IMM eChecks

Administrator Guide



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IMM eChecks Overview

IMM eChecks allows you to print institution checks on blank stock security paper.

TotaleChecks, TeChecks, and TeC are generic terms for IMM eChecks. In this guide, text and screenshots may use any of these terms.

IMM eChecks Prerequisites

Before using IMM eChecks, confirm that the correct folders are excluded from anti-virus scans and that the check printers are correctly set up.

Exclude Folders from Anti-Virus Scans

After installing IMM eChecks, exclude the %installpath%\TeChecks folder and sub-folders from anti-virus scans.

Set Up Check Printers

Log in as the IMMUser in order to add your laser check printers to the IMMUser's profile. This can be done by clicking **Start > Settings > Printers**.



For IMM eChecks version 2.1.0 SP3 and later, universal drivers are supported. Financial institutions are responsible for testing.

For IMM eChecks versions prior to IMM eChecks 2.1.0 SP3, load a PCL 5/6 type driver for your printer. This driver can be downloaded from the printer manufacturer's website. Checks may not print properly unless the correct driver is used.

IMM eChecks Features

- Prints multiple check types.
- Eliminates the need for authorized signatures.
- Generates laser-printer check numbers.
- Secure reporting of damaged or destroyed checks.
- Automatically creates and archives indexed PDFs.
- Modifies check formats on the fly (name, logo, address, etc.).
- Centrally administered software application.

TeChecksCentral Settings Manager

From the Task bar, click Start > Programs > TeChecks > TeChecks Settings Manager.

🛗 Programs	• TeChecks	TeChecks SettingsN TeChecks All Queue	Aanager asUpdater-Repairer
If you are not log window is display	ged onto the server as ed. Enter a valid passv	the IMMUser, the TeChe vord and click OK .	ecks User Validator
TeChecks User Validator User Validator This applii shown be passw UserName : IMML Password : OK	★ Cation can only run as the user slow. Please enter the user's ord to run this application. AB\immuser Cancel		

Depending on your configuration, you may be required to start and stop services from Windows Services instead of the TeChecksCentral Settings Manager window.

The main interface to this application is the TeChecksCentral Settings Manager window. This window consists of three main panels: the Tool Bar, the Queue List and the Current Queue.

🗽 TeChecksCentral Settings Manager	
<u>M</u> ain <u>Q</u> ueues <u>I</u> ools <u>W</u> indow <u>H</u> elp	
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TeChed	
Settings Dervice Log Dervice Log	4 ⊳
Queue To Monitor	
Extension To Monitor	
🔯 Processing 😓 Printing 🎼 Archiving 👔 Application Logging 🥝 Time Settings 👔 Service Logging	
PDFPrinterApp	
Printer Selection File	
Print Error Dir	
Printer Name :	
Tray Name :	
	1

Tool Bar Panel

The Tool Bar panel and its components are described below.

🗽 TeChecksCentral Settings Manager	
<u>M</u> ain <u>Q</u> ueues <u>T</u> ools <u>Wi</u> ndow <u>H</u> elp	
] 🕨 🖬 🕂 🗶 🗸 📓 🤊 🖕	
Start Service icon – starts the IMM eChecks service.	
Stop Service icon – stops the IMM eChecks service.	
Add Queue icon – opens the interface required to add a queue.	+
Edit Queue icon – opens the interface required to edit a queue.	2
Delete Queue icon – opens the interface required to delete a queue.	×
Repair Queue icon – opens the application that updates and repairs queues.	
Save icon – saves queue information.	
Cancel icon – cancels the editing or addition of a queue.	•
Go To Queue icon – opens the selected queue's file folder.	

Queue List Panel

All IMM eChecks queues are listed in this panel. Open the Queue List as follows:

- 1. From the menu bar, click **Windows**.
- 2. Select and click **Show QueueList Window**.

TeChecks Queues	4 ×
TEST	
TEST2	
TEST3	

Use the Queue List panel as described below:

- Click on the queue name to select it and display detailed information in the Current Queue panel.
- Click 📮 to change the orientation of the TeChecks Queue list.
- Click 🗵 to close the TeChecks Queue list.

