backlight	Check this box to enable the backlight on the signature pad to always stay ON. If not checked, the backlight will turn off after 10 seconds. (This option is for use with 4x5 and 5x7 signature pads only.)
Display Marketing Message on Sig Pad	Checking this box allows the member to view the default marketing message on the signature pad: Thank you for your Business. This message can be customized. Refer to Marketing Message for Signature Pad on page 111 for detailed information.
Display transaction on sig pad	Checking this box will allow the member to view the transaction on the sig pad. (This option is for use with 4x5 and 5x7 signature pads only.)
Display Font/Font Size	Select a font from the dropdown list. Supported fonts are: <i>Arial, Courier New, Consolas and Times New Roman.</i> Font size: Choose 7, 8, 9 or 10 point font size.

4. Click **Save**.

TRSC (Tablet Receipt Signature Capture)

The signature can be captured using devices like an iPad. To use a TRSC as the signature method, do the following:

1. Click **Edit**.
2. Select **TRSC** from the Signature Method dropdown menu.
3. Check Apply Masking Option, see **Apply Masking Options** on page 31 for more information.

Signature Settings

Check All/Uncheck All Show on client

Enable signatures Show on client

Signature Method Show on client

Apply Masking Options Show on client

4. Click **Save**.

Launching the TRSC

To launch TRSC Web Application on a mobile device, use the following URL:

[http://\[IMM eReceipts Server Name\]/TRSCweb](http://[IMM eReceipts Server Name]/TRSCweb)

The TRSC web application launches with GroupID and joining box. The following browsers are supported on TRSC (Table Receipt Signature Capture):

- iPad or iPad Mini with Safari
- Internet Explorer 11
- Firefox

- Google Chrome

Touch

Signatures can be signed in the IMM eReceipts Receipt window itself using a touch device or with a keyboard. To use a Touch as the Signature Method, do the following:

1. Click **Edit**.
2. Select **Touch** from the Signature Method dropdown menu.
3. Select Apply Masking Option, see **Apply Masking Options** on page 31 for more information.

Signature Settings	
Check All/Uncheck All	<input type="checkbox"/> Show on client
<input checked="" type="checkbox"/> Enable signatures	<input checked="" type="checkbox"/> Show on client
Signature Method: Touch	<input checked="" type="checkbox"/> Show on client
<input type="checkbox"/> Apply Masking Options	<input checked="" type="checkbox"/> Show on client

4. Click **Save**.

Scanning Tab

This **Scanning** tab contains settings for scanning using the QwikScan add-on for IMM eReceipts. These settings will only be used if QwikScan is installed on the client.

Scan Settings	
Check All/Uncheck All	<input type="checkbox"/> Show on client
<input type="checkbox"/> Enable scanning	<input checked="" type="checkbox"/> Show on client
Scanner Model: Ranger	<input checked="" type="checkbox"/> Show on client
Max Scan Count: 40	<input checked="" type="checkbox"/> Show on client
<input checked="" type="checkbox"/> Image Mode Supported	
Image Mode: DualSide	<input checked="" type="checkbox"/> Show on client
<input checked="" type="checkbox"/> Feed Mode Supported	
Feed Mode: MultiFeed	<input checked="" type="checkbox"/> Show on client
Scanner IP	<input checked="" type="checkbox"/> Show on client

The following settings are available under the **Scan Settings**:

Setting	Description/Action
Enable Scanning	Select Enable Scanning if the QwikScan Add-On will be used on workstations. This action enables other settings for scanning.
Scanner Model	EXCELLA and Ranger scanners are supported.
Max Scan Count	The maximum number of scans allowed per transaction processed. Dual Side scanning counts each page separately. By default, Max Scan Count is set to 40.
Image Mode Supported	Check this box to indicate that Image Mode is supported.
Image Mode	Select Single Side or Dual Side image mode.
Feed Mode Supported	Check to indicate Feed Mode is supported. Excella STX only supports the Single Feed setting.
Feed Mode	Select Single Feed or Multi Feed Mode.
Scanner IP	Enter the IP address for the EXCELLA Scanner. (If using an Ethernet scanner)

Supported System Scanners

Driver	Scanner	Image Mode	Feed Mode	Supports Scan ID	Scan Checks
Excella	Excella-Multi Feed	Dual Side	Multi Feed	No	Yes
	Excella-STX	Dual Side	Single Feed	Yes	Yes
Ranger	Canon CR-120	Dual Side	Multi Feed	Yes	Yes
	Canon CR-150	Dual Side	Multi Feed	Yes	Yes
	Burroughs	Dual Side	Multi Feed	Yes	Yes
Twain	TravelScan Pro	Single Side	Single Feed	N/A	Yes
	TravelScan Pro 600	Single Side	Single Feed	N/A	Yes
	ScanShell 3000D	Dual Side	Single Feed	N/A	Yes
	ScanShell 31000D	Dual Side	Single Feed	N/A	Yes

Extract Tab

This **Extract** tab contains settings related to data extraction in IMM eReceipts and certain Teller Capture settings. Depending on your settings, the following screens may display.

Extract Settings

Check All/UnCheck All Show on client

Signature/Disbursements Driven by Transaction Type Show on client

Remove Blank Lines Show on client

Perform XML Transformation Show on client

Process Matching Check21 XML File Show on client

Append Transaction Type to Index File Name

Check21 Transaction Wait Time (In Seconds) Show on client

Set Teller Capture Mode Show on client

Replacement Member Numbers

Replacement Member Numbers	
999	^
XXX	
ZZZ	v
< <input style="width: 40px;" type="text" value=""/> >	

The following settings are available:

Setting	Description/Action
Signature/Disbursements Driven by Transaction Type	When checked the IMM eReceipts screen will selectively hide the Signature Box and Received/Disbursed fields based on the transaction information from the host
Remove Blank Lines	When this checkbox is checked, all blank lines between data are removed.
Perform XML Transformations	Internal setting that should be checked.
Process Matching Check21 XML File	This setting for IMM use only.
Append Transaction Type to Index File Name	When this checkbox is checked, the Transaction Type is appended to the end of the Index File Name.
Check21 Transaction Wait Time (In Seconds)	This setting for IMM use only.
Set Teller Capture Mode	None, Host-Integrated or Non-Host-Integrated . The Teller Capture Interface will display in the host system

Setting	Description/Action
	interface for scanning checks and will not display during the processing of IMM eReceipts when Host Integration is enabled.
Replacement Member Numbers	This dropdown list of member numbers is made available to the teller to select when a member number cannot be ascertained from the host. This list can be edited. Click Add to add an additional replacement member number or Remove to remove a replacement member number.
Extract Denominations	Dependent on your configuration, this feature is available to extract denominations from the data file and populate the disbursement grid.

Archive Tab

This **Archive** tab contains settings related to PDF creation and archival.

Archive Settings

Check All/UnCheck All

<input type="checkbox"/> Show on client	
<input checked="" type="checkbox"/> Archive Scanned Checks	<input type="checkbox"/> Show on client
<input type="checkbox"/> Suppress Logo2 On Archived PDF	<input checked="" type="checkbox"/> Show on client
<input checked="" type="checkbox"/> Show Memo on all Pages of Archived PDF	<input checked="" type="checkbox"/> Show on client
<input checked="" type="checkbox"/> Show Authentication on all Pages of Archived PDF	<input checked="" type="checkbox"/> Show on client
<input type="checkbox"/> Show Signature on all Pages of Archived PDF	<input checked="" type="checkbox"/> Show on client
<input type="checkbox"/> Suppress TellerCapture Credit On PDF	<input type="checkbox"/> Show on client

PDF Encryption

PDF Encryption is a server based setting and it is set to 'On' by default but can be turned off if needed. A password required to access this setting. Please enter it below.

Encryption Password
 Encrypt PDF

The following settings are available:

Setting	Description/Action
Archive Scanned Checks	When this box is checked, all scanned checks will be archived.
Suppress Logo2 on Archived PDF	When this option is checked, the second logo will not be stored in the archived PDF document.
Show Memo on All Pages of Archived PDF	Store the Memo information from the Receipt Tab on all pages of the archived PDF document.
Show Authentication on All Pages of Archived PDF	Store the Authentication information from the Receipt Tab on all pages of the archived PDF document.
Show Signature on All Pages of Archived PDF	Store the Signature Box information from the Receipt Tab on all pages of the archived PDF document.
Suppress TellerCapture Credit On PDF	The credit type (C, VC, SBAV, SBAC) from IMM eTeller Check21 is hidden on archived receipt PDFs.
PDF Encryption	By default, the archived PDF Documents are encrypted. To decrypt the PDF documents, contact IMM Support. <ul style="list-style-type: none"> • Encryption Password: This setting for IMM use only. • Encrypt PDF: When checked all PDF documents will be encrypted with the Encryption Password.

Offline Tab

The **Offline** tab contains settings for offline operation in IMM eReceipts and should not be changed unless directed by IMM.

Offline Settings	
Check All/Uncheck All <input type="checkbox"/> Show on client	
Offline Output Data Type	OVERLAY <input type="checkbox"/> Show on client
Offline Output Data Extension	.DAT <input checked="" type="checkbox"/> Show on client

The following settings are available:

Setting	Description/Action
Offline Output Data Type	The type of data saved when the server is offline. Choose Overlay or XML .
Offline Output Data Extension	The data file extension for saved data when the server is offline. Choose .DAT , .XML or .TXT .

Hold Notice Tab

This tab contains settings for the Hold Notice feature of IMM eReceipts. It may not be available for all host systems.

This tab is only available when the **Print Hold Notice** box is checked in the **Receipt Print Settings** on page 26.

Operation	Printing	Signature	Scanning	Extract	Archive	Offline	Hold Notice			
Hold Notice Settings										
HoldType1 Text	<input type="text" value="Case by Case Hold"/>									
HoldType1 Description	<input type="text" value="We reserve the right to impose holds on checks on a a case by case basis.We have decided to exercise this right with respect to the check(s) you have deposited."/>									
HoldType1 Reasons	<table border="1"><thead><tr><th>Reasons</th></tr></thead><tbody><tr><td>Your account has been repeatedly overdrawn.</td></tr><tr><td>The items you deposited on the day exceed \$5000.</td></tr></tbody></table>						Reasons	Your account has been repeatedly overdrawn.	The items you deposited on the day exceed \$5000.	<input type="button" value="Add"/> <input type="button" value="Remove"/>
Reasons										
Your account has been repeatedly overdrawn.										
The items you deposited on the day exceed \$5000.										
<small>Note: Adding more than 2 reasons will require you to add the corresponding Reason field in the Hold Notice Design as well.</small>										
HoldType1 Other Text	<input type="text" value="We believe a check you deposited will not be paid for the following reasons:"/>									
HoldType1 Other Reasons	<table border="1"><thead><tr><th>Reasons</th></tr></thead><tbody><tr><td>We have confidential information indicating that the check may n</td></tr><tr><td>We received notice that the check is being returned unpaid.</td></tr></tbody></table>						Reasons	We have confidential information indicating that the check may n	We received notice that the check is being returned unpaid.	<input type="button" value="Add"/> <input type="button" value="Remove"/>
Reasons										
We have confidential information indicating that the check may n										
We received notice that the check is being returned unpaid.										
<small>Note: Adding more than 2 reasons will require you to add the</small>										
<input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>										

Hold Notices

Hold Notices can print in both Landscape (default) and Portrait orientation. To print Hold Notices in Portrait orientation, browse to *IMMeReceiptsServer\Templates* and rename the *HoldReceiptDesign.xml* to *HoldReceiptDesign_landscape.xml*. Then rename the *HoldReceiptDesign_portrait.xml* to *HoldReceiptDesign.xml*. By default, a Landscape Hold Notice with large data will be printed in multiple pages. Portrait Hold Notice will print in one long hold receipt. To customize the Hold Notice Template contact IMM Support. See **Contacting IMM Support**.

Adding more than two Hold Reasons will require you to add the corresponding **Reason** fields in the Hold Notice Design as well. To add fields to the Hold Notice Design, contact IMM Support, see **Contacting IMM Support**.

Masking Account Numbers on Hold Notice

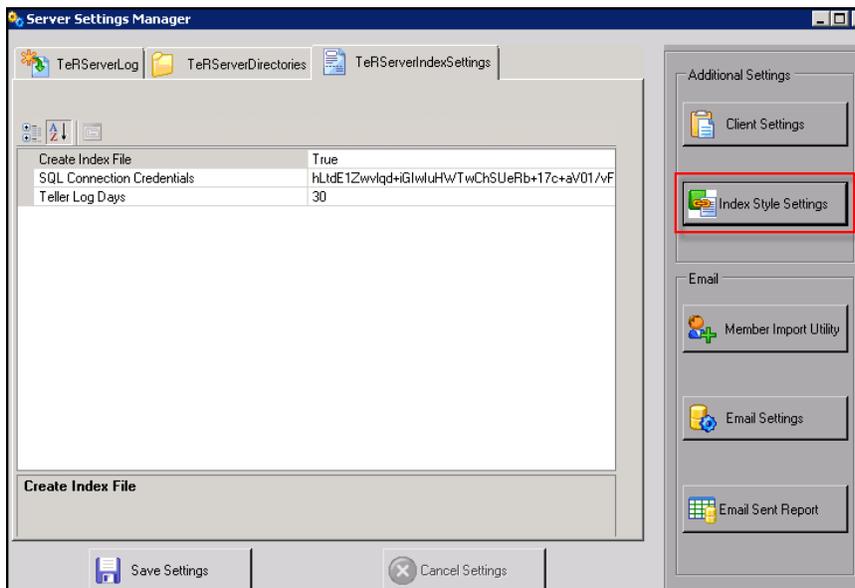
Account Numbers on the Hold Notices can be masked. This is dependent on **Print Settings** → **Mask Member Number** setting. When this setting is on, member number can be masked on Hold Notices. See **Masking Settings** on page 24 for detailed information.

Index Style Settings



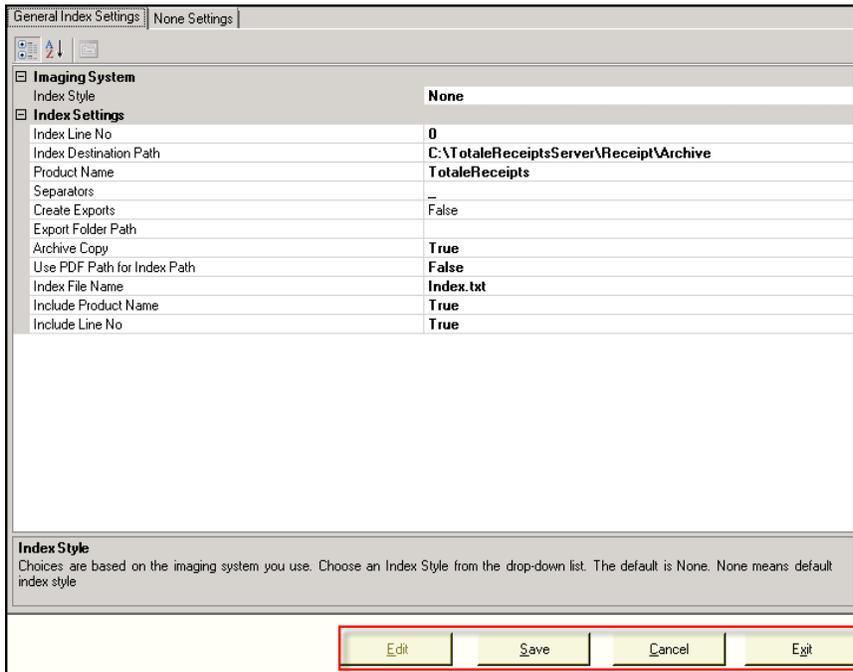
- Change settings only when there are no users on the system (before or after office hours).
- IMM recommends you have the IMM installer setup this screen.
- You must be logged in as an Administrator to make changes.

Index Style Settings allow you to select an Imaging System used to store archived documents. Settings for each Imaging System can be modified for your installation.



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From the Server Settings Manager window, click **Index Style Settings** tab located on the right under **Additional Settings**. The Index Styles Setting window is displayed.

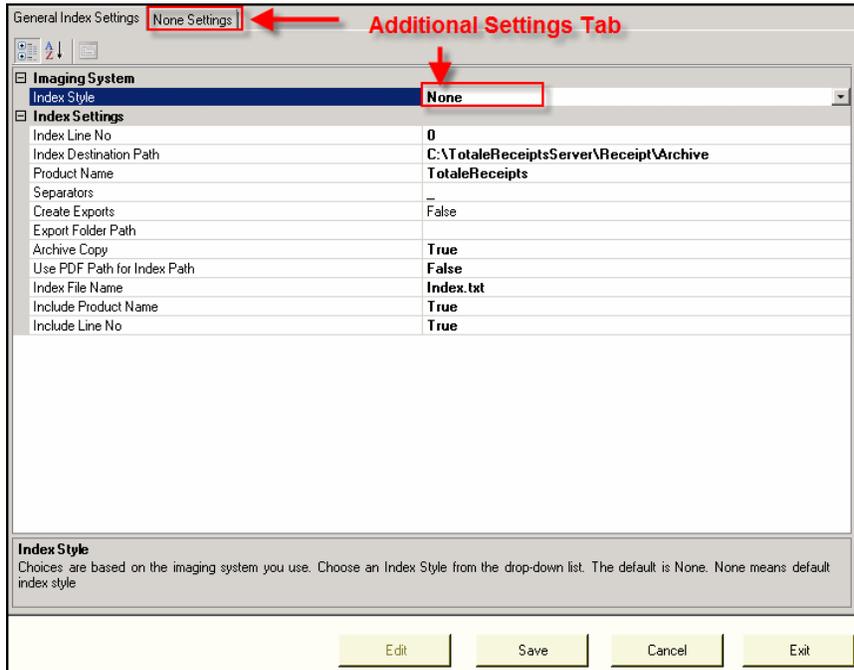


In the **Index Style Settings** window, these buttons are common:

Button	Description/Action
Edit	Unlocks the settings.
Save	Save any current changes and locks the window.
Cancel	Exits the edit mode without saving any changes.
Exit	Closes the window.

General Index Settings Tab

The Index Styles Settings window is displayed.



Click **Edit**. Fields become enabled for editing. The following settings are available:

Setting	Description/Action
Imaging System	Select your imaging system from the dropdown list. The Additional Settings tab title changes to match the selected Index Setting.
Index Settings	These are general indexing settings for IMM eReceipts that are applicable regardless of imaging system.
<ul style="list-style-type: none"> Index Line No. 	Current line number in the index file. For use only with
<ul style="list-style-type: none"> Index Destination Path 	This is the path to the index file location.
<ul style="list-style-type: none"> Product Name 	Preset to TotaleReceipts .
<ul style="list-style-type: none"> Separators 	The character used to distinguish between index items such as “_” or “^”.
<ul style="list-style-type: none"> Create Exports 	If set to True , you can specify a folder path for exporting your receipts to an imaging system.
<ul style="list-style-type: none"> Export Folder Path 	Shows the folder path where the receipts are moved for exporting to an imaging system. This path should be created manually on the IMM eReceipts Server.  If the Export Folder Path points to another machine, the Replace File Path option (refer to the Additional Settings section for your imaging system) should be used. Contact IMM Support to use this functionality.

Setting	Description/Action												
<ul style="list-style-type: none"> Archive Copy 	<p>If set to True, a PDF archive file will be created in the default location (\\[IMMeReceiptsServerPath]\Receipt\Archive).</p>  <p>The combination of the Archive Copy and Create Exports settings are designed to provide maximum flexibility and versatility for you and your imaging system.</p> <p>At least one of these settings should always be set to True.</p> <p style="text-align: center;">Archive/Export Combinations</p> <table border="1" data-bbox="651 684 1305 1003"> <thead> <tr> <th>Archive Folder</th> <th>Create Exports</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td>True</td> <td>True*</td> <td>PDF placed into both folders</td> </tr> <tr> <td>False</td> <td>True*</td> <td>PDF placed into the Export folder</td> </tr> <tr> <td>True</td> <td>False</td> <td>PDF placed into the Archive folder</td> </tr> </tbody> </table> <p>If Archive Copy is True and Create Exports is True, then both the archive folder and the export folder will receive copies of the archived receipts.</p> <p>If Archive Copy is False and Create Exports is True, then archived receipts will be placed in the export folder.</p> <p>If Create Exports is False, archived receipts will always be placed into the archive folder.</p> <p>Your imaging system may not remove archived receipts from the archive folder or export folder, so both locations should be periodically monitored to prevent problems due to disk space used or the number of files stored.</p>	Archive Folder	Create Exports	Results	True	True*	PDF placed into both folders	False	True*	PDF placed into the Export folder	True	False	PDF placed into the Archive folder
Archive Folder	Create Exports	Results											
True	True*	PDF placed into both folders											
False	True*	PDF placed into the Export folder											
True	False	PDF placed into the Archive folder											
<ul style="list-style-type: none"> Use PDF Path for Index Path 	<p>True or False. If set to True, the index file will be created in the same location as the PDF file. If False, the path from Index Destination Path, described above will be used for creating the index file. (Default: False)</p>												
<ul style="list-style-type: none"> Index File Name 	<p>Name of file used to store index information.</p> <p>Date-based index.txt: A timestamp format can be used in the filename in order to create a new file annually, monthly, or daily.</p> <p>(Note: A date-based index file is supported only for index.txt files. It is not supported for index.xml files.)</p> <p>Example</p>												

Setting	Description/Action
	1) 'Index %MMMyyyy%.txt' will create new index files monthly: 'Index Jan2011.txt', 'Index Feb2011.txt', ... 2) '%MM-dd-yy%Index.txt' will create new index files daily: '01-01-11Index.txt', '01-02-11Index.txt',
<ul style="list-style-type: none"> Include Product Name 	True or False. If set to True , the Product Name will be included for each entry in the index (.csv, .dat or .txt) files. (Product Name is not included in index.xml files.)
<ul style="list-style-type: none"> Include Line No 	True or False. If set to True , the index line number will be included for each entry in the index (.csv, .dat or .txt) files. (Index Line Number will not be included in index.xml files.)

Settings for each supported index system are explained in the following pages. Some index systems require change to the **General Index Settings** and **Additional Settings**.

Access RMS



Before using this index style, please contact IMM Support for additional prerequisite installation files. See **Contacting IMM Support**.

Index style ACCESS RMS does not generate an index file because the API is used to directly import the PDFs.

General Index Settings

The following settings on the General Index Settings tab must be modified as shown for Access RMS.

Setting	Value
Imaging System	ACCESS RMS
Index Style	ACCESS RMS
Index Settings	
Index Line No	13
Index Destination Path	C:\TotaleReceiptsServer\Receipt\Archive
Product Name	TotaleReceipts
Separators	
Create Exports	True
Export Folder Path	C:\YourServer\Archive
Archive Copy	True
Use PDF Path for Index Path	False
Index File Name	index.txt
Include Product Name	True
Include Line No	True

Setting	Description/Action
Create Exports	Must be set to True .
Export Folder Path	Shows the folder path where the receipts are moved for exporting to an imaging system. This path should be created manually on the IMM eReceipts Server.

Access RMS Settings

1. From the **Imaging System** dropdown list click **ACCESS RMS**. The Index Settings for ACCESS RMS display.

Setting	Value
Application Name	TotaleReceipts
Custom PreDefined Function	
Date Format	MM/dd/yyyy
Document Type	PDF
File Name Format	MEMBERNUMBER_TELLERNUMBER_DATE_TIME
Index Type	-o
IP Address	1.111.111.123
JavaScript Call	
JavaScript File	
Keep Original PDF	False
Password	sysop
Remove Alpha Characters	False
Replace Dashes	True
Replace File Path	
Replace Index Fields Options Grid	(Collection)
Skipped Indexes	
Text Delimiter	,
Time Format	HH:mm:ss
User ID	sysop

The following settings are available:

Setting	Description/Action
Application Name	Name of the application as defined in the Index System. Default is TotaleReceipts.
Custom PreDefined Function	Contact IMM to use this functionality. See Contacting IMM Support .
Date Format	Date format in index. Configure the format to match your imaging system requirements.
Document Type	The type of Document that is being imported into the Imaging System. This should be set to PDF.
File Name Format	Establishes the naming convention for archived documents. Only the Underscore (_) or Caret (^) are acceptable delimiters. File formats must be updated if any index fields are added, edited or deleted from IMM eReceipts.
Index Type	This field is for IMM use only.
IP Address	IP Address of the Access RMS Server to establish a remote connection.
JavaScript Call	This field is for IMM use only. See Contacting IMM Support .
JavaScript File	This field is for IMM use only. See Contacting IMM Support .
Keep Original PDF	True or False . This must be set to False, so the documents are deleted after a successful import into the index system.
Password	To authenticate user for the remote session on the server.

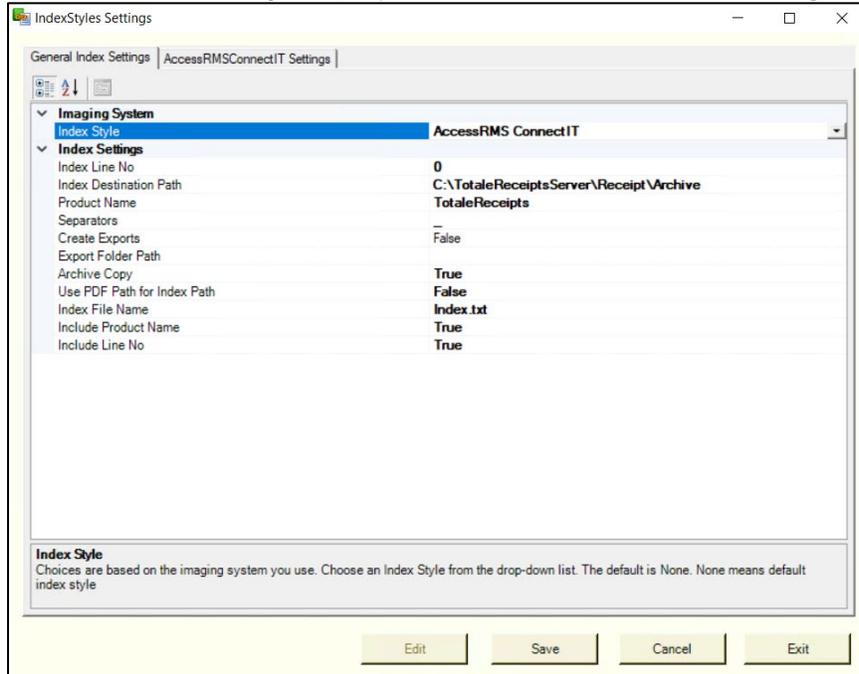
Setting	Description/Action
Remove Alpha Characters	Removes any alphabetic characters in the file name. If all characters are alphabetic, then "999" is used to replace it.
Replace Dashes	True or False. When True , Characters to Replace and Custom Function information in the Replace Index Fields Options Grid on page 74 will be used. If False , that information will be ignored.
Replace File Path	Use the UNC path that needs to be replaced in the index file. Contact IMM Support to use this functionality. See Contacting IMM Support .
Replace Index Fields Options Grid	Refer to Replace Index Fields Options Grid on page 74.
Skipped Indexes	Exclude an index from the index file based on the File Name Format . Multiple fields can be specified and separated by a comma.
Text Delimiter	Character used to separate text fields.
Time Format	Time format in index. Configure the format to match your imaging system requirements. For example, HHmmss indicates to use 2 digits for hours, minutes, and seconds.
User ID	To authenticate a user for the remote session on the server.

AccessRMS ConnectIT

AccessRMS ConnectIT is an API-based imaging system.

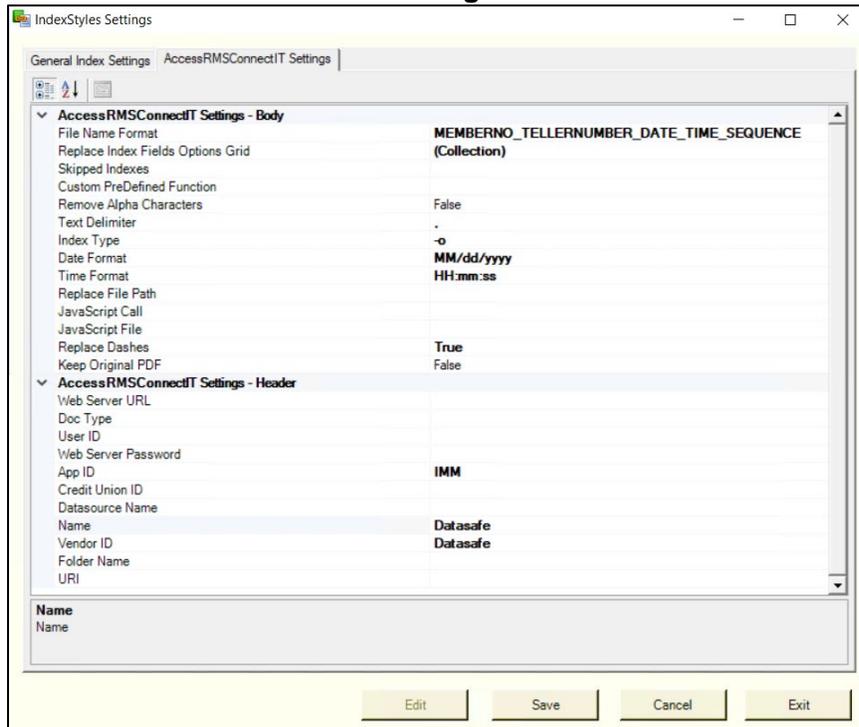
General Index Settings

These are the settings displayed on the **General Index Settings** tab.



AccessRMS ConnectIT Settings

The **AccessRMSConnectIT Settings** tab should be set as follows.



Setting	Description/Action
File Name Format	Establishes the naming convention for archived documents. Only the Underscore (_) or Caret (^) are acceptable delimiters. File formats must be updated if any index fields are added, edited or deleted from IMM eReceipts.
Replace Index Fields Options Grid	Refer to Replace Index Fields Options Grid on page 74.
Skipped Indexes	Exclude an index from the index file based on the File Name Format . Multiple fields can be specified and separated by a comma.
Custom Predefined Function	Contact IMM to use this functionality. See Contacting IMM Support .
Remove Alpha Characters	Removes any alphabetic characters in the file name. If all characters are alphabetic, then "999" is used to replace it.
Text Delimiter	Character used to separate text fields.
Index Type	This field is for IMM use only.
Date Format	Date format in index. Configure the format to match your imaging system requirements.
Time Format	Time format in index. Configure the format to match your imaging system requirements. For example, HHmmss indicates to use 2 digits for hours, minutes, and seconds.
Replace File Path	Use the UNC path that needs to be replaced in the index file. Contact IMM Support to use this functionality. See Contacting IMM Support .
JavaScript Call	This field is for IMM use only. See Contacting IMM Support .
JavaScript File	This field is for IMM use only. See Contacting IMM Support .
Replace Dashes	True or False. When True , Characters to Replace and Custom Function information in the Replace Index Fields Options Grid on page 74 will be used. If False , that information will be ignored.
Keep Original PDF	True or False . This must be set to False, so the documents are deleted after a successful import into the index system.
Web Server URL	API destination URL
Doc Type	The type of Document that is being imported into the Imaging System. This should be set to FT_PDF.
User ID	To authenticate user for the remote session on the server.

Setting	Description/Action
Web Server Password	To authenticate web server for the remote session on the server.
App ID	Application where the document will be imported. The default is IMM.
Credit Union ID	Refer to your IT group for your required settings.
Disclosure Name	Refer to your IT group for your required settings.
Name	Refer to your IT group for your required settings. The default is Datasafe.
Vendor ID	Refer to your IT group for your required settings. The default is Datasafe.
Folder Name	Refer to your IT group for your required settings.
URI	Refer to your IT group for your required settings.

Bankware

Index style Bankware creates an entry in the index.csv file for each successfully archived document. The index.csv file is stored in the folder specified in the **Index Destination Path** field.

General Index Settings

The following settings on the General Index Settings tab must be modified as shown for Bankware.

Setting	Value
Index Style	Bankware
Index Line No	0
Index Destination Path	C:\YourServer\Archive
Product Name	TotaleReceipts
Separators	_
Create Exports	False
Export Folder Path	
Archive Copy	False
Use PDF Path for Index Path	False
Index File Name	Index.txt
Include Product Name	False
Include Line No	False

Setting	Description/Action
Index Destination Path	Must be set to your local server
Index File Name	Must be set to Index.csv
Include Product Name	Must be set to False .

Bankware Settings

The **Bankware Settings** tab should be set as follows.

General Index Settings Bankware Settings	
Bankware Settings	
Account Type	R
Breed	pdf
Custom PreDefined Function	@IMM.Utilities.CreateIndexPredefinedFunctions:REARRANGEIM
Date Format	MM/dd/yyyy
Description	%TellerNumber%
Document Type	42
File Name Format	MemberNumber_TellerNumber_DATE_TIME
Index Type	
JavaScript Call	
JavaScript File	
Remove Alpha Characters	False
Replace Dashes	True
Replace File Path	
Replace Index Fields Options Grid	(Collection)
Skipped Indexes	
Text Delimiter	,
Time Format	HHmmss

Setting	Description/Action
Account Type	B = Safe Deposit Box C = Teller Cash D = DDA F = Foreign G = General Ledger I = Inclearing GL = Header L = Loans S = Savings T = CD/IRA X = Christmas Club
Breed	The type of document that is being imported into the Imaging System. This should be set to <i>PDF</i> . (Supports PDF, TIF, XLS, DOC)
Custom PreDefined Function	Contact IMM to use this functionality. See Contacting IMM Support .
Date Format	Date format in index. Configure the format to match your imaging system requirements.
Description	A searchable description, which can be defined for each document by using a parameter file.
Document Type	A custom function when defined allows more flexibility with replacement of index fields.
File Name Format	Establishes the naming convention for archived documents. Only the Underscore (_) or Caret (^) are acceptable delimiters. File formats must be updated if any index fields are added, edited or deleted from IMM eReceipts.
Index by Document	Not used for this index style.
JavaScript Call	This field is for IMM use only. See Contacting IMM Support .
JavaScript File	This field is for IMM use only. See Contacting IMM Support .

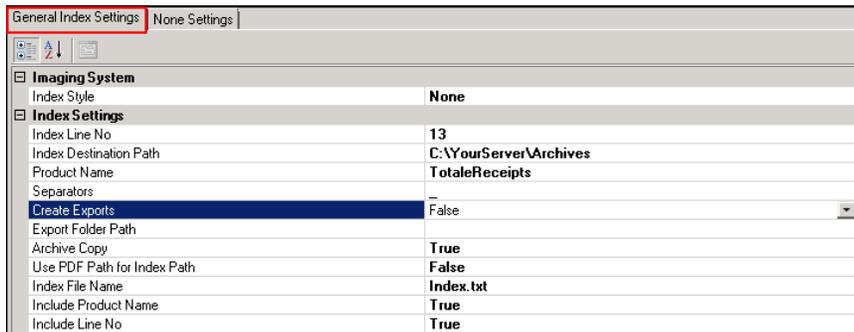
Setting	Description/Action
Remove Alpha Characters	Removes any alphabetic characters in the file name. If all characters are alphabetic, then "999" is used to replace it.
Replace Dashes	This field is for IMM use only. See Contacting IMM Support .
Replace File Path	Use the UNC path that needs to be replaced in the index file. Contact IMM Support to use this functionality. See Contacting IMM Support .
Replace Index Fields Options Grid	Refer to Replace Index Fields Options Grid on page 74.
Replace Words	This field is for IMM use only.
Skipped Indexes	Exclude an index from the index file based on the File Name Format . Multiple fields can be specified and separated by a comma.
Text Delimiter	Character used to separate text fields.
Time Format	Time format in index. Configure the format to match your imaging system requirements. For example, HHmmss indicates to use 2 digits for hours, minutes, and seconds.

COWW

Index style COWWW creates an entry in the index_[sub-category].txt file for each successfully archived document. The index_[sub-category].txt file is stored in the folder specified in the **Index Destination Path** field.

General Index Settings

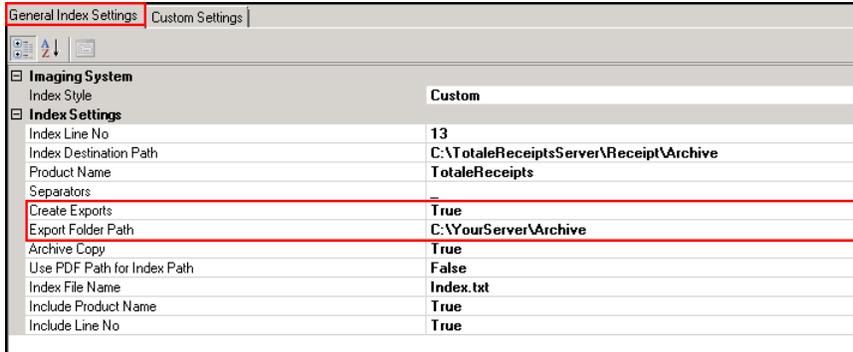
The COWWW imaging system is supported by selecting and modifying the **None** Index Style.



Custom

General Index Settings

The following settings on the General Index Settings tab must be modified as shown.

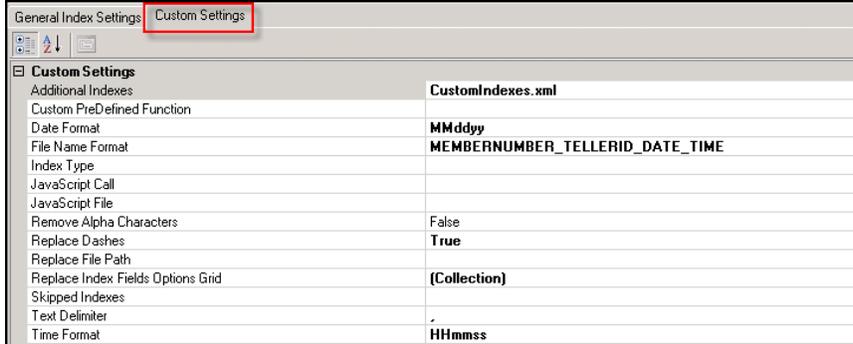


General Index Settings Custom Settings	
Index Style	Custom
Index Line No	13
Index Destination Path	C:\TotaleReceiptsServer\Receipt\Archive
Product Name	TotaleReceipts
Separators	-
Create Exports	True
Export Folder Path	C:\YourServer\Archive
Archive Copy	True
Use PDF Path for Index Path	False
Index File Name	Index.txt
Include Product Name	True
Include Line No	True

Setting	Description/Action
Create Exports	Must be set to True .
Export Folder Path	Shows the folder path where the receipts are moved for exporting to an imaging system. This path should be created manually on the IMM eReceipts Server.

Custom Settings

The Custom Settings tab should be set as follows.



General Index Settings Custom Settings	
Additional Indexes	CustomIndexes.xml
Custom PreDefined Function	
Date Format	MMddyy
File Name Format	MEMBERNUMBER_TELLERID_DATE_TIME
Index Type	
JavaScript Call	
JavaScript File	
Remove Alpha Characters	False
Replace Dashes	True
Replace File Path	
Replace Index Fields Options Grid	(Collection)
Skipped Indexes	
Text Delimiter	.
Time Format	HHmmss

Setting	Description/Action
Additional Indexes	This field is for IMM use only. See “Contacting IMM Support.”
Custom PreDefined Function	Contact IMM to use this functionality. See Contacting IMM Support .
Date Format	Date format in index. Configure the format to match your imaging system requirements.
File Name Format	Establishes the naming convention for archived documents. Only the Underscore (_) or Caret (^) are acceptable delimiters. File formats must be updated if any index fields are added, edited or deleted from IMM eReceipts.

Setting	Description/Action
Index Type	This field is for IMM use only. See Contacting IMM Support .
JavaScript Call	This field is for IMM use only. See Contacting IMM Support .
JavaScript File	This field is for IMM use only. See Contacting IMM Support .
Remove Alpha Characters	Removes any alphabetic characters in the file name. If all characters are alphabetic, then “999” is used to replace it.
Replace Dashes	True or False . When True , Characters to Replace and Custom Function information in the Replace Index Fields Options Grid on page 74 will be used. If False , that information will be ignored.
Replace File Path	Use the UNC path that needs to be replaced in the index file. Contact IMM Support to use this functionality. See Contacting IMM Support .
Replace Index Fields Options Grid	Refer to Replace Index Fields Options Grid on page 74 .
Skipped Indexes	Exclude an index from the index file based on the File Name Format . Multiple fields can be specified and separated by a comma.
Text Delimiter	Character used to separate text fields.
Time Format	Time format in index. Configure the format to match your imaging system requirements. For example, HHmmss indicates to use 2 digits for hours, minutes, and seconds.

eFiciency

Imaging indexing information is sent to an API for use in the eFiciency Imaging System. The settings on this screen are dependent on the eFiciency Imaging System and become global settings for the FI.