Current Queue Panel

When the IMM eChecks Service Manager opens, the Current Queue panel displays the name of the selected queue with the Settings tab and Printing button active. This panel's components are described under their associated headings.

🌆 TeChecksCentral Settir	igs Manager	
Main Queues Tools	<u>Wi</u> ndow <u>H</u> elp	
🕨 🖬 📥 🧕 🗙	✓ ↓ ク □	
TeChecks Queues $\mathbf{a} \times \mathbf{b}$	Current Queue : TEST	
TEST	Settings 👍 Service Log 🏚 Application Log	4 Þ
		. 🔺
	Extension To Manifest	
	📴 Processing 💩 Printing 💁 Backup 🍙 Application Logging 🥝 Time Settings 🍙	Service Logging
	PDFPrinterApp C:\TeChecks\Queues\TEST\PDFPrintApp.exe	
	Printer Selection File C:\TeChecks\Queues\TEST\PrinterSelection.xml	
	Print Error Dir C:\TeChecks\Queues\TEST\PrintError	
	DesignPDF	
	Lashier.pdf Printer Name : HP LaserJet 1100 (M5)	
	Expense.pdf Expense2sig.pdf Txay Name - Automatically Select	
	Online.pdf	
	Unime23ig.por	
		ion d
Cottings could		
Demings saved		

0

The following screen areas have active fields only when new queues are created or an existing queue is edited.

To add, edit, delete queues and assign printers refer to Queue Management on page 12.

Do not change any settings unless directed to by IMM support.

Settings Tab

Queue to Monitor: Lists the path to where the data file should be dropping.

Extension To Monitor: Extension of file that drops into the folder being monitored.



Processing Sub-tab

From the TeChecksCentral Settings Manager window, click **Processing**.



Void Check Copy is for IMM Use only.

🍓 TeChecksCentral Settin	ngs Manager		
Main Queues Ipols	Window Help		
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TeChecks Queues $\mathbf{a} \times \mathbf{b}$	Current Queue	: newqueue	
TEST	🗿 Settings 🛕 Servic	e Log 👔 Application_Log	
newqueue	Ourse To Manhar		
	Quede To Monitor	C:\TeChecks\Queues\newqueue\n	
	Extension To Monitor	dat	
	🗿 Processing 🌭 Print	ing 👔 Archiving 🗋 Application Logging 🥝 Time Settings 🕍	Service Logging
	EXE To Shell	C:\TeChecks\Queues\newqueue\TeChecks.exe	
	EXE Parameters	IC:\TeChecks\Queues\neyrqueue\settings.xml	
	Folder To Move	C:\TeChecks\Queues\newqueue\data	
	StopFile Path	C:\TeChecks\Queues\newqueue\Commands	
	StopFile Name	StopProcess.cmd	
	TempFile Path	C:\TeChecks\Queues\newqueue\Temp	
	TempFile Name	check.txt	
	Error Dir	C:\TeChecks\Queues\newqueue\Error	
	Data Type	Overlay	
	Data Delimiter		
	Cut Type	ControlCharacter	
	Cut Value	12	
		×	
	Ignore 1st Line	False	
	Extract Definitons File	C:\TeChecks\Queues\newqueue\generic.enc	
	Void Check Copy	Fake	
	Void Check Copy Path		
Settings saved			

Printing Sub-tab

This screen allows you to assign printers to check queues and check types.

From the TeChecksCentral Settings Manager window, click **Printing**.

		_
TeChecks Queues 🛛 🕸 🗙	Current Queue : newqueue	
ongeneration obset	Setting & Segence & Apolation (a) Setting & Segence & Apolation (a) Constraint for the constraint of the setting	4

Archiving Sub-tab

This screen shows you where the archive location is set up. These fields are preset and should not be changed unless instructed by the IMM Support.