General Index Settings

These are the settings displayed on the **General Index Settings** tab.

Setting	Value
Index Style	eFiciency
Index Line No	0
Index Destination Path	C:\TotaleReceiptsServer\Receipt\Archive
Product Name	TotaleReceipts
Separators	-
Create Exports	False
Export Folder Path	-
Archive Copy	True
Use PDF Path for Index Path	False
Index File Name	Index.txt
Include Product Name	True
Include Line No	True

Index Style
Choices are based on the imaging system you use. Choose an Index Style from the drop-down list. The default is None. None means default index style

eFiciency Settings

The **eFiciency Settings** tab should have the following settings.

Setting	Value
File Name Format	MEMBERNO_TELLERNUMBER_DATE_TIME_SEQUENCE (Collection)
Replace Index Fields Options Grid	-
Skipped Indexes	-
Custom PreDefined Function	-
Remove Alpha Characters	False
Text Delimiter	-
Index Type	-o
Date Format	MM/dd/yyyy
Time Format	HH:mm:ss
Replace File Path	-
JavaScript Call	-
JavaScript File	-
Replace Dashes	True
Keep Original PDF	False
Web Server URL	-
WebServer User ID	-
Web Server Password	-
Confirm Web Server Password	-
Imaging System UserID	-
Imaging System Password	-
Confirm Imaging System Password	-
Repository ID	-

Web Server URL
Web Server URL

Setting	Description/Action
Web Server URL	API destination URL
Web Server User ID	User ID of the eFiciency user with rights to access the API
Web Server Password	Web server password
Confirm Web Server Password	Confirm web server password
Imaging System User ID	User ID of the defined user at the FI with permission to pass the Repository Name to the imaging system
Imaging System Password	Password for imaging system
Confirm Imaging System Password	Confirm imaging system password
Repository ID	Storage area within the imaging system.

Galaxy

Galaxy creates a .cswl file for each successfully archived document.

General Index Settings

The following settings on the **General Index Settings** tab must be modified as shown for Galaxy.

General Index Settings Galaxy Settings	
<ul style="list-style-type: none"> ▲ Imaging System <ul style="list-style-type: none"> Index Style: Galaxy ▲ Index Settings <ul style="list-style-type: none"> Index Line No: 3 Index Destination Path: C:\TotaleReceiptsServer\Receipt\Archive Product Name: TotaleReceipts Separators: - Create Exports: False Export Folder Path: Archive Copy: True Use PDF Path for Index Path: False Index File Name: Index.txt Include Product Name: True Include Line No: True 	

Galaxy Settings

Note: The “Galaxy Settings - Header” settings are configured by your imaging system. The defaults are shown.

The **Galaxy Settings** tab default settings are shown.

General Index Settings Galaxy Settings	
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> General Index Settings Galaxy Settings </div> <div style="margin-top: 10px;"> <ul style="list-style-type: none"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30px;"> ▲ </div> <div> Galaxy Settings - Body </div> </div> File Name Format MEMBERNO_TELLERNUMBER_DATE_TIME_SEQUENCE Replace Index Fields Options Grid (Collection) Skipped Indexes Date Format MM/dd/yy Time Format HH:mm:ss Replace Dashes False <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30px;"> ▲ </div> <div> Galaxy Settings - Header </div> </div> Document Type Document Type Description TotaleReceipts Origin CU Branch 0000 CU Code CDPDocID Comments Doc Group CreateIndividualXML True </div> </div>	

Setting	Description/Action
File Name Format	Establishes the naming convention for archived documents. Only the Underscore (_) or Caret (^) are acceptable delimiters. File formats must be updated if any index fields are added, edited or deleted from IMM eReceipts.
Replace Index Fields Options Grid	Refer to Replace Index Fields Options Grid on page 74.
Skipped Indexes	Exclude an index from the index file based on the File Name Format . Multiple fields can be specified and separated by a comma.
Date Format	Date format in index. Configure the format to match your imaging system requirements.
Time Format	Time format in index. Configure the format to match your imaging system requirements. For example, HHmmss indicates to use 2 digits for hours, minutes, and seconds.
Replace Dashes	True or False . When True , Characters to Replace and Custom Function information in the Replace Index Fields Options Grid on page 74 will be used. If False , that information will be ignored.
Document Type	A custom function when defined allows more flexibility with replacement of index fields.
Document Type Description	An identifying string written into the TI document type tag. A custom function when defined allows more flexibility with

Setting	Description/Action
	replacement of index fields. Contact IMM Support to use this functionality. See Contacting IMM Support .
Origin	Defaults to blank.
CU Branch	Defaults to 0000.
CU Code	Defaults to blank.
CDPDocID	Defaults to blank.
Comments	Defaults to blank.
Doc Group	Defaults to blank.
CreateIndividualXML	Defaults to True.

Image Soft

General Index Settings

The Image Soft General Index Settings should be set as follows for DIP and Directory Sweep as follows.

DIP

The General Index Settings when using the DIP process are as follows:

General Index Settings	
Index Style	ImageSoft
Index Line No	13
Index Destination Path	C:\TotaleReceiptsServer\Receipt\Archive
Product Name	TotaleReceipts
Separators	
Create Exports	False
Export Folder Path	
Archive Copy	True
Use PDF Path for Index Path	False
Index File Name	Index.txt
Include Product Name	True
Include Line No	True

Directory Sweep

The General Index Settings when using the Directory Sweep process are as follows:

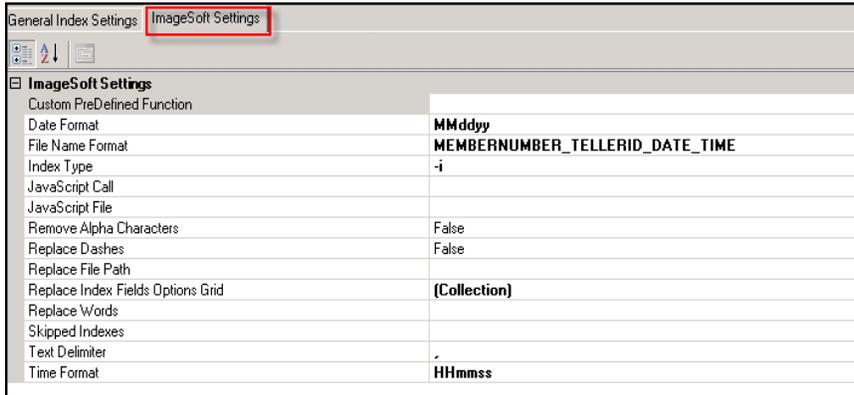
General Index Settings	
Index Style	ImageSoft
Index Line No	13
Index Destination Path	C:\TotaleReceiptsServer\Receipt\Archive
Product Name	TotaleReceipts
Separators	
Create Exports	True
Export Folder Path	C:\YourServer\Archive
Archive Copy	True
Use PDF Path for Index Path	False
Index File Name	index.txt
Include Product Name	True
Include Line No	True

Setting	Description/Action
Create Exports	Must be set to True .

Setting	Description/Action
Export Folder Path	Shows the folder path where the receipts are moved for exporting to an imaging system. This path should be created manually on the IMM eReceipts Server.

ImageSoft Settings

The **ImageSoft Settings** tab should be set as follows.



Setting	Description/Action
Custom PreDefined Function	
Date Format	MMddyy
File Name Format	MEMBERNUMBER_TELLERID_DATE_TIME
Index Type	-i
JavaScript Call	
JavaScript File	
Remove Alpha Characters	False
Replace Dashes	False
Replace File Path	
Replace Index Fields Options Grid	(Collection)
Replace Words	
Skipped Indexes	
Text Delimiter	/
Time Format	HHmmss

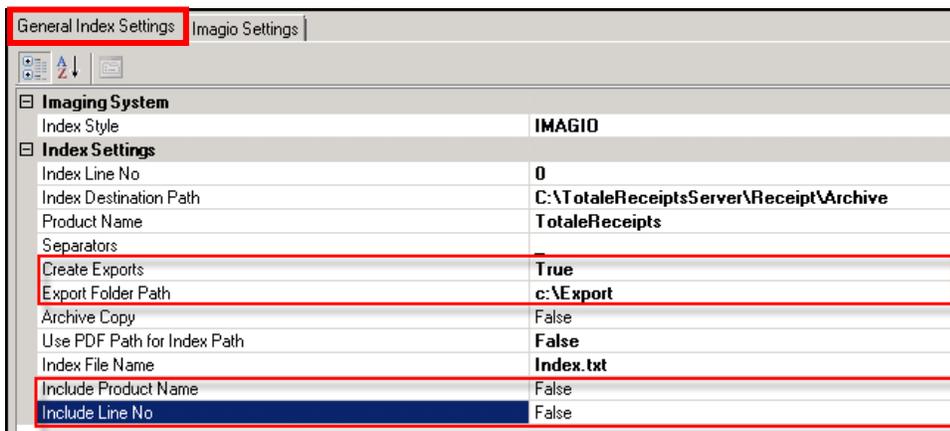
Setting	Description/Action
Custom PreDefined Function	Contact IMM to use this functionality. See Contacting IMM Support .
Date Format	Date format in index. Configure the format to match your imaging system requirements.
File Name Format	Establishes the naming convention for archived documents. Only the Underscore (_) or Caret (^) are acceptable delimiters. File formats must be updated if any index fields are added, edited or deleted from IMM eReceipts.
Index Type	ImageSoft= "-i"
JavaScript Call	This field is for IMM use only. See Contacting IMM Support .
JavaScript File	This field is for IMM use only. See Contacting IMM Support .
Remove Alpha Characters	Removes any alphabetic characters in the file name. If all characters are alphabetic, then "999" is used to replace it.
Replace Dashes	This field is for IMM use only. See Contacting IMM Support .
Replace File Path	Use the UNC path that needs to be replaced in the index file. Contact IMM Support to use this functionality. See Contacting IMM Support .
Replace Index Fields Options Grid	Refer to Replace Index Fields Options Grid on page 74 .
Replace Words	This field is for IMM use only.

Setting	Description/Action
Skipped Indexes	Exclude an index from the index file based on the File Name Format . Multiple fields can be specified and separated by a comma.
Text Delimiter	Character used to separate text fields.
Time Format	Time format in index. Configure the format to match your imaging system requirements. For example, HHmmss indicates to use 2 digits for hours, minutes, and seconds.

IMAGIO

General Index Settings

The **General Index Settings** tab must be modified as shown for IMAGIO.



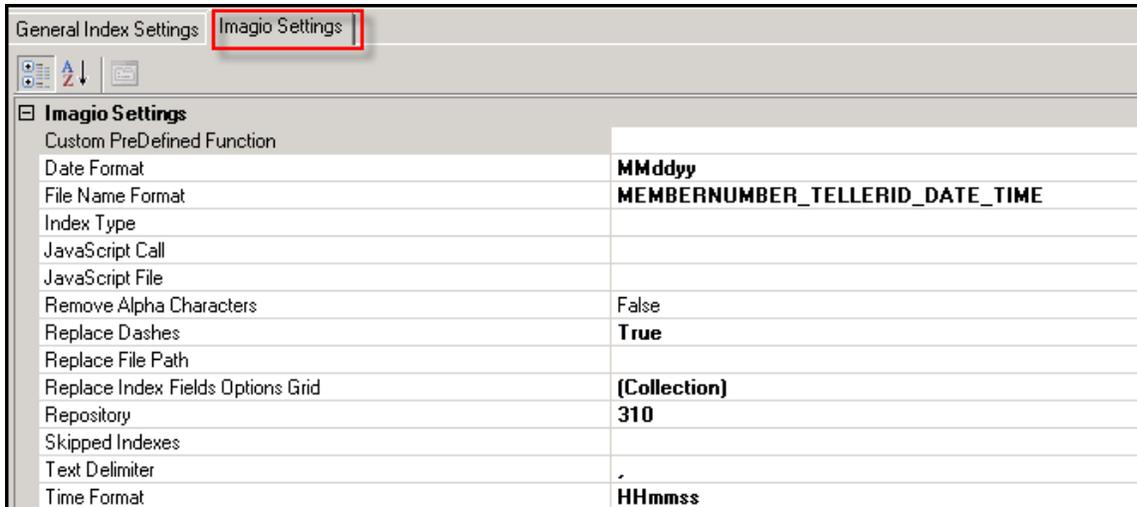
Setting	Description/Action
Create Exports	Must be set to True .
Export Folder Path	Must include a path to a valid export location.
Include Product Name	Must be set to False .
Include Line No.	Must be set to False .

Index style Imagio creates a **.ZIP** file containing the following:

1. A **.PDF** document with a name as explained in the **Imagio Zip File** on page **62**.
2. A fixed-width, plain text file - **Import.txt**.

Imagio Settings

The **Imagio Settings** tab should be set as follows.



Setting	Description/Action
Custom PreDefined Function	This provides the functionality to add a sub-category in the index file. Contact IMM Support to use this functionality. See Contacting IMM Support .
Date Format	Date format in index. Configure the format to match your imaging system requirements.
File Name Format	Establishes the naming convention for archived documents. Only the Underscore (_) or Caret (^) are acceptable delimiters. File formats must be updated if any index fields are added, edited or deleted from IMM eReceipts.
Index Type	This field is for IMM use only. See Contacting IMM Support .
JavaScript Call	This field is for IMM use only. See Contacting IMM Support .
JavaScript File	This field is for IMM use only. See Contacting IMM Support .
Remove Alpha Characters	Removes any alphabetic characters in the file name. If all characters are alphabetic, then “999” is used to replace it.
Replace Dashes	True or False. When True , Characters to Replace and Custom Function information in the Replace Index Fields Options Grid on page 74 will be used. If False , that information will be ignored.
Replace File Path	Use the UNC path that needs to be replaced in the index file. Contact IMM Support to use this functionality. See Contacting IMM Support .
Replace Index Fields Options Grid	Refer to Replace Index Fields Options Grid on page 74.
Repository	Preset to 310. Refer to Configuring Imagio on page 62.

Setting	Description/Action
Skipped Indexes	Exclude an index from the index file based on the File Name Format . Multiple fields can be specified and separated by a comma.
Text Delimiter	Character used to separate text fields.
Time Format	Time format in index. Configure the format to match your imaging system requirements. For example, HHmmss indicates to use 2 digits for hours, minutes, and seconds.

Configuring Imagio ZIP File

Name Convention for ZIP File

The .zip filename consists of the **Repository ID** (which is the resultant value of the Repository field), a period ".", the **PDF filename** and the ".zip" extension.

Example:

310.123456_111_010112_122431.zip

ZIP File Contents

The .zip file contains:

1. the *PDF document* with a filename truncated to the last 30 characters of the original filename, and
2. an *Import.txt* file.

Included PDF Filename

123456_111_010112_122431.pdf

Import.txt contents

The Import.txt file contains a single line (*Spaces are represented as "•"*):

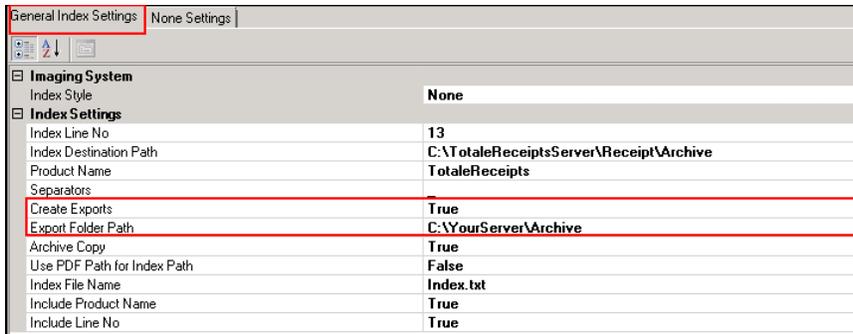
E123456_111_010112_122431.pdf••123456••••••••••111••••••••••010112••••122431

Where,

E	"E" for Electronic document
123456_111_010112_122431.pdf	The PDF filename (Fixed Length: 30 characters.) If the filename is greater than 30 characters, it will be truncated at the front (the last 30 characters are kept). If the filename is less than 30 characters, it is padded at the end with spaces.
123456	Member Number (Fixed width)
111	Teller ID (Fixed width)
010112	Date (MMddyy format) (Fixed width)
122431	Time (HHmmss format) (Fixed width)

None

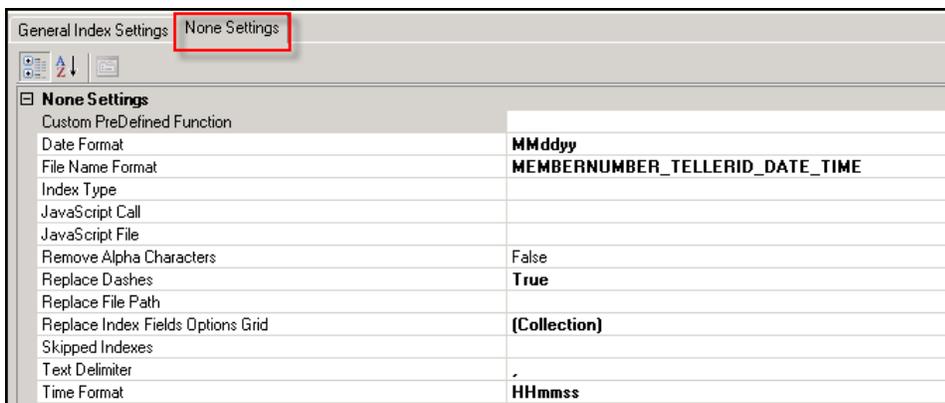
General Index Settings



Setting	Description/Action
Create Exports	Must be set to True .
Export Folder Path	Shows the folder path where the receipts are moved for exporting to an imaging system. This path should be created manually on the IMM eReceipts Server.

None Settings

The **None Settings** tab is a generic imaging system output format.

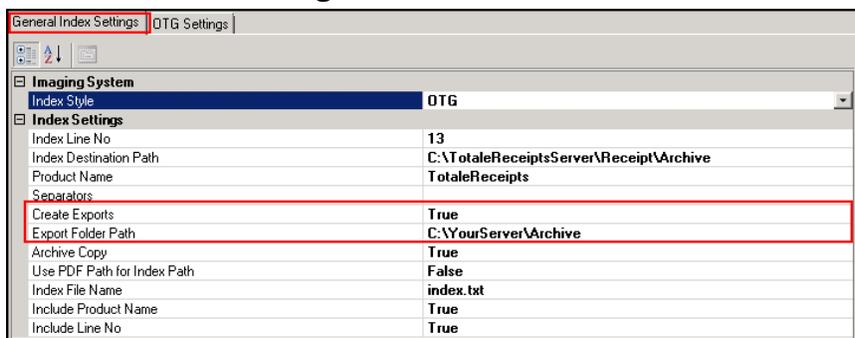


Setting	Description/Action
Custom PreDefined Function	Contact IMM Support to use this functionality. See Contacting IMM Support .
Date Format	Date format in index. Configure the format to match your imaging system requirements.
File Name Format	Establishes the naming convention for archived documents. Only the Underscore (_) or Caret (^) are acceptable delimiters. File formats must be updated if any index fields are added, edited or deleted from IMM eReceipts.
Index Type	This field is for IMM use only. See “Contacting IMM Support.”
JavaScript Call	This field is for IMM use only. See Contacting IMM Support .

Setting	Description/Action
JavaScript File	Establishes the naming convention for archived documents. Only the Underscore (_) or Caret (^) are acceptable delimiters. File formats must be updated if any index fields are added, edited or deleted from IMM eReceipts.
Remove Alpha Characters	Removes any alphabetic characters in the file name. If all characters are alphabetic, then "999" is used to replace it.
Replace Dashes	True or False. When True , Characters to Replace and Custom Function information in the Replace Index Fields Options Grid on page 74 will be used. If False , that information will be ignored.
Replace File Path	Use the UNC path that needs to be replaced in the index file. Contact IMM Support to use this functionality. See Contacting IMM Support.
Replace Index Fields Options Grid	Refer to Replace Index Fields Options Grid " on page 74.
Repository	Preset to 310. Refer to Configuring Imagio on page 62.
Skipped Indexes	Exclude an index from the index file based on the File Name Format . Multiple fields can be specified and separated by a comma.
Text Delimiter	Character used to separate text fields.
Time Format	Time format in index. Configure the format to match your imaging system requirements. For example, HHmmss indicates to use 2 digits for hours, minutes, and seconds.

OTG

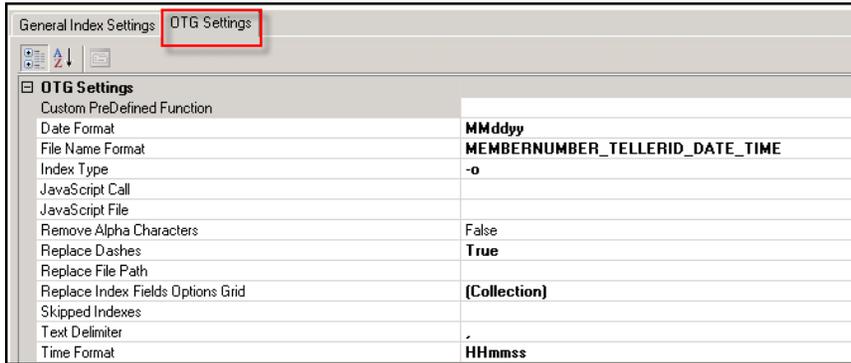
General Index Settings



Setting	Description/Action
Create Exports	Must be set to True .
Export Folder Path	Shows the folder path where the receipts are moved for exporting to an imaging system. This path should be created manually on the IMM eReceipts Server.

OTG Settings

The **OTG Settings** tab should be set as follows.



Setting	Value
Custom PreDefined Function	
Date Format	MMddyy
File Name Format	MEMBERNUMBER_TELLERID_DATE_TIME
Index Type	-o
JavaScript Call	
JavaScript File	
Remove Alpha Characters	False
Replace Dashes	True
Replace File Path	
Replace Index Fields Options Grid	(Collection)
Skipped Indexes	
Text Delimiter	.
Time Format	HHmmss

Setting	Description/Action
Custom PreDefined Function	Contact IMM Support to use this functionality. See Configuring Imagio on page 62.
Date Format	Date format in index. Configure the format to match your imaging system requirements.
File Name Format	Establishes the naming convention for archived documents. Only the Underscore (_) or Caret (^) are acceptable delimiters. File formats must be updated if any index fields are added, edited or deleted from IMM eReceipts.
Index Type	OTG = "-o"
JavaScript Call	This field is for IMM use only. See Contacting IMM Support .
JavaScript File	Establishes the naming convention for archived documents. Only the Underscore (_) or Caret (^) are acceptable delimiters. File formats must be updated if any index fields are added, edited or deleted from IMM eReceipts.
Remove Alpha Characters	Removes any alphabetic characters in the file name. If all characters are alphabetic, then "999" is used to replace it.
Replace Dashes	True or False. When True , Characters to Replace and Custom Function information in the Replace Index Fields Options Grid on page 74 will be used. If False , that information will be ignored.
Replace File Path	Use the UNC path that needs to be replaced in the index file. Contact IMM Support to use this functionality. See Contacting IMM Support .
Replace Index Fields Options Grid	Refer to Replace Index Fields Options Grid on page 74.
Repository	Preset to 310. Refer to Configuring Imagio on page 62.
Skipped Indexes	Exclude an index from the index file based on the File Name Format . Multiple fields can be specified and separated by a comma.

Setting	Description/Action
Text Delimiter	Character used to separate text fields.
Time Format	Time format in index. Configure the format to match your imaging system requirements. For example, HHmmss indicates to use 2 digits for hours, minutes, and seconds.

Profit Stars SYNERGY

General Index Settings

The following settings on the General Index Settings tab must be modified as shown for Profitstars SYNERGY.

Setting	Value
Index Style	ProfitStars SYNERGY
Index Line No	13
Index Destination Path	C:\TotaleReceiptsServer\Receipt\Archive
Product Name	TotaleReceipts
Separators	
Create Exports	True
Export Folder Path	C:\YourServer\Archive
Archive Copy	True
Use PDF Path for Index Path	False
Index File Name	index.txt
Include Product Name	True
Include Line No	True

Setting	Description/Action
Create Exports	Must be set to True .
Export Folder Path	Shows the folder path where the receipts are moved for exporting to an imaging system. This path should be created manually on the IMM eReceipts Server.
Archive Copy	Must be set to True .
Use PDF Path for Index Path	Must be set to True .

ProfitStars Synergy Settings

The **ProfitStars Synergy Settings** tab must be modified as shown for Profitstars SYNERGY. This tab has settings for both Body and Header.

Setting	Value
Authority	MY CABINET
Date Format	MM/dd/yy
Document Name	
File Name Format	MEMBERNUMBER_TELLERID_DATE_TIME
Include Blank Indexes	True
Institution	00
Replace Dashes	True
Replace Index Fields Options Grid	(Collection)
Skipped Indexes	
Time Format	HH:mm:ss
Type	TotaleReceipts
Create Individual XML	True
Delete Files	0
File Room	MY FILEROOM
Vocabulary	

ProfitStars Synergy Body Settings

The following are ProfitStars Synergy Settings for **Body**.

Setting	Description/Action
Authority	This setting is dependent on the ProfitStars Synergy system settings. Custom functions can be used to match the FI Settings. Contact IMM Support. See Contacting IMM Support .
Cabinet	This setting is dependent on the ProfitStars Synergy system settings. Custom functions can be used to match the FI Settings. Contact IMM Support. See Contacting IMM Support .
Date Format	Date format in index. Configure the format to match your imaging system requirements.
Document Name	Name of document as it appears in IMM eReceipts.
File Name Format	Establishes the naming convention for archived documents. Only the Underscore (_) or Caret (^) are acceptable delimiters. File formats must be updated if any index fields are added, edited or deleted from IMM eReceipts.
Include Blank Indexes	True or False . When set to True , index fields which have not been defined in IMM eReceipts will not be skipped. Contact IMM Support. See Contacting IMM Support .
Institution	This setting is dependent on the ProfitStars Synergy system settings. Custom functions can be used to match the FI Settings.
Replace Dashes	True or False . When True , Characters to Replace and Custom Function information in the Replace Index Fields Options Grid on page 74 will be used. If False , that information will be ignored.
Replace Index Fields Options Grid	Refer to Replace Index Fields Options Grid on page 74.
Skipped Indexes	Exclude an index from the index file based on the File Name Format . Multiple fields can be specified and separated by a comma.
Time Format	Time format in index. Configure the format to match your imaging system requirements. For example, HHmmss indicates to use 2 digits for hours, minutes, and seconds.
Type	This setting is dependent on the ProfitStars Synergy system settings. Custom functions can be used to match the FI Settings. Contact IMM Support. See Contacting IMM Support .

ProfitStars Synergy Header Settings

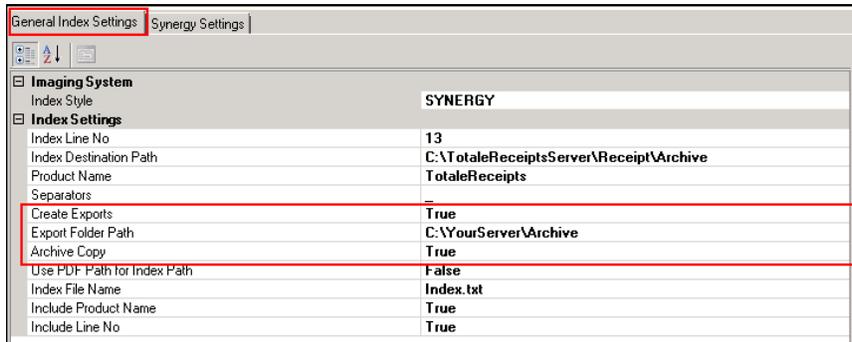
The following are ProfitStars Synergy Settings for **Header**.

Setting	Description/Action
Create Individual XML	When True , a unique XML file is created for each document. When False , information for each document is appended to the existing XML file. (Default: True)
Delete Files	True or False . Setting it to True will delete the files after moving them to the destination. Setting it to False will not delete the files after moving them to the destination.
File Room	This setting is dependent on the ProfitStars Synergy system settings. Custom functions can be used to match the FI Settings. Contact IMM Support. See Contacting IMM Support .
Vocabulary	This setting is dependent on the ProfitStars Synergy system settings. Custom functions can be used to match the FI Settings. Contact IMM Support. See Contacting IMM Support .

SYNERGY

General Index Settings

The following settings on the General Index Settings tab must be modified as shown for SYNERGY.



Setting	Value
Index Style	SYNERGY
Index Line No	13
Index Destination Path	C:\TotaleReceiptsServer\Receipt\Archive
Product Name	TotaleReceipts
Separators	-
Create Exports	True
Export Folder Path	C:\YourServer\Archive
Archive Copy	True
Use PDF Path for Index Path	False
Index File Name	Index.txt
Include Product Name	True
Include Line No	True

Setting	Description/Action
Create Exports	Must be set to True .
Export Folder Path	Shows the folder path where the receipts are moved for exporting to an imaging system. This path should be created manually on the IMM eReceipts Server.
Archive Copy	Must be set to True .

Synergy Settings

The **Synergy Settings** tab has settings for both the Body and Header.

Synergy Settings - Body	
Date Format	MM/dd/yy
File Name Format	MEMBERNUMBER_TELLERID_DATE_TIME
Replace Dashes	True
Replace Index Fields Options Grid	(Collection)
Skipped Indexes	
State	2000
Time Format	HH:mm:ss
User Doc ID	1000

Synergy Settings - Header	
Cabinet	MY CABINET
Delete Files	0
File Room	MY FILEROOM
Institution	00
Source	XML
Three-Digit Teller	True
Type	RECEIPTS

Synergy Body Settings

The following are Synergy Settings for **Body**.

Setting	Description/Action
Date Format	Date format in index. Configure the format to match your imaging system requirements.
File Name Format	Establishes the naming convention for archived documents. Only the Underscore (_) or Caret (^) are acceptable delimiters. File formats must be updated if any index fields are added, edited or deleted from IMM eReceipts.
Replace Dashes	True or False . When True , Characters to Replace and Custom Function information in the Replace Index Fields Options Grid on page 74 will be used. If False , that information will be ignored.
Replace Index Fields Options Grid	Refer to Replace Index Fields Options Grid on page 74.
Skipped Indexes	Exclude an index from the index file based on the File Name Format . Multiple fields can be specified and separated by a comma.
State	This setting is dependent on the Synergy system settings. Custom functions can be used to match the FI Settings. Contact IMM Support. See Contacting IMM Support .
Time Format	Time format in index. Configure the format to match your imaging system requirements. For example, HHmmss indicates to use 2 digits for hours, minutes, and seconds.
User Doc ID	The user's document ID.

Synergy Header Settings

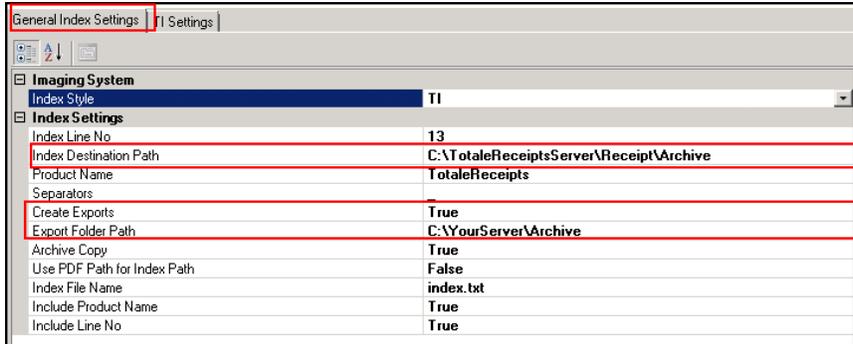
The following are Synergy Settings for **Header**.

Setting	Description/Action
Cabinet	This setting is dependent on the Synergy system settings. Custom functions can be used to match the FI Settings. Contact IMM Support. See Contacting IMM Support .
Delete Files	0 or 1 . Setting it to 1 will delete the files after moving them to the destination. Setting it to 0 will not delete the files after moving them to the destination.
File Room	This setting is dependent on the Synergy system settings. Custom functions can be used to match the FI Settings. Contact IMM Support. See Contacting IMM Support .
Institution	This setting is dependent on the Synergy system settings. Custom functions can be used to match the FI Settings. Contact IMM Support. See Contacting IMM Support .
Source	This setting for IMM use only.
Three-Digit Teller	<p>True or False. Set to True if you use 3-digit teller numbers to delete leading zeros. If you are not using teller number as part of the index, this setting is ignored.</p> <ul style="list-style-type: none"> • If this option is set to True and your teller number is “0999”, an index will be created with teller number “999”. If the teller number is “1999”, the teller number will remain “1999”. • If this option is False, the program will allow for 4-digit teller numbers that begin with 0.
Type	This setting is dependent on the Synergy system settings. Custom functions can be used to match the FI Settings. Contact IMM Support. See Contacting IMM Support .

TI (True Image)

General Index Settings

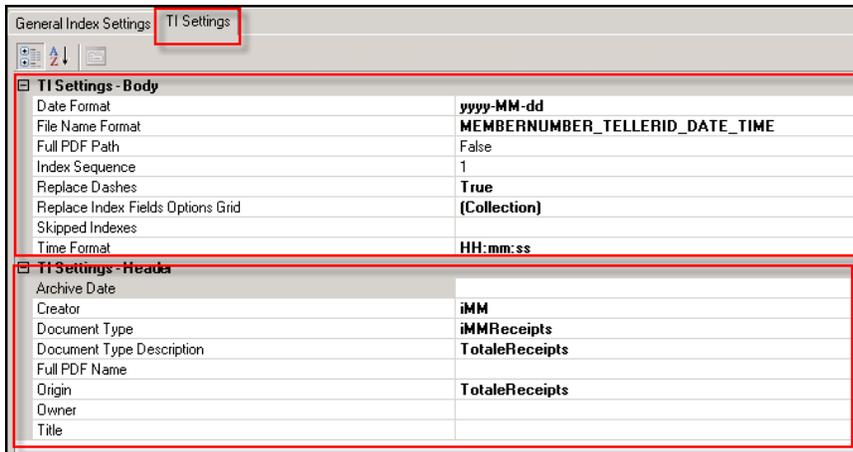
The following settings on the General Index Settings tab must be modified as shown for TI.



Setting	Description/Action
Index Destination Path	Must include a path to a valid index location.
Create Exports	Must be set to True .
Export Folder Path	Shows the folder path where the receipts are moved for exporting to an imaging system. This path should be created manually on the IMM eReceipts Server.

TI Settings

The **TI Settings** tab has settings for both Body and Header.



TI Body Settings

The following are TI Settings for **Body**.

Setting	Description/Action
Date Format	Date format in index. Configure the format to match your imaging system requirements.
File Name Format	Establishes the naming convention for archived documents. Only the Underscore (_) or Caret (^) are acceptable delimiters. File formats must be updated if

Setting	Description/Action
	any index fields are added, edited or deleted from IMM eReceipts.
Replace Dashes	True or False . When True , Characters to Replace and Custom Function information in the Replace Index Fields Options Grid will be used. If False , that information is ignored.
Replace Index Fields Options Grid	Refer to Replace Index Fields Options Grid on page 74 .
Skipped Indexes	Exclude an index from the index file based on the File Name Format . Multiple fields can be specified and separated by a comma.
State	This setting is dependent on the Synergy system settings. Custom functions can be used to match the FI Settings. Contact IMM Support. See Contacting IMM Support .
Time Format	Time format in index. Configure the format to match your imaging system requirements. For example, HHmmss indicates to use 2 digits for hours, minutes, and seconds.

TI Header Settings

The following are TI Settings for **Header**.

Setting	Description/Action
Archive Date	
Creator	The string added to the TI creator tag type. Contact IMM Support to use this functionality. See Contacting IMM Support .
Document Type	An identifying string written into the TI document type tag. A custom function when defined allows more flexibility with replacement of index fields. Contact IMM Support to use this functionality. See Contacting IMM Support .
Document Type Description	An identifying string written into the TI document type tag. A custom function when defined allows more flexibility with replacement of index fields. Contact IMM Support to use this functionality. See Contacting IMM Support .
Full PDF Name	The full name of the PDF.
Origin	The string added to the TI origin tag type. Contact IMM Support to use this functionality. See Contacting IMM Support .

Configuring TI

Index.xml File

The following file is created after the pdf is successfully processed:

Filename:

123456_111_012512_122301.xml

Contents:

```
<Document>
  <DocumentType>Receipt</DocumentType>
  <DocumentTypeDescription>
</DocumentTypeDescription>
  <Title>
</Title>
  <ArchiveDate>2012-01-05</ArchiveDate>
  <Creator>IMM</Creator>
  <Owner>
</Owner>
  <Origin>TotaleReceipts</Origin>
  <PDFName>123456_111_012512_122301.pdf</PDFName>
  <DocumentPage>
    <SearchTokens>
      <MemberNumber>123456</MemberNumber>
      <TellerNumber>111</TellerNumber>
      <DATE>2012-01-25</DATE>
      <TIME>12:23:01</TIME>
    </SearchTokens>
  </DocumentPage>
</Document>
```

Replace Index Fields Options Grid

The **Index Name**, **Characters to Replace** and **Custom Function** columns will always display. The **Formatted** and **Smart Index Lookup** columns only display for the **ProfitStars Synergy** imaging system.

IndexName	Characters to Replace	Custom Function	Formatted	SmartIndexLookUp
MEMBERNUMBER				
TELLERID				
DATE				
TIME				
Update				

Setting	Description/Action												
IndexName	This column lists the Index Name by row.												
Characters to Replace	<p>This section allows custom replacement of certain characters in individual index fields. Replacements only show in the index entries in the index file. The PDF filename does not change.</p> <p>Steps to replace custom characters:</p> <ol style="list-style-type: none"> 1. On the grid, click on the row for the IndexName field that you want to customize. 2. In the Characters to Replace column, type the character you want to replace, followed by the equal sign, and the character to be replaced. <p>Example:</p> <p>'-='replaces the dash (-) with a space for the <u>first Index Field</u>.</p> <p>'-=nospace' eliminates the dash (-) for the <u>second Index Field</u>.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Index Entry</th> <th>Substitution String</th> <th>Modified Index Entry</th> </tr> </thead> <tbody> <tr> <td>123-45</td> <td>'-='</td> <td>123 45</td> </tr> <tr> <td>123-45</td> <td>'-=nospace'</td> <td>12345</td> </tr> <tr> <td>123-45</td> <td>'- =nospace, _=nospace'</td> <td>12345</td> </tr> </tbody> </table>	Index Entry	Substitution String	Modified Index Entry	123-45	'-='	123 45	123-45	'-=nospace'	12345	123-45	'- =nospace, _=nospace'	12345
Index Entry	Substitution String	Modified Index Entry											
123-45	'-='	123 45											
123-45	'-=nospace'	12345											
123-45	'- =nospace, _=nospace'	12345											
Custom Function	N/A												
Formatted	N/A												
Smart Index Lookup	This column determines if that index field will be used to populate other index information from the SmartIndex database. The only valid values for this are true or blank (<u>false is not used</u>).												

Replace File Path

The Replace File Path setting can be used to change the File Path in the generated index file entry.