From the TeChecksCentral Settings Manager window, click **Archiving**.

g TeChecksCentral Settings Manager	_ 0
Main Queues Tools Window Help	
▶ ■ +	
eChedrs Queues • + × Current Queue : newqueue	
bel Settings a Service Log a Application Log	
Queue To Monitor C:\TeCheckstQueuesInewaueueIin	
Extension To Monitor	
🗿 Processing 🔥 Brinting 🏦 Archiving 🏦 Application Logging 🎯 Time Settings 👔 Service L	ogging
IndexBuilder Dir C:\TeChecks\TeChecksIndexBuilder\PDF	
DataBackupDir C:\TeChecks\Queues\newqueue\Backup	
Data Backup Max Days 2	
attings Loaded for Queue: newqueue	

Application Logging Sub-tab

These settings are related to the internal processing of the product. These fields are preset and should not be changed unless instructed by the IMM Support.

From the TeChecksCentral Settings Manager window, click **Application Logging**.



Time Settings Sub-tab

Use this screen to modify active time setting fields. The setting fields are in bits. These fields are preset and should not be changed unless instructed by the IMM Support.

From the TeChecksCentral Settings Manager window, click **Time Settings**.

Techecks Queues 🛛 🕸 🗙	Current Queue : newqueue	
onerganu Chai	Setting: Angenetics Queue To Meter C/16/2003/Queue/perspectrics Dension To Motor C/16/2003/Queue/perspectrics Matther Dio Dension To Motor C/1000 Pres Extends (000) Pres Extends (000)	

Service Logging Sub-tab

These settings are related to the internal processing of the product. These fields are preset and should not be changed.

From the TeChecksCentral Settings Manager window, click **Service Logging**.



Service Log Tab

These messages are related to the internal processing of the product.

From the TeChecksCentral Settings Manager window, click the **Service Log** tab.

	✓ T ≥ 17 1
eChecks Queues 🛛 🖗 🗙	Current Queue : newqueue
ewqueue bs1	🗯 Settings 🇋 Sergice Log 🇋 Application Log
	[7)70105101846212TeChecksQueue: ValidateEXESettings: Validated that exe to execute exists of specified pdb (7)70105101846232TeChecksQueue: ValidateEXESettings: ExeParameters = IC\TeChecksQueue (7)70105101846242TeChecksQueue: ValidateEXESettings: ExeParameters = IC\TeChecksQueue (7)70105101846242TeChecksQueue: ValidateEXESettings: Exolet to monito pdb doesnit exist Vali create it (7)70105101846252TeChecksQueue: ValidateEXESettings: Exolet to monito pdb doesnit exist Vali (7)70105101846252TeChecksQueue: ValidateEXESettings: ValidateEXEsettings: Colet to monito pdb doesnit exist Vali (7)70105101846252TeChecksQueue: ValidateEXESettings: ValidateIXesettings: Colet to monito pdb doesnit exist Vali (7)70105101846252TeChecksQueue: ValidateEXESettings: ValidateIXesettings: Colet ChecksQueue (7)70505111248711TeChecksQueue: ValidateEXESettings: Calet Monitoring folder: C\TeChecksQueue (7)70505111248711TeChecksQueue: StartMonitoring: Started Monitoring folder: C\TeChecksQueue (7)7050511248711TeChecksQueue: StartMonitoring: Started Monitoring folder: C\TeChecksQueue (7)7050511248711TeChecksQueue: StartMonitoring: Started Monitoring folder: C\TeChecksQueue (7)76050511248711TeChecksQueue: StartMonitoring: Started Monitoring folder: C\TeChecksQueue (7)760505112487111TeChecksQueue: StartMonitoring: Started Monitoring folder: C\TeChecksQueue (7)7605051124871146711767117671176711767117671176711

Application Log Tab

This tab displays the log file pertaining to the application for a particular queue.

From the TeChecksCentral Settings Manager window, click the **Application Log** tab.



Queue Management

Adding a Queue

The TeChecksCentral Settings Manager window is displayed.

Click 🖳 to stop services.



The TeChecksCentral Settings Manager popup displays stating:

Successfully stopped TeChecksCentral Service.

Click OK.



The Select the IMM Package file to process window is displayed.

Select the **PCK file** associated with your check type.

Click Open.

The **Enter Queue Name** window is displayed.

In the Enter Queue Name text box, type a name for the queue.







Queue names default to eight (8) characters.

The IMM eChecks Central Settings Manager window is now active.