Using UNC Path

File Path Setting	Before Change	After Change
\\NewServer\	\\IMMServer\Shared\MoveDocs\Aug_2007\xxx.pdf	\\NewServer\xxx.pdf
\\NewServer\	\\IMMServer\Shared\MoveDocs\Archive\Aug_2007\xxx.pdf	\\NewServer\Archive\Aug_2007\xxx.pdf
\\IMMServer\Shared\MoveDocs\=S:\	\\IMMServer\Shared\MoveDocs\xxx.pdf	C:\xxx.pdf
\\IMMServer\Shared\MoveDocs\=S:\	\\IMMServer\Shared\MoveDocs\Aug_2007\xxx.pdf	C:\Aug_2007\xxx.pdf
\\IMMServer\Shared\MoveDocs=\\IMMServer\Shared\MoveDocs	\\IMMServer\Shared\MoveDocs\Aug_2007\xxx.pdf	\\IMMServer\Shared\MoveDocs\Aug_2007\xxx.pdf

Using Relative Path

File Path Setting	Before Change	After Change
\\NewServer\	C:\Shared\MoveDocs\Aug_2007\xxx.pdf	\\NewServer\xxx.pdf
\\NewServer\	C:\Shared\MoveDocs\Archive\Aug_2007\xxx.pdf	\\NewServer\Archive\Aug_2007\xxx.pdf
C:\Shared\MoveDocs\=S:\	C:\Shared\MoveDocs\xxx.pdf	C:\xxx.pdf
C:\Shared\MoveDocs\=S:\	C:\Shared\MoveDocs\Aug_2007\xxx.pdf	C:\Aug_2007\xxx.pdf

IMM eReceipts Email Services

IMM eReceipts Email receipts provide financial institutions with the ability to email receipts to members on a per transaction basis when requested by the member. Receipt images emailed to the member look the same as the printed receipt but with no signature. To receive Email Receipts with masked member numbers, turn on Mask Member Number Settings. Refer to **Masking Settings** on page 24.

Email Template

When a financial institution emails a receipt to a member, the contents of the email are defined by an email template. The email template is HTML based and can be edited using any text or HTML editor. The email template is located here:

`\\[IMMeReceiptsServerPath]\Ter6\EmailReceipts\EmailTemplate.htm`

If customizing the email template, the server variables {FullName} and {ReceiptImage} must be included to view the customer name and receipt image in the email. The server variables can be located in any valid area of the HTML structure.

The following example is the default email template:

```
<div style="font-family: Arial; font-size: 14px;">
  Hello {FullName},
  <br />
  <p>
    Thank you for visiting us today.
    An e-receipt of your transaction is included below.
    Please do not hesitate to contact us if you have any questions.
    We appreciate and value your business.
  </p>
  <p>
    <small>
      Please note that some email clients may display a duplicate receipt image
    </small>
  </p>

  {ReceiptImage}
</div>
```

Member Import Utility

The Member Import Utility enables the automatic import of email addresses, names, and member numbers into the IMM eReceipts server database so that receipts may be emailed to members.



It is not recommended to import more than 500,000 records at a time.

Creating a CSV Import File

A .csv file is required to import member information together with the associated email addresses into the TeREmailDB. The host system can export a comma delimited text file (.csv file) with each row containing the following fields separated by a comma, and MUST be in the following order:

Record	Field Name	Req	Type	Max Length	Description
1	MemberNumber	Y	Alpha/Num	100	The member's number
2	Account Number	N	Alpha/Num	100	The member's account number
3	MemberPrefix	N	Alpha/Num	20	Ms., Mr., etc.
4	MemberFirstName	Y	Alpha/Num	50	The member's first name
5	MemberLastName	Y	Alpha/Num	50	The member's last name
6	MemberSuffix	N	Alpha/Num	20	Jr., III, Sr. etc.
7	MemberFullName	Y	Alpha/Num	200	The member's full name
8	MemberEmail	N	Alpha/Num/Symbols	100	The member's email address (to send receipts)

The following is an example of a .csv file.

```

1 MemberNumber,AccountNumber,MemberPrefix,MemberFirstName,MemberLastName,MemberSuffix,MemberFullName,MemberEmail
2 2222,111BA,Mr.,Steven,Mark Bauer,,Steven Mark Bauer,mark@test.com
3 101,,Mr.,George,Santos,,George Santos,george@abc.com
4 102,,Mr.,Steve,Martin,,Steve Martin,steve@demo.com
5 112,123458,Mr.,John,Smith,,John Smith,jsmith@test.com
6 104,,Ms.,Mary,Williams,,Mary Williams,mary@demo.com
7 101,,Mr.,George,Blackburn,,George Blackburn,blackburn@demo.com
8 106,,Ms.,Martina,Washington,,Martina Washington,martina@demo.com
9 111,123333,Mr.,Bill,Paxton,,Bill Paxton,bill@test.com

```



When there are multiple individuals on a Membership, the text file should contain a row for each individual.

MemberNumber,AccountNumber,MemberPrefix,MemberFirstName,MemberLastName,MemberSuffix,MemberFullName,MemberEmail

1000,,Mrs.,Kristina,Chung,,Kristina H. Chung,Kristina.H@myemail.com

1000,,Mr.,Ronnie,Chung,,Ronnie O. Chung,Ronnie.O@myemail.com

If you do not have an email address for an individual, the individual should be imported into IMM eReceipts as a placeholder so personnel can easily add the email address without creating a new record.

MemberNumber,AccountNumber,MemberPrefix,MemberFirstName,MemberLastName,MemberSuffix,MemberFullName,MemberEmail

1000,,Mrs.,Kristina,Chung,,Kristina H. Chung,Kristina.H@myemail.com

1000,,Mr.,Ronnie,Chung,,Ronnie O. Chung,

1000,,Ms.,Dolores,McLaughlin,,Dolores C. McLaughlin,Dolores.C@myemail.com

1000,,Ms.,Kim,McCormick,,Kim C. McCormick,

Creating a CSV File for Business Accounts



To create a .csv file for a business account, the Company Name must be in the **First Name** field and a space must be added in the **Last Name** field for the Business Account information to import successfully.

A .csv file for business account is required to import businesses information together with the associated email addresses into the TeREmailDB. The host system can export a comma delimited text file (.csv file) with each row containing the following fields separated by a comma, and MUST be in the following order:

Record	Field Name	Req	Type	Max Length	Description
1	MemberNumber	Y	Alpha/Num	100	The member's number
2	Account Number	N	Alpha/Num	100	The member's account number
3	MemberPrefix	N	Alpha/Num	20	Ms., Mr., etc.
4	MemberFirstName	Y	Alpha/Num	50	The business name
5	MemberLastName	Y	Alpha/Num	50	<space>
6	MemberSuffix	N	Alpha/Num	20	Inc., Ltd, etc.
7	MemberFullName	Y	Alpha/Num	200	The business's Full Name
8	MemberEmail	N	Alpha/Num/Symbols	100	The company's Email address (to send receipts)

MemberNumber,AccountNumber,MemberPrefix,MemberFirstName,MemberLastName,MemberSuffix,MemberFullName,MemberEmail
14,,,Company name 1, ,,Company name 1,Companyname1@test.com
29,,,Company name 2, ,,Company name 2,Companyname1@test.com

Automated Import Procedure

The IMM eReceipts Member Import Utility can be run automatically through a batch file saved as a .csv file.

The Member Import Utility can be launched using a command line so it can be scheduled as a daily task for credit unions, if needed.

It accepts two parameters, the first one is the location of .csv file which needs to be imported and the second parameter is the conflict resolution option. The conflict resolution will be applied to all conflicted records as there will be no option for the user to choose the records in non-UI Mode (command line).

Location of MemberImportUtility.exe "Location of csv file" "Conflict Resolution Option"

\\[IMMeReceiptsServerPath]\Ter6\EmailReceipts\MemberImportUtility.exe "C:\TeR-MemberEmail New File.csv" "Override"

Executing a Command for IMM eReceipts Email Member Import Utility

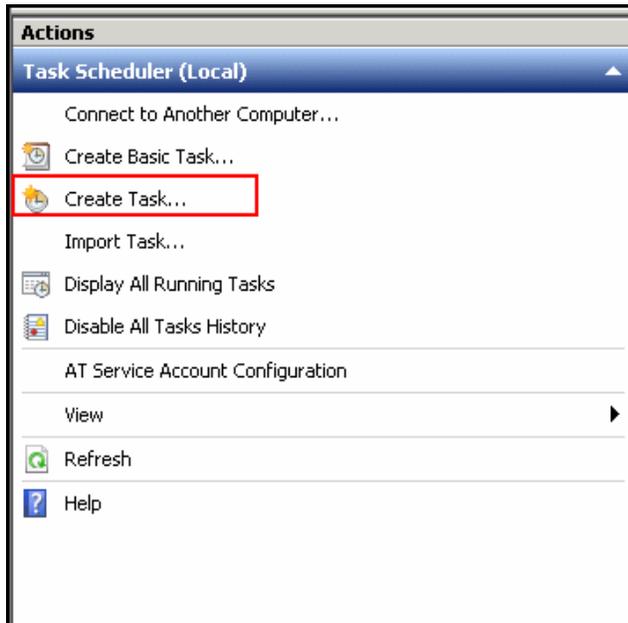
The following are examples of Pass the following location and conflict resolution options:

Location of Utility	Location of CSV File	Conflict Resolution Option
\\[IMMeReceiptsServerPath]\Ter6\EmailReceipts\MemberImportUtility.exe	"C:\TeR-MemberEmailNewFile.csv"	"Override"
\\[IMMeReceiptsServerPath]\Ter6\EmailReceipts\MemberImportUtility.exe	"C:\TeR-MemberEmail New File.csv"	"Add new - Make default"
\\[IMMeReceiptsServerPath]\Ter6\EmailReceipts\MemberImportUtility.exe	"C:\TeR-MemberEmail New File.csv"	"Add new - Don't make default"
\\[IMMeReceiptsServerPath]\Ter6\EmailReceipts\MemberImportUtility.exe	"C:\TeR-MemberEmail New File.csv"	"Don't import"

Creating a Scheduled Task for the Member Import Utility

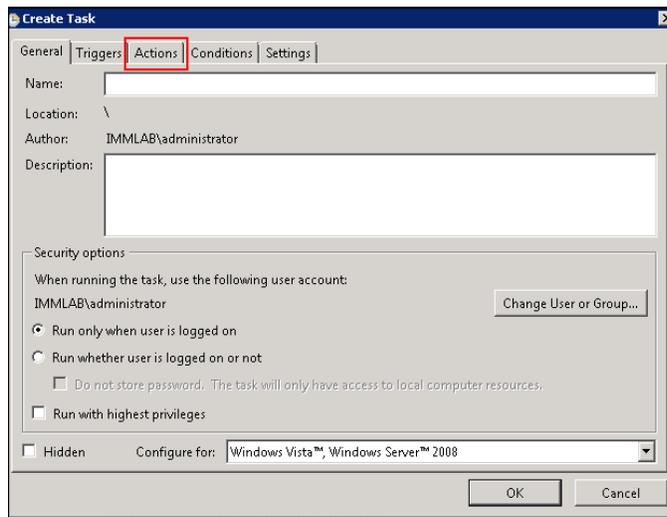
To create a scheduled task to automatically run the Member Import Utility, do the following:

1. Go to **Start-->Administrative Tools-->Task Scheduler**. The Task Scheduler opens.



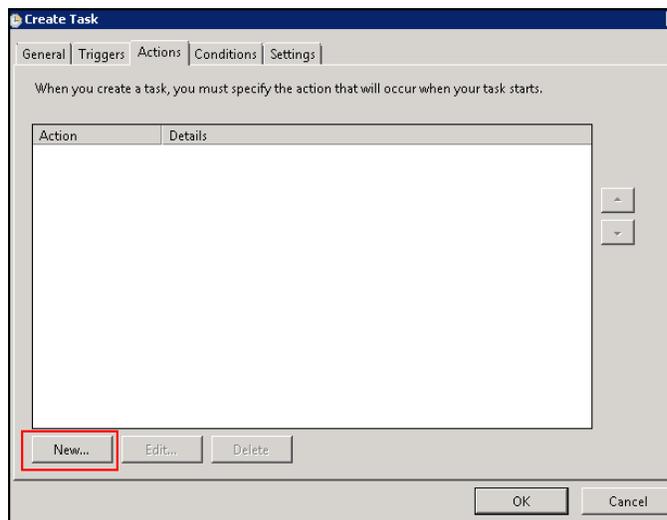
IMM eReceipts 7.1.1 Administrator Guide

2. Click **Create Task**. The Create Task window opens

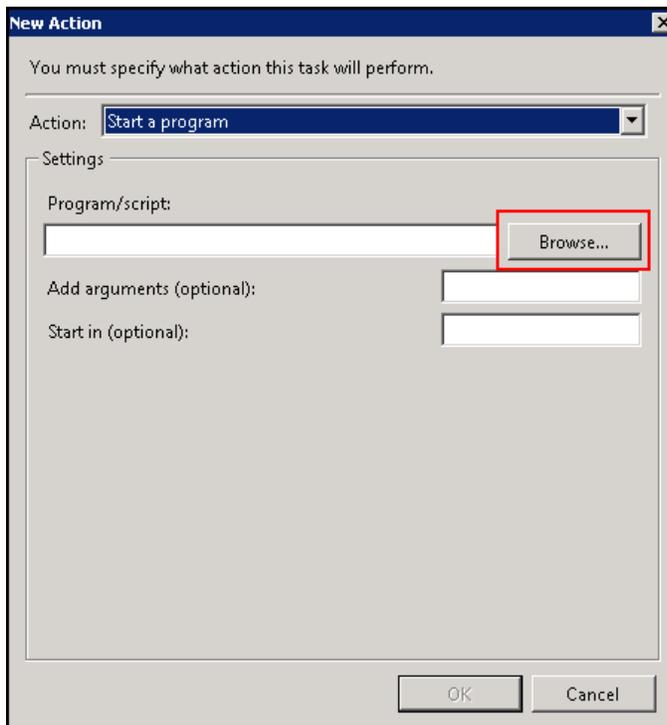


3. Enter a name for this task in the **Name** field.

4. Click **Actions**. The Create Task Actions window is displayed.

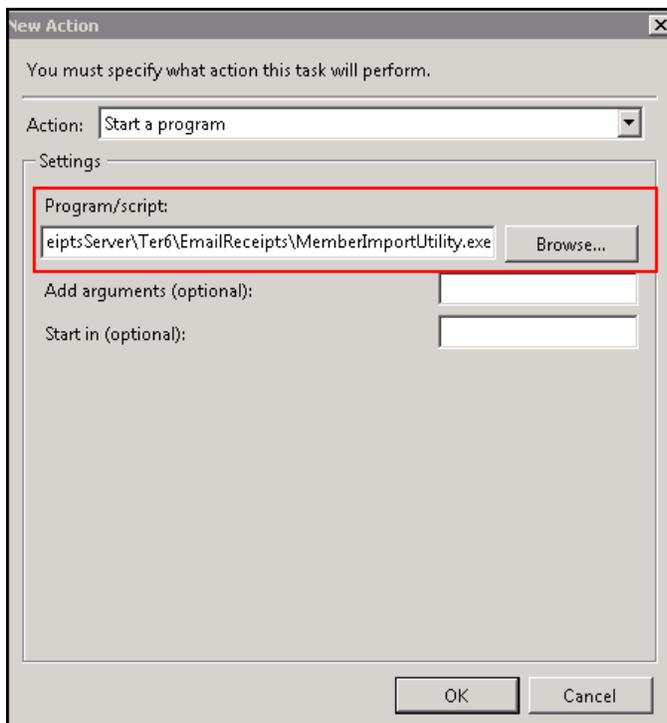


5. Click **New**. The New Action window is displayed.



6. Click **Browse**.

7. Navigate to the location of the *MemberImportUtility.exe* and select. The file selected file path is displayed in the **Program/Script** field.



8. In the **Add Arguments** field enter the location of the .csv file that will be imported. Refer to the following examples:

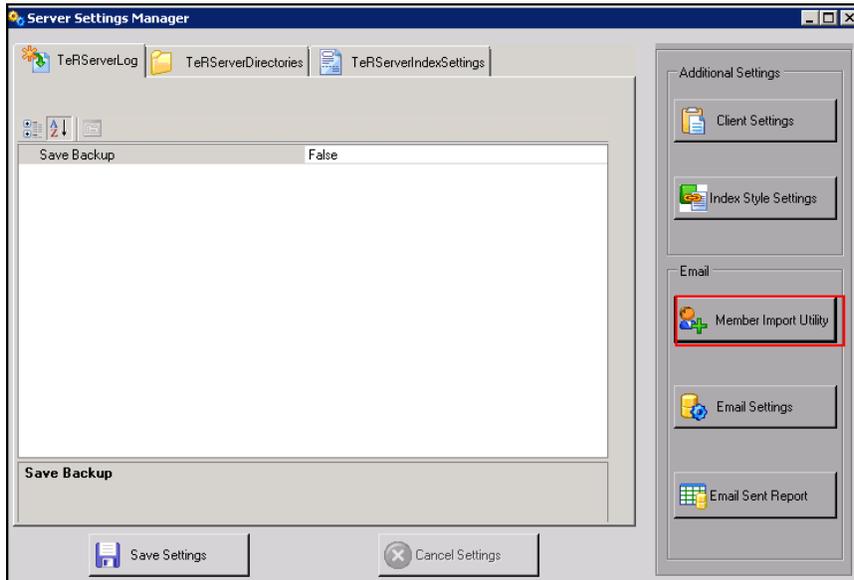
Example: Enter "C:\TeR-MemberEmailNewFile.csv" or optionally, select one action for duplicate record conflicts:

- "C:\TeR-MemberEmailNewFile.csv" "Override"
 - "C:\TeR-MemberEmailNewFile.csv" "Add new - Make Default"
 - "C:\TeR-MemberEmailNewFile.csv" "Add new - Don't Make Default"
 - "C:\TeR-MemberEmailNewFile.csv" "Don't import"
9. Click **OK** to schedule the task. The Create Task window is displayed with the scheduled task listed.

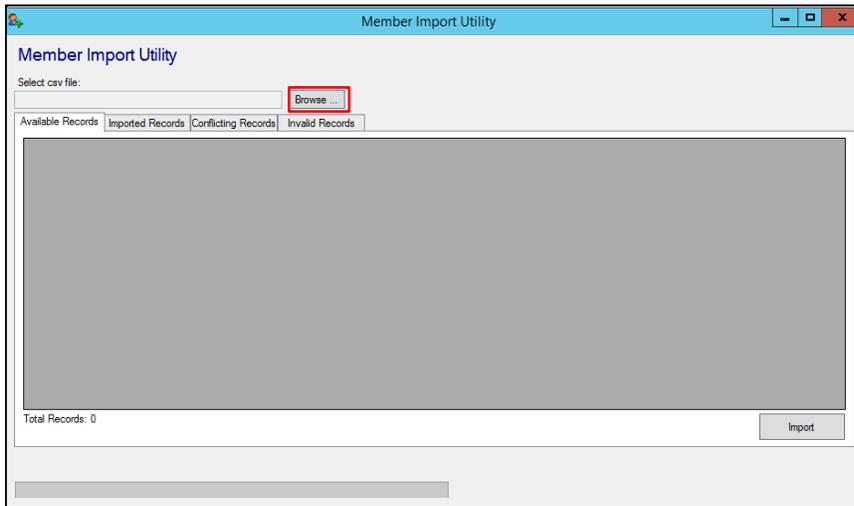
Manual Import Procedure

To manually use the IMM eReceipts Member Import Procedure from the Server Settings Manager Member Import Utility, follow these steps:

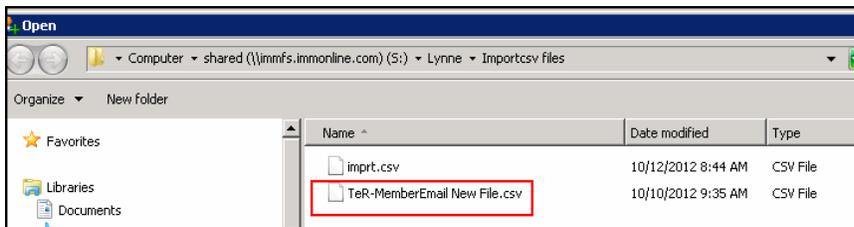
1. Go the IMM eReceipts Server's Desktop.
2. Click Start-->All Programs→TotaleReceipts.



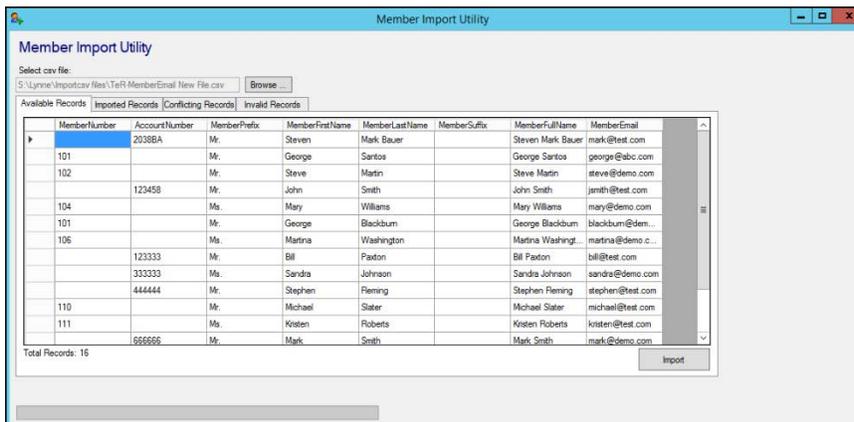
- Click **Member Import Utility** tab from the **Email** section of the right-hand pane. The Member Import Utility is displayed.



- Click **Browse**, then navigate to and select the .csv file. See **Creating a CSV Import File** on page 77 for detailed instructions on creating a .csv file.



The information from the .csv file is displayed in the Member Import Utility.



- Click **Import**. The records of the selected .csv file import and display under the **Available Records** tab.

Available records display all the records from selected .csv files. During the time the files are imported from the .csv file, a progress bar displays the progress of the records being imported. When the process completes, the number of records, amount of time taken for the import and the number of Imported, Conflicting and Invalid record status are logged and displayed for your review.

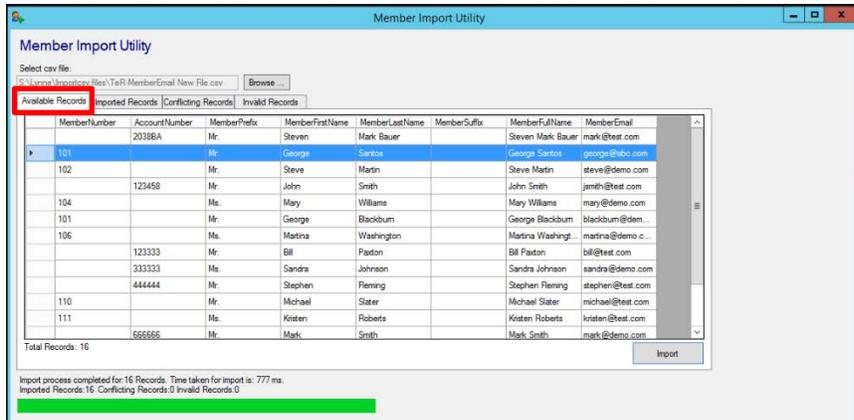
IMM eReceipts 7.1.1 Administrator Guide

MemberImportUtility.tx1 log from \\[IMMeReceiptsServerPath]\Ter6\EmailReceipts will show invalid record number which can be searched in the .csv file. See **Creating a CSV Import File** on page 77 to correct invalid records.

Import process completed for: 16 Records. Time taken for import is: 777 ms.
Imported Records:16 Conflicting Records:0 Invalid Records:0

Available Records Tab

Available Records tab displays all records from the selected .csv file.



Imported Records Tab

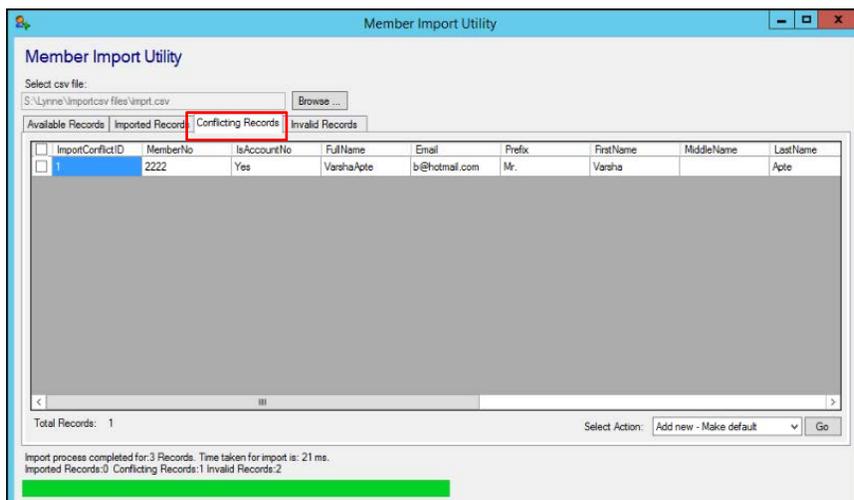
The **Imported Records** tab show successfully imported records.

To review the imported records, click the **Imported Records** tab to view all imported records.

Conflicting Records Tab

The Conflicting Records tab is used to view and resolve conflicts that exist with imported records. Conflicts occur when a record being imported already exists in the IMM eReceipts Email Database. To view and resolve conflicting records, do the following:

1. Click **Conflicting Records** tab. Any conflicting records display.



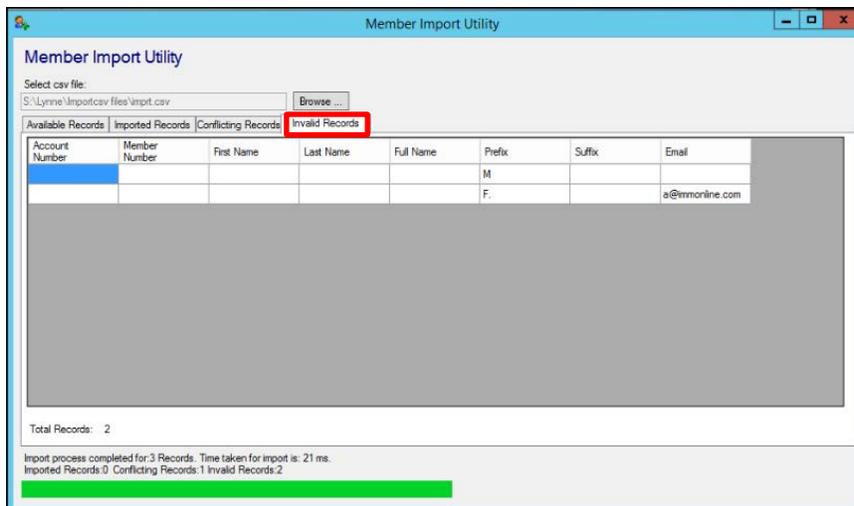
The following actions are available to resolve conflicting records.

Action	Description
Override	Overrides the previous record.
Add New - Make default	Add new record, make it the default.
Add new - Don't make default	Add new record, do not make it the default.
Don't Import	Don't import the record.

2. To resolve conflicting records, click the checkbox to the left of one or more records.
3. Select the action you want to perform on these records from **Select Actions** located in the lower right of the screen.
4. Click **Go**. A confirmation message is displayed depending on the action selected.
5. Continue this process until you have resolved all the conflicting records using the actions listed.

Invalid Records Tab

The **Invalid Records** tab show Invalid Records that are not imported. To review the imported records, click the **Invalid Records** tab to view all invalid records.



Purging Existing Records

If you are re-importing an updated .csv file, IMM eReceipts will automatically purge the Conflicts and Import files table. If you are planning to purge other tables, do the following:

1. Open the command prompt as administrator and navigate to:
`\\[IMMeReceiptsServerPath]\ter6\emailreceipts` folder.
2. Run the EmailDBPurgeTool from the command prompt. Enter the *purgedays* argument followed by the tablename (the table for which you want to purge records).

The following are examples of command prompts that may be used:

To	Run this Command Prompt
Delete all records from the Import Conflict Table for all records older than 1 day	EmailDBPurgeTool.exe 1 dbo.importconflict
Delete all records from the Member Table for all records older than 1 day	EmailDBPurgeTool.exe 1 dbo.Member
Delete all records from the MemberEmail Table for all records older than 1 day	EmailDBPurgeTool.exe 1 dbo.MemberEmail



The Email Import Utility will update an existing record **ONLY** if both the **FULL NAME AND MEMBER #** parameters have changed.

If there are existing records that the institution would like to remove, they can perform one of the following options:

- **Client Side:** Have the user delete the line item within the IMM eReceipts Email interface.
- **Server Side:** Purge the Member **AND** Member Email tables (use the Email DB Purge Tool as described in the above table) and import a .CSV file with the updated records.

Email Settings Manager

The Email Settings Manager has the settings required to connect to the TeREmailDB and the email server settings.

To set up the Email server settings, do the following:

Click **Email Settings** tab from the **Email** section in right-hand pane of the Server Setting Manager window.

The TotaleReceipt Email Settings window is displayed.

General Settings Tab

The General Settings tab information is required to connect the IMM eReceipts Email Database and the email server settings. The IMM eReceipts Email Database is updated during the server installation.

The following fields are available under the General Settings tab.

Field	Description/Action
Server	The name of the Server.
Database	The name of the database for email.
User ID	The User ID.
Password	The Password for this User ID
Store Receipt Email in Database	Check this box to indicate that email receipts should be stored in the database.
Email Template Path	This is the path to the Email Templates.
Email Dropbox Path	This is the path to the Email Dropbox location.
Email Web Service Setting Path	This is the path to the Email Web Service Setting.



DO NOT change any of the above settings. Contact IMM Support to make changes.
See **Contacting IMM Support**.

Email Server Settings Tab

Email Server Settings have to be configured with the right email server name and default from email ID. If the option to use authentication is chosen, the user name and password for authentication has to be specified.

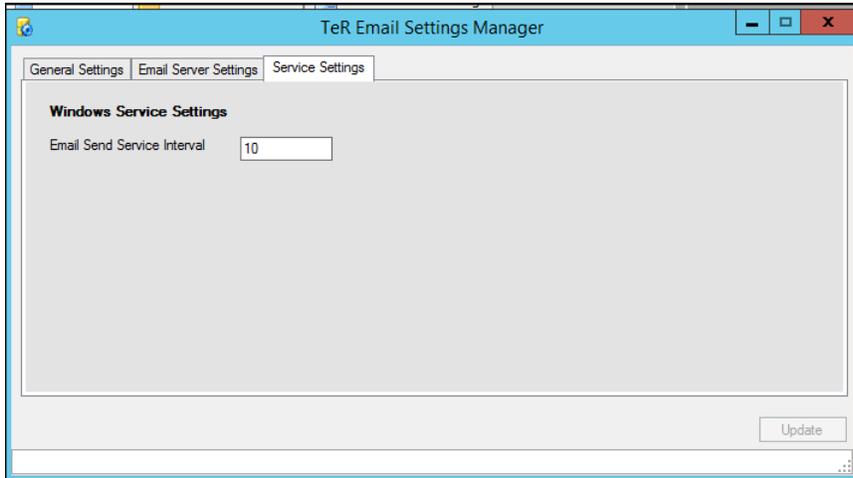
Field	Description/Action
Email Server Name	The name of the Email Server.
Port	The default port number for the email server. (Administrator can configure a new port, if needed.)
Email Subject	The Subject of the Email which can be edited as needed.
From Email ID	The email ID of the sender that must be created on your email system. It must be a valid email address.
Bcc Email ID List	Enter the email Id list that should not be visible.
User Authentication	Check the box if authentication is needed.
User Name	Enter User Name if authentication is checked.
Password	Enter Password if authentication is checked.

Click **Update** to keep changes to the Email Server Settings.

Service Settings Tab

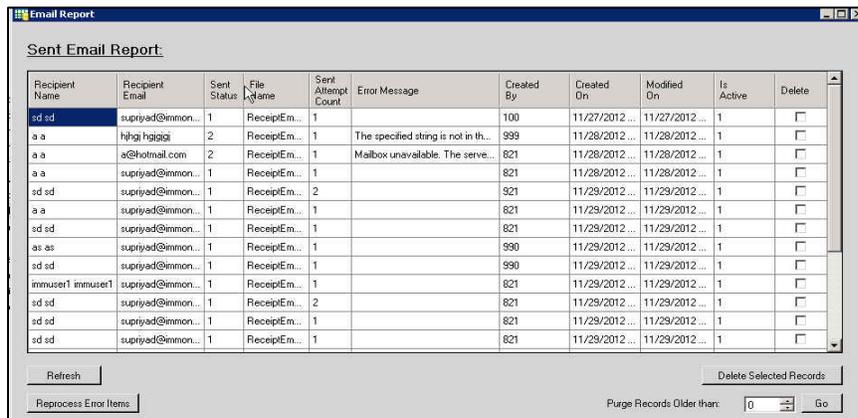
The Service Settings tab allows you to enter a value between Emails sent.

 **DO NOT** change any of the above settings. Contact IMM Support to make any changes.



Email Sent Report Utility

The Email Sent Report Utility provides a full report of Emails that were sent to customers.



The following tasks can be done using the using the Email Sent Report Utility:

Task	Description/Action
Refresh	Refreshes to receive the latest Email report.
Reprocess Error Items	Use to move the Error emails from the error folder to ReceiptMailDropBox for reprocessing.
Delete Selected Records	Select records from the Sent Email Report then click Delete Selected Records.
Purge Records Older Than	Email Sent records can be purged from the User Interface for a maximum of 100 days.

Teller Logs Conversion Utility

The Teller Logs Conversion Utility is used to import teller logs (XML files) from 5.x versions to 6.x versions of the Teller Logs Database.

1. To run the Teller Logs Conversion Utility do the following:
2. Navigate to `\\[IMMeReceiptsServerPath]\Ter6\bin\ServerTools\TellerLogUtilities` folder.
3. Locate and double click `TellerLogsApp.exe`.
4. The log file `TellerLogsApp` will be created in `\\[IMMeReceiptsServerPath]\Ter6\bin\ServerTools\AppLog`.

Teller Logs Purge Utility

The Teller Logs Purge Utility is used to purge teller logs which are older than the day retention.

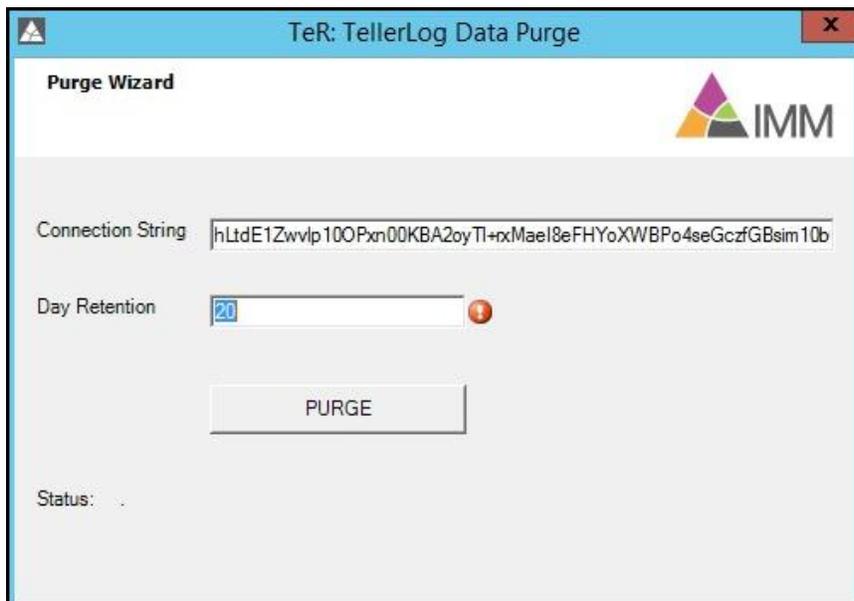
To run the Teller Logs Purge Utility, do the following:

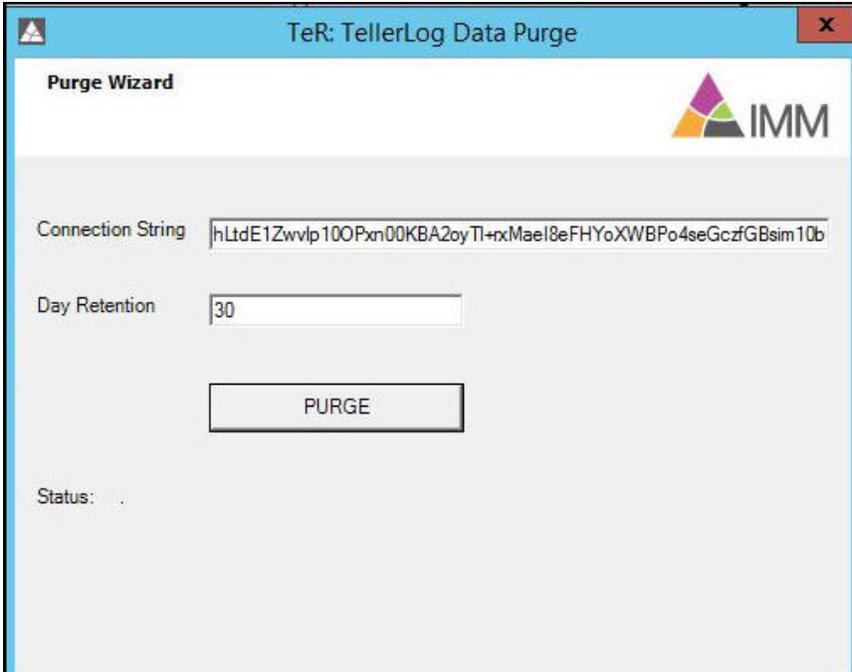
1. Navigate to `\\[IMMeReceiptsServerPath]\Ter6\bin\ServerTools\PurgeTellerLogs`.
2. Locate and double click on `PurgeUI.exe`. `TellerLogDataPurge` UI displays a popup with connecting string prefilled and number of days retention.



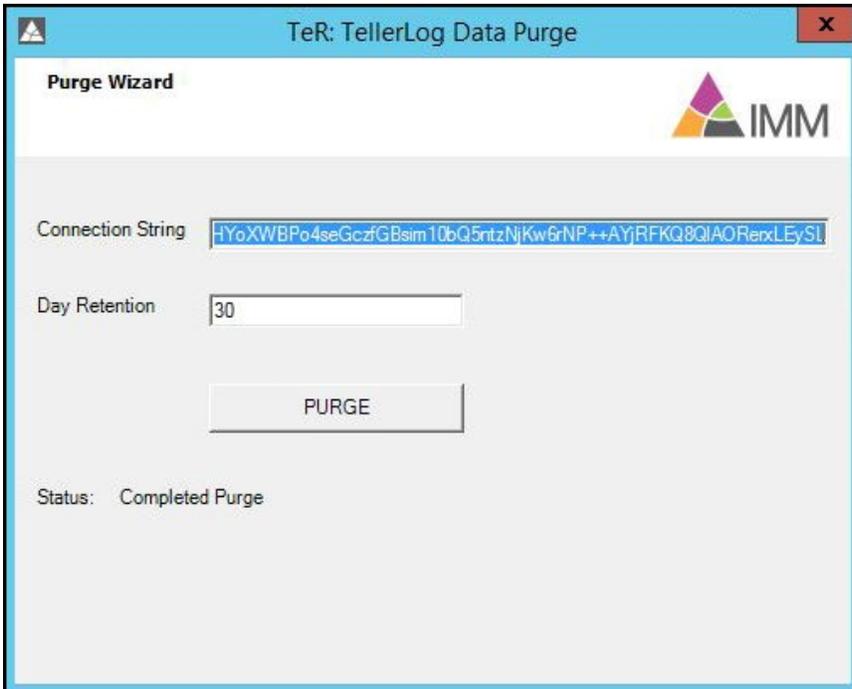
Only TellerLogs older than 30 days can be purged.

If the **Day Retention** field is set to less than 30 days, a  is displayed beside the field. Click the symbol to read the hyperlinked message **Number of days to purge must be at least 30 days**.





3. Click **PURGE** and **Status** will be displayed.



Reset Connection Strings Using CreateTellerLogsDB and RunSQLServer

The CreateTellerLogsDB tool can be used to reset these strings:

- `\\IMMeReceiptsServerPath\Ter6\EmailReceipts\Settings\ReceiptEmailSettings.xml` – ConnectionString
- `\\IMMeReceiptsServerPath\Ter6\ReceiptFileTransferSVC\web.config` – UpdaterDBConnectionString & SettingsDBConnectionString
- `\\IMMeReceiptsServerPath\TellerLogsReporting\web.config` – TeRTellerLogsDBConnectionString
- `\\IMMeReceiptsServerPath\Ter6\bin\TeRClientSettingsManager.exe.config` – UpdaterDBConnectionString & SettingsDBConnectionString

The RunSQLServer tool can be used to reset these strings:

- `\\IMMeReceiptsServerPath\iMM Updates Configuration Tool\iMM Updates Configuration Tool.config` – UpdaterDBConnectionString
- `\\IMMeReceiptsServerPath\TeRUpdatesWebSite\web.config` – UpdaterDBConnectionString

To run the CreateTellerLogsDB tool or the RunSQLServer tool, do the following:

1. Navigate to `\\IMMeReceiptsServerPath\Ter6\scripts\CreateTellerLogsDB.exe` for the CreateTellerLogsDB tool or the `\\IMMeReceiptsServerPath\Scripts\RunSQLServer.exe` for the RunSQLServer tool.
2. Locate and double click the `CreateTellerLogsDB.exe` for the CreateTellerLogsDB tool or the `RunSQLServer.exe` for the RunSQLServer tool. The Database Credentials window is displayed.