From the Settings tab verify that the Printing button is active.

Locate the DesignPDF field.



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A yellow highlight indicates that the DesignPDF does not have an assigned printer.

TeChecksCentral Settings Manager	×
Jain Queues Iools Window Help	
Checks Queues 9 × Current Queue : New TeChecks Queue	
sw TeChecks Queue 🔯 Settings 🍙 Service Log 🔝 Application Log 🕴	Þ
Queue To Monitor C:\TeChecks\Queues\newQ2\in	
Extension To Monitor	
Crocessing 🙀 Brinting Archiving Application Logging O Tigge Settings Arvice Logging	
PDFPrinterApp [C:\TeChedks\Queues\newQ2\PDFPrintApp.exe	
Printer Selection File C:\TeChedis\Queues\newQ2\PrinterSelection.xml	
Print Error Dir C:\TeChedis\Queues\newQ2\PrintError	
Decision PDF	
CBS-pdi Printer Name :	
Tray Name :	
ttings Loaded for Queue: New TeChecks Queue	

Select a check design.

From the Printer Name drop-down, select the associated printer.

From the Tray Name drop-down, select the printer tray.

Repeat these steps for each check type listed under DesignPDF.

a.		
TeChecksCentral Settin	gs Manager	
Main Queues Tools y	Mindow Help	
	<u> イ 目 </u>	
TeChecks Queues 🛛 🛱 🗙	Current Queue : New TeChecks Queue	
New TeChecks Queue	Settings 🚵 Service Log 🛕 Application Log	4 ⊳
	Quaue To Monitor C:\TeChecks\Queues\newqueue\in	
	Extension To Monitor but	
	🗿 Bracessing 😸 Brinting 🎼 Archiving 👔 Application Logging 🧿 Time Settings 👔	Service Logging
	PDFPrinterApp C:\TeChecks\Queues\newqueue\PDFPrintApp.exe	
	Printer Selection File C:\TeChecks\Queues\newqueue\PrinterSelection.xml	
	Print Error Dir C:\TeChecks\Queues\newqueue\PrintError	
	DengePOF Fiche None : [1/7A2/W6TALL Tray None : 20056463	
Settings Loaded for Queue: Nev	w TeChecks Queue	11.

The same printer and tray can be assigned to multiple check designs.

The TeChecksCentral Settings Manager window displays with this new information.

From the Settings tab, click **<u>Processing</u>**.

Tetheckstentral Settin	ngs Manager	
Main Queues Tools	Window Help	
] 🕨 🖬 🛉 🗟 🗙	- <u>イ 目 の ~</u>	
TeChecks Queues # ×	Current Queue : newqueue	
newqueue	Settings 🍙 Service Log 🍙 Application Log	4 ⊳
	Overa To Manifar Collection of a surgery state	
	Extension To Monitor	
	🔄 Processing 🌝 Printing 👔 Archiving 👔 Application Logging 🧐 Time Settings 👔 Service Logging	2
	PDFPrinterApp C:\TeChecks\Queues\newqueue\PDFPrintApp.exe	
	Printer Selection File C:\TeChecks\Queues\newqueue\PrinterSelection.xml	
	Print Error Dir C:\TeChecks\Queues\newqueue\PrintError	
	DesignPDF Printer Name : VTA7/IINSTAIL	
	The first of the f	
	Tray Name : Auto Select	
Settings saved		

The TeChecksCentral Settings Manager window displays the processing settings.



*			
by TeChecksCentral Settin	gs Manager		
Main Queues Tools	<u>Mindow H</u> elp		
	🗸 🚼 🥠 🙋 👘		
TeChecks Queues $\mathbf{p} \times \mathbf{q}$	Current Queue	: New TeChecks Queue	
TEST	🚺 Settings 📄 Servio	e Log 👔 Application Log	
New TeChecks Queue			_
	Queue To Monitor	C:\TeChecks\Queues\TEST1\in	<u>1</u>
	Extension To Monitor	dat	
	🔯 Processing 😓 Printi	ing 👔 Archiving 👔 Application Logging 🥝 Time Settings 🗍	Service Logging
	EXE To Shell