Database Setup Wizard

Database Credentials

Enter the database server to install to and specify the credentials to authenticate your login using a SQL Login ID and Password

Database Server:

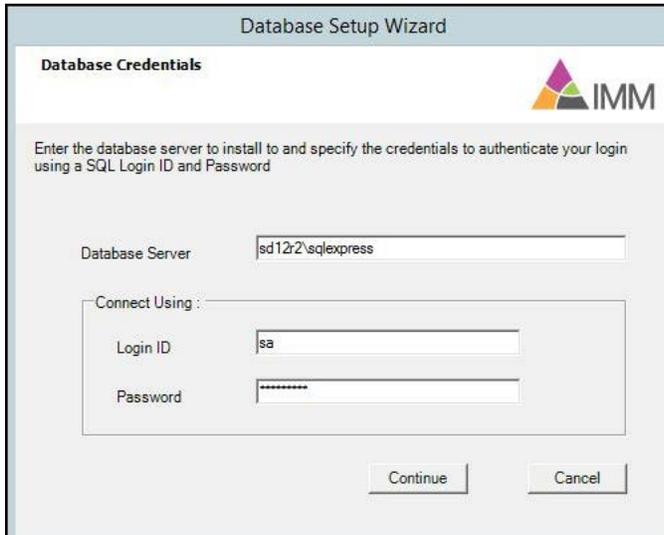
Connect Using:

Login ID:

Password:

Continue Cancel

3. Enter the Database Credentials in the spaces provided.



The screenshot shows a 'Database Setup Wizard' window with the following elements:

- Title Bar:** Database Setup Wizard
- Section Header:** Database Credentials
- Logo:** IMM logo (a stylized triangle composed of purple, green, and orange segments).
- Instruction:** Enter the database server to install to and specify the credentials to authenticate your login using a SQL Login ID and Password.
- Database Server:** A text box containing 'sd122\sqlexpress'.
- Connect Using:** A group box containing:
 - Login ID:** A text box containing 'sa'.
 - Password:** A text box containing a masked password (represented by asterisks).
- Buttons:** 'Continue' and 'Cancel' buttons at the bottom right.

4. Click **Continue**.

Viewing TracerX Logs

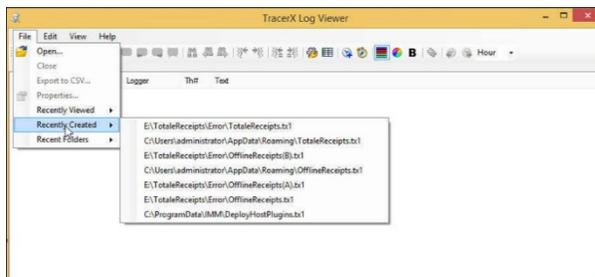
The TracerX application is automatically installed with the IMM eReceipts Client and IMM eReceipts Server in the root directory.

The section describes how to view TracerX logs using the **Recently Created** option. This option allows for easy location of the logs created by displaying the path for each file created.

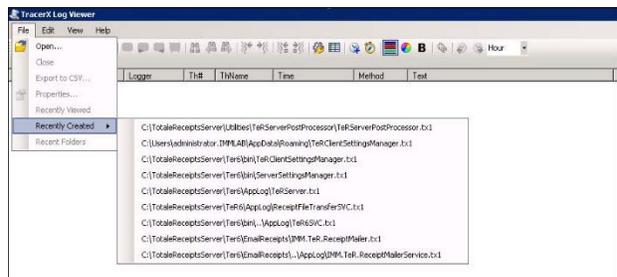
To launch the TracerX Viewer application, refer to the following procedure:

1. Browse to the IMM eReceipts folder or IMM eReceipts Server folder.
2. Run TracerX-Viewer.exe.
3. Click File → Recently Created. A list of all TracerX Logs and their paths that have been created on the host computer display.

Client File Menu – Recently Created Option



Server File Menu - Recently Created Option



4. Select a log to view from the list Recently Created option.

Monitoring Error Folders

IMM suggests that the following error and temp folders be monitored on a regular basis:

- `\\[IMMeReceiptsServerPath]\Ter6\Temp`
- `\\[IMMeReceiptsServerPath]\Ter6>Error`
- `\\[IMMeReceiptsServerPath]\Ter6>EmailReceipts\ERROR`

Contact IMM Support to set up automatic notifications of these folders.

Set Protocol Utility

During installation, the desired protocol for eReceipts Server components is set to either HTTP or HTTPS. Alternatively, the protocol can be set manually after IMM eReceipts server installation is done. To set the protocol, run *TotaleReceiptsServer\Utilities\SetProtocol.exe* on the server. After the protocol is changed on the server, the following steps must be done on the client:

1. Update the registry with the protocol and port.
2. Run *TeRUtilities.UpdateAppLogPath.exe* to execute the changes.

Updates

IMM Updates Configuration Tool is a convenient way to update client workstations should a new build of IMM eReceipts or any sub-components (IMM eTeller Check 21 or Data Provider) become available from IMM.

You, the Administrator, can selectively roll out any updates by using the IMM Updates Configuration Tool. The updates can be applied to client workstations one at a time, all at once or by group or location.

This is accomplished by a database, stored on the IMM eReceipts Server, which contains tables of branches, client machines and product updates available.

The files for an update are set up on the IMM eReceipts server and pushed out to targeted client workstations as they restart.

IMM Updates Configuration Tool

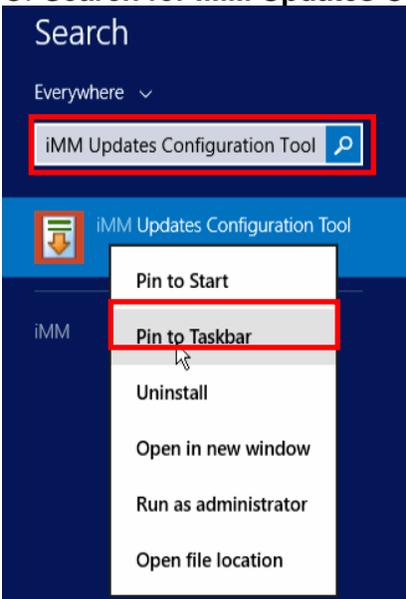
The **IMM Updates Configuration Tool** is used to access the database and control which locations receive updates.

Click **Start**→ **Programs**→ **TotaleReceipts**→ **IMM Updates Configuration Tool**.

Windows 2012



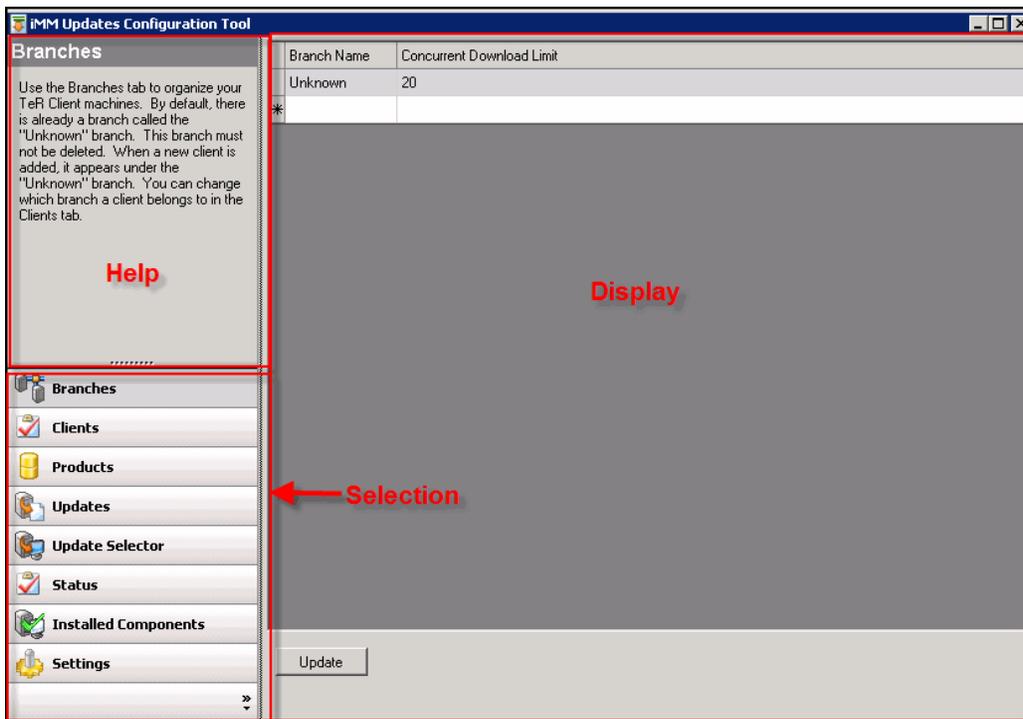
Or **Search for IMM Updates Configuration Tool application**



Pin to task bar for easier access to the application.



The IMM Updates Configuration Tool window is displayed.



This window is divided into three parts:

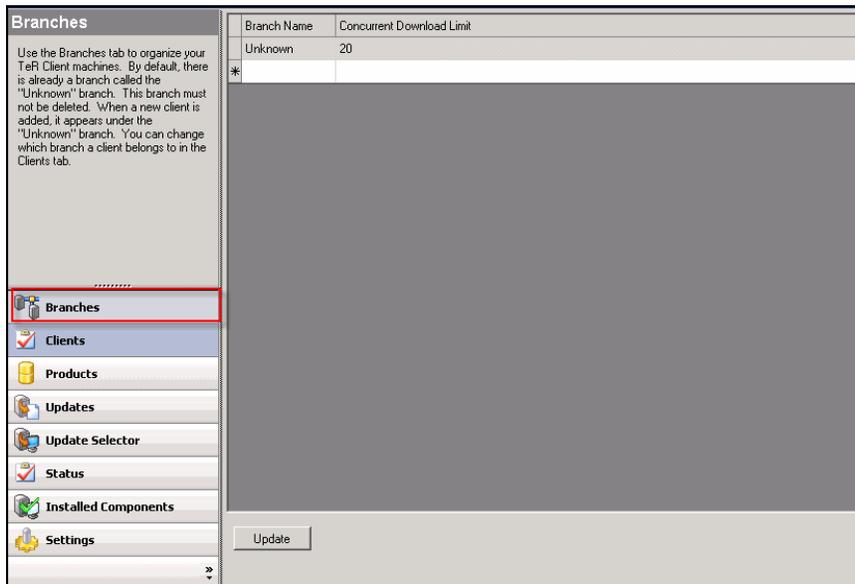
- **Help:** Gives a brief explanation of what the section is used for.
- **Display:** Used to show the content of the selected item.
- **Selection:** Choose one of the items to view or modify.



All selection choices are explained in detail in this chapter of the document.

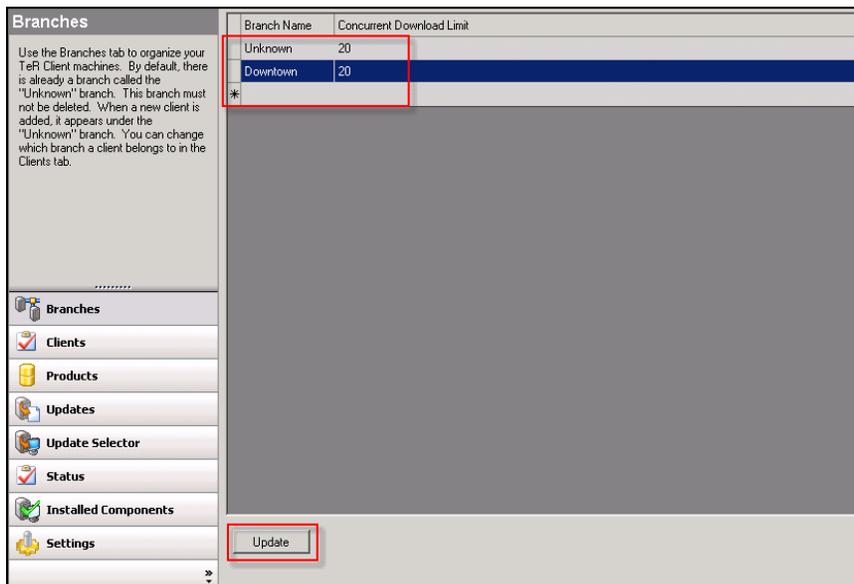
Branches

The Branch table information is displayed. You can add, edit and delete branches, as necessary.



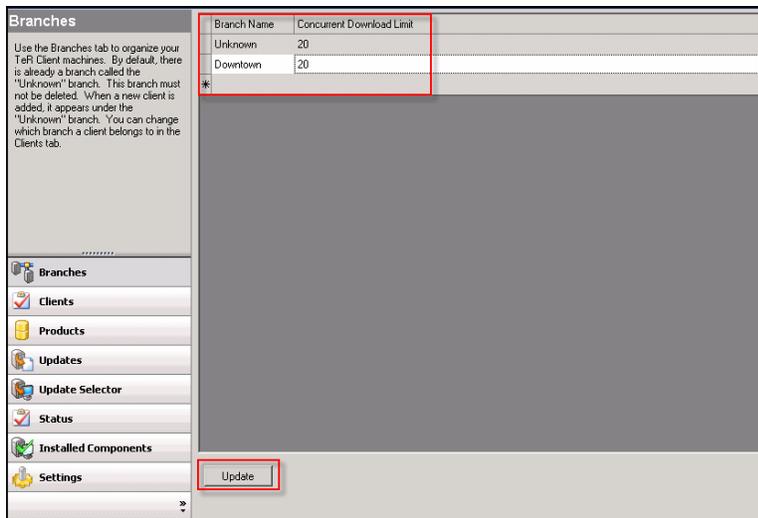
Setting	Description/Action
Branch Name	The branch name assigned by the Administrator. Initially only one branch Unknown is listed.
Concurrent Download Limit	<p>The number of concurrent updates allowed from the server. The default value is 200. Do not leave this field blank.</p> <p>If the default value of 200 may not be large enough, determine the Concurrent Download Limit using the following procedure:</p> <ol style="list-style-type: none"> 1. Use this formula to calculate the Base Concurrent Download Limit: $[Number\ of\ AUPs] \times 10 \times [Number\ of\ Workstations] = Base\ Concurrent\ Download\ Limit$ 2. Add 10 to the result of Step 1: $[Base\ Concurrent\ Download\ Limit] + 10 = Concurrent\ Download\ Limit$ 3. Enter the value determined in Step 2 in the Concurrent Download Limit field. <p><i>For example, if there are 3 AUPs and 11 Workstations, this is the formula: $3 \times 10 \times 11 = 330$. Then, add 10 to the result: $330 + 10 = 340$. The Concurrent Download Limit is 340.</i></p>

Add Branch



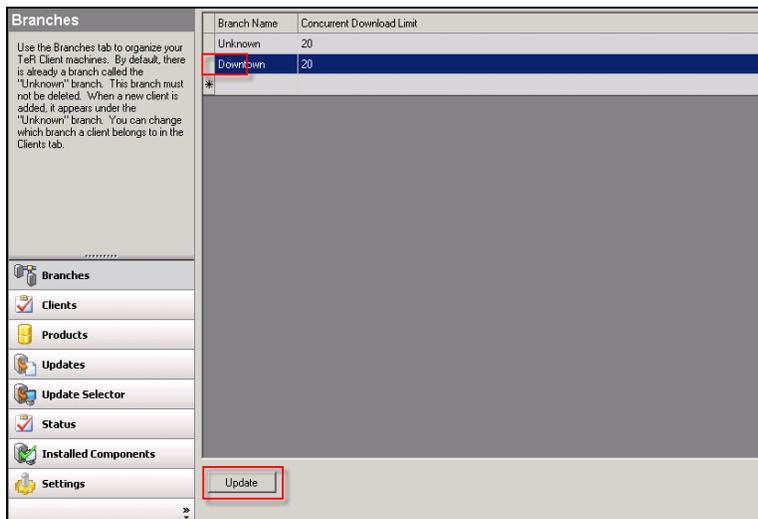
1. Click in the empty **Branch Name** field (the row with an asterisk (*) on the left).
2. Enter a **Branch Name**.
3. Enter the number of concurrent updates allowed for the branch or leave blank.
4. Click **Update** to save your changes.

Edit Branch



1. Click in the **Branch Name** or **Concurrent Download Limit** field.
2. Make changes as necessary.
3. Click **Update** to save your changes.

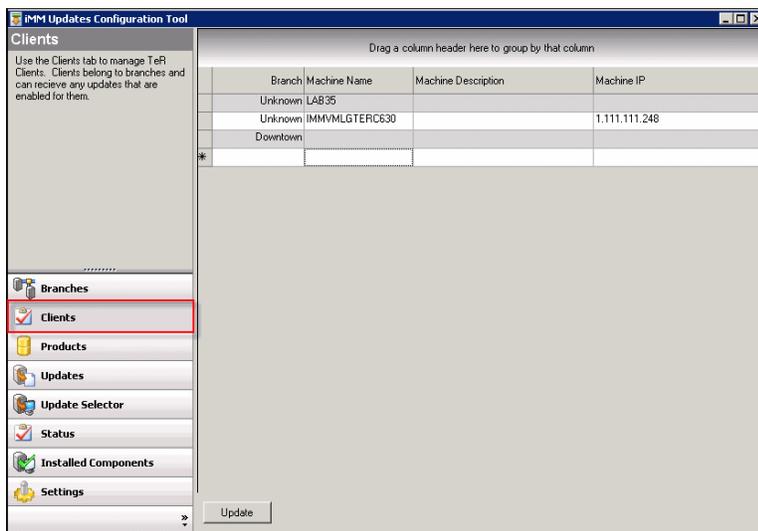
Delete Branch



1. Click on the **Row Selection Box**. The branch row is highlighted.
2. Press the **Delete** key on your keyboard. The branch will be deleted.
3. Click **Update** to save your changes.

Clients

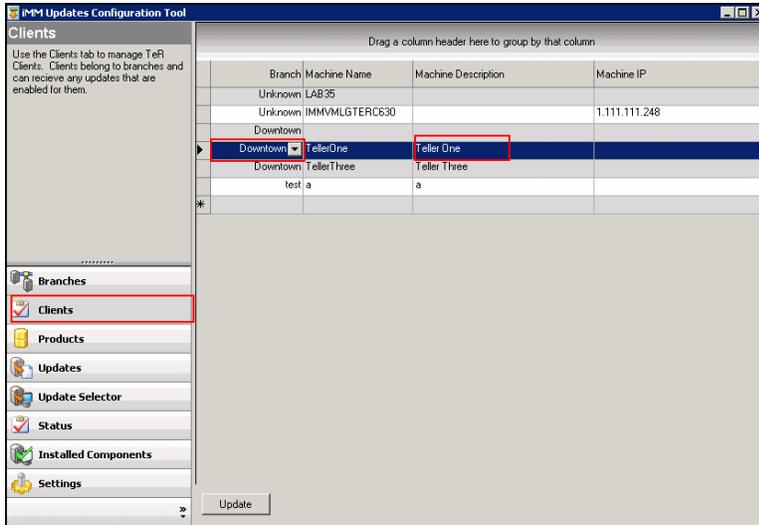
The Clients table information is displayed. Client workstations (Machine Name and IP) are added automatically when IMM eReceipts is started. Click **Update** to save any changes made.



Setting	Description/Action
Branch	The name of the branch to which the client workstation is attached. Clicking in this field will activate a dropdown menu you can use to assign the client workstation.
Machine Name	The machine name where IMM eReceipts Client is installed. The field information is automatically populated when IMM eReceipts is started. This field should not be changed.

Setting	Description/Action
Machine Description	A familiar reference name for the client workstation. Click in the field and make any changes necessary.
Machine IP	The IP address of the client workstation. This address may change due to dynamic addressing. This field should not be changed.

In the following example, the client machine has been assigned to the Downtown branch and the description has been changed.

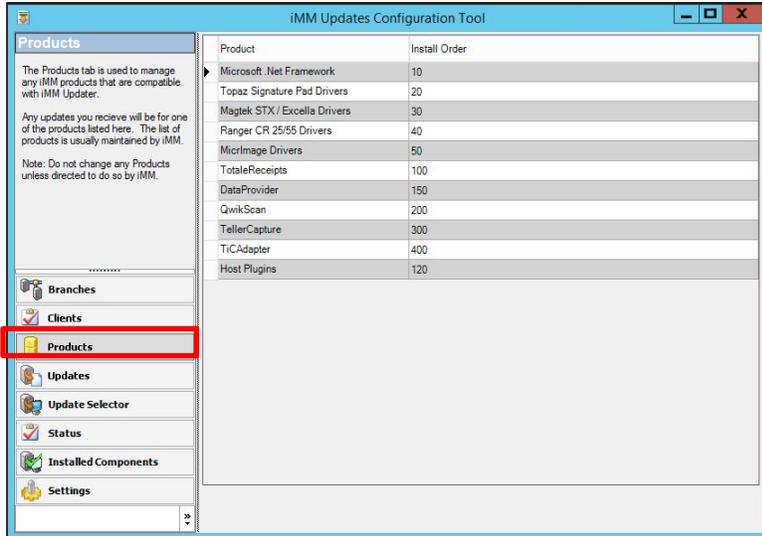


Products

 The information in this table should not be changed.

The **Products** table information displays available product types and relational installation order.

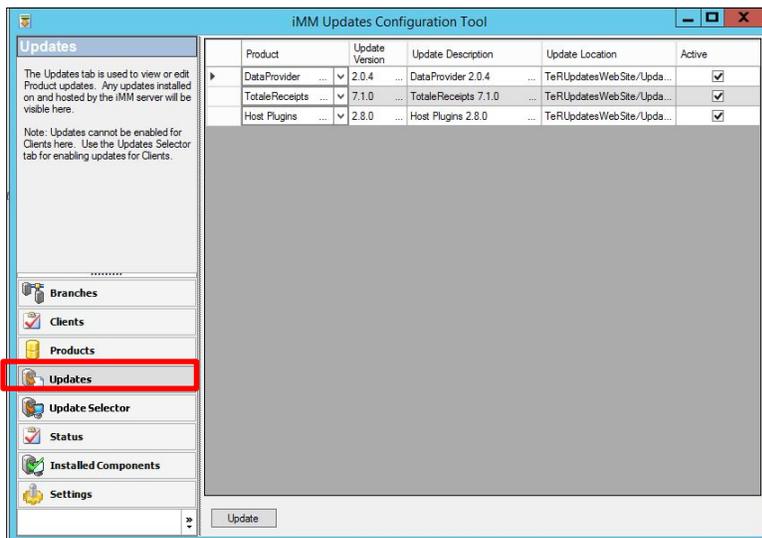
When multiple updates are targeted out to a workstation, updates will install based on the **Install Order**. Lower number products will be installed first.



Updates

 The information in this table should not be changed.

The **Updates** table information is displayed. This information is automatically provided when you unpack an update file from IMM. Field names in gray should not be changed.

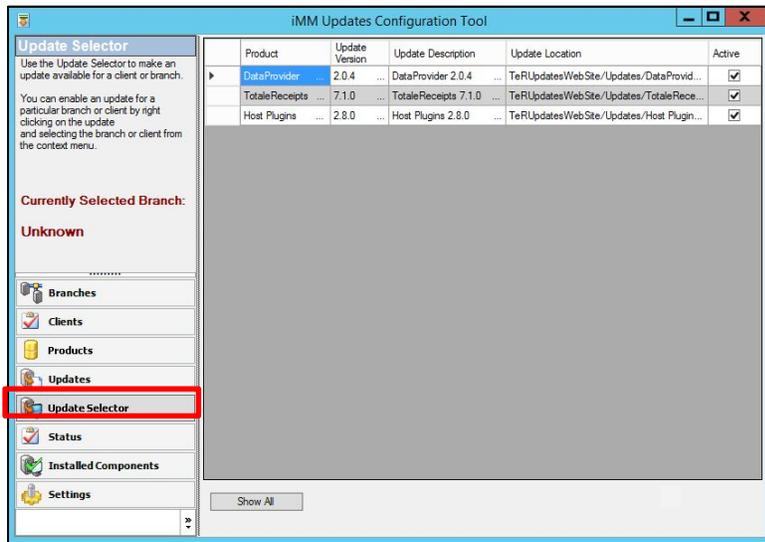


Setting	Description/Action
Product	The product for which the update applies.
Update Version	The update version to be applied.
Update Description	A familiar reference name for the update.
Update Location	The location of the update file.
Active	When this box is checked, the selected update can be applied. All updates default to Active , but must be targeted.

Update Selector

The **Update Selector** table information is displayed. Updates are added automatically as they are unpacked.

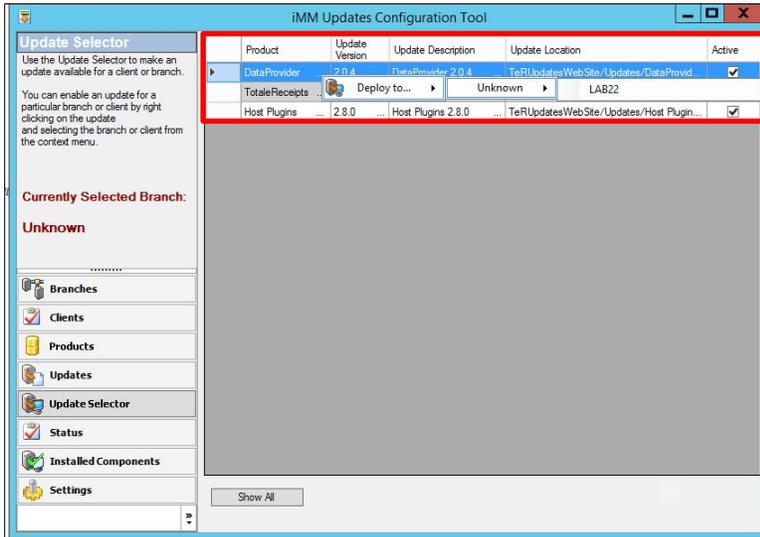
This screen is used to select which machines will receive updates. You can select installation by branch, machine name or any combination.



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To select which machines will receive an update, do the following:

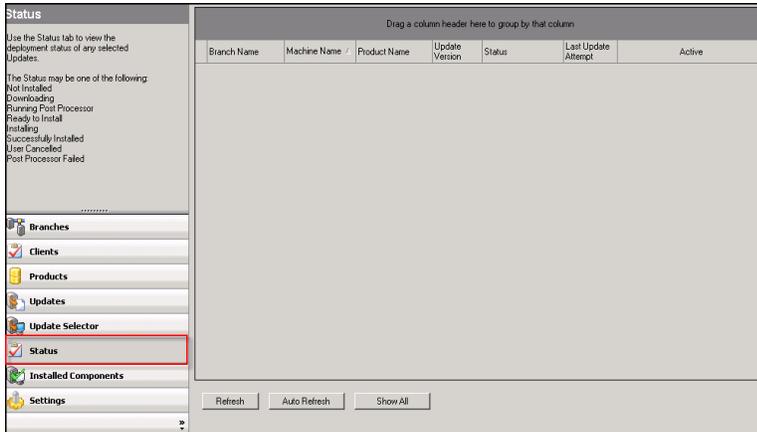
1. Right-click on the **Product** field, and then select the branch or machine.



2. The **Show All/Show Active** button changes the display to only **Active** or **All Updates**. When you select a branch or machine, that selection shows a checkmark.
3. Repeat the selection process for other machines or branches, as necessary.

Status

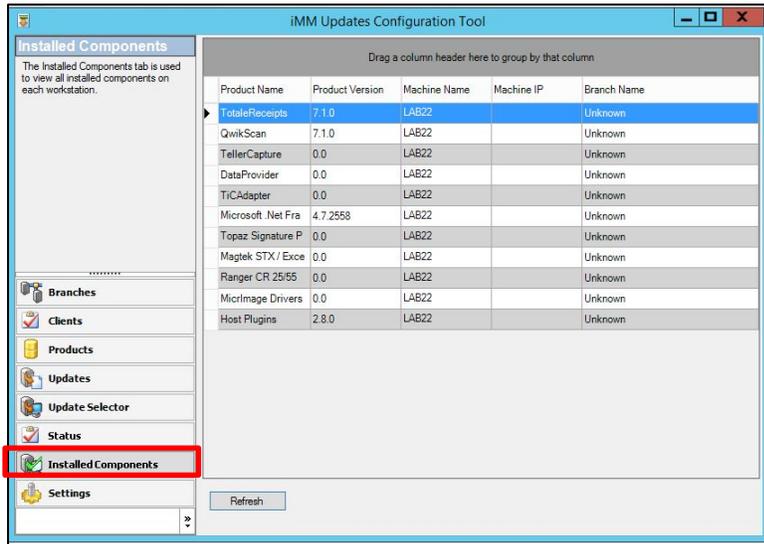
The **Status** table information is displayed.



This screen is used to display the current status of targeted updates for each machine selected.

Installed Components

The Installed Components table information is displayed.

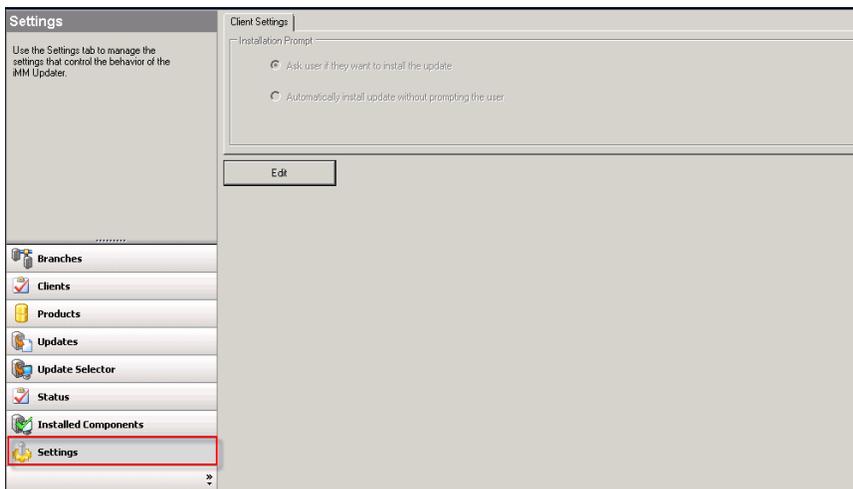


This screen lists the currently installed components for each client workstation.

The list can be sorted by clicking on a column title.

Settings

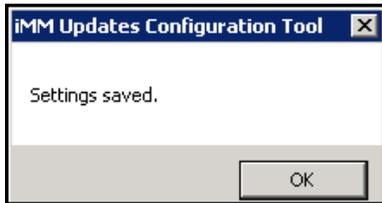
The **Settings** information is displayed.



1. Click **Edit**. The setting are highlighted and the **Edit** button toggles to the **Save** button.
2. Click to select one of these choices:
 - **Ask** user if they want to install the updated
 - **Automatically** install update without prompting the user

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3. Click **Save** to keep the changes. A Settings Saved confirmation message is displayed.



4. Click **OK**.

Applying an Update

Updates may be for IMM eReceipts, Teller Item Capture, and Data Provider. Each component can be updated separately and client workstations may be targeted individually, by branch or in any combination.

This section will walk you through applying an update.

Unpacking the Update

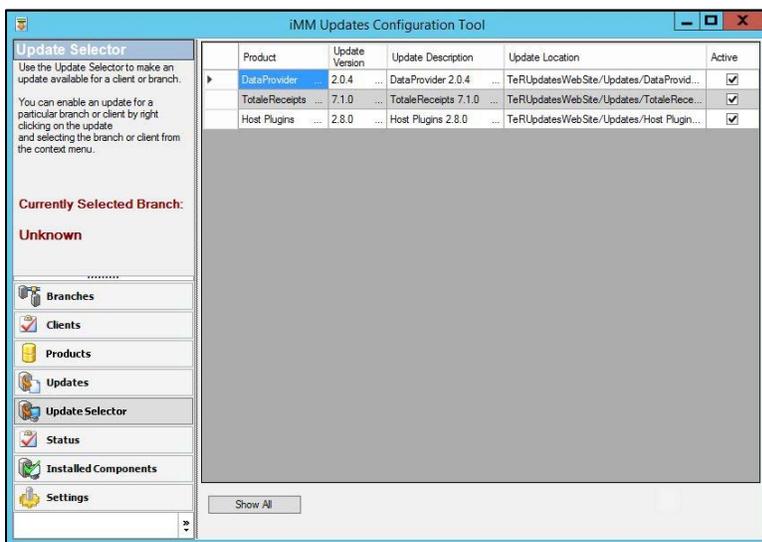
In the event of an update, IMM will send an executable to be run on the IMM eReceipts server. Refer to the *IMM eReceipts Installation Guide* for an explanation of the steps involved in unpacking an update.

Assigning Updates to Client Workstations

After updates have been unpacked on the IMM eReceipts Server, you can assign which client workstations will receive the update. You may want to selectively apply the update to individual workstations due to their configuration.

These tasks can be done globally or individually using the Server Setting Manager. See **Client Settings** on page 10.

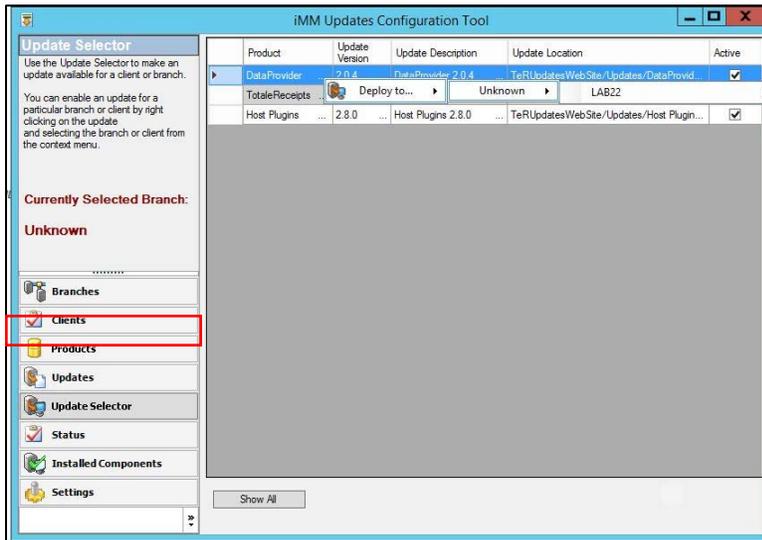
1. Click **Start** → **Programs** → **TotaleReceipts** → **IMM Updates Configuration Tool**. The IMM Updates Configuration Tool window is displayed.



2. Click **Updates**. Note any new updates available.
3. Click **Update Selector**.

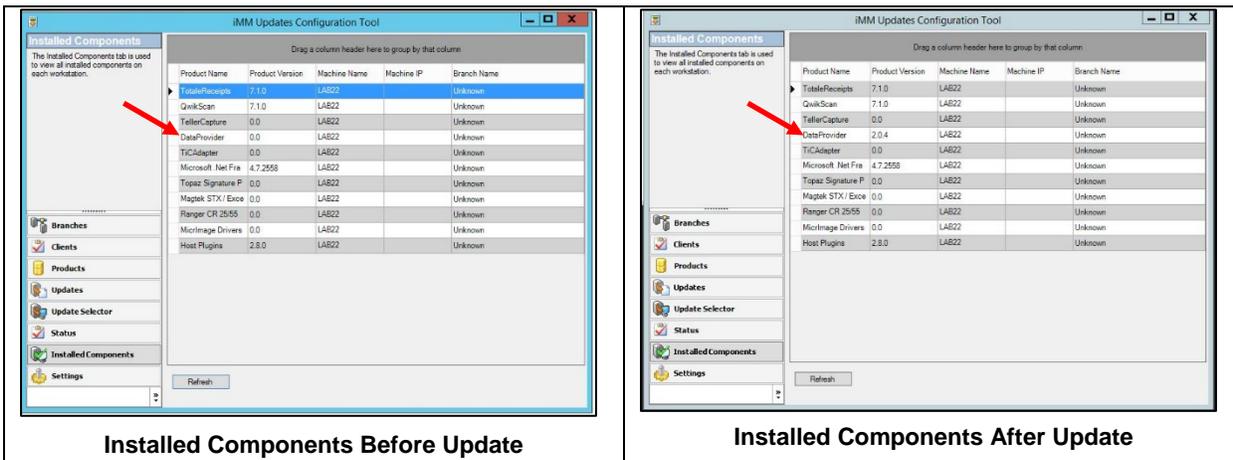
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- To select which machines will receive an update, right-click on the **Product** field and select the branch or machine that will receive an update.



After this information is entered, targeted client workstations will install the assigned updates. The installation will take place in the background on the client workstation.

After an update has been installed, IMM eReceipts will automatically restart.



IMM recommends that the client workstation be restarted after downloading and installing any update.

Additional Information

Marketing Message for Signature Pad

Some signature pads have the capability of displaying graphics or images while the pad is idle. You may want to create a new image or use a copy of an existing image (company logo, etc.) to display when it's not being used. The image may be black and white or color, depending on the signature pad. Since some signature pads only display black and white, a color original may not look the same on the signature pads.

1. You'll need a graphics editor program to create the image or graphics file. The program you use should be capable of adjusting the image size and exporting or creating a .bmp file. Most operating systems include one with their software. Microsoft Paint is one that comes with almost all Microsoft operating systems. Other programs may have more features, but MS Paint will do just fine. Open your graphics editor.
2. Create an image or import one you have already created.



Try to avoid using a color original for a black and white display. Colors may be interpreted as black.

3. Save the image as a .bmp file.
 - a. If you have a 4 x 5 signature pad, adjust your output size to 320 x 240 dpi.
 - b. If you have a 5.7 color signature pad, adjust your output size to 640 x 480 dpi.
4. Save the image as:
 - a. 4 x 5 signature pad – Filename: marketing4x5.bmp (no spaces)
 - b. 5x7 color signature pad – Filename: marketing5x7.bmp (no spaces)



You can start with a larger image size, but there may be some loss of detail when the image is scaled down or displayed.

5. Copy the image file to the \\[IMMeReceiptsServerPath]\SigpadImages folder. IMM eReceipts clients will automatically copy down the image at next restart.

The marketing message will display on the signature pad between IMM eReceipts transactions. The display will last for about 60 seconds and then turn off.

Specifications:

Signature Pad	Resolution	Filename
4 x 5	320 x 240 dpi	marketing4x5.bmp
5.7 Color	640 x 480 dpi	marketing5x7.bmp

Colors pads are limited to 65k colors.

Marketing Message for TRSC

By default, **Thank you for your business** is displayed on the tablet using the Teller Receipts Signature Capture (TRSC) application. This can be customized by following these specifications:

Spec Name	Spec Detail
File Name	marketing.png
File Size	640x480
Server File Location	\\IMMeReceiptsServerpath\Ter6\TRSCWeb\Content

When the marketing message is updated, the browser cache and browsing history must be cleared prior to launching the TRSC Web Application.

To retain your customized TRSC marketing message when upgrading from 6.4.0 to 7.x, you must back up the message prior to upgrade by doing the following:

1. Back up the Marketing.png image from IMMeReceiptsServerpath\Ter6\TRSCWeb\Content folder on the server.
2. After upgrading, copy the backed up image to the same location it was in before being backed up.

IMM eReceipts Logo Specifications

The following Logo specification should be used when adding a logo:

Spec Name	Spec Detail
File Name	TeRLogo1.jpg and TeRLogo2.jpg
File Size	317 x 152 pixels with Resolution 203 dpi
Bit Depth	24
Color/Tone	Grayscale
Server File Location	\\IMMeReceiptsServer

Disabling Antivirus Software

Antivirus software should be excluded/removed from the IMM eReceipts Server and IMM eReceipts installation paths.

Contacting IMM Support

Feel free to contact us with any issues or concerns.

Phone: 800.836.4750 Option 3 (8:30am - 10:30pm ET)

Fax: 908.862.6446

Email: support@immonline.com



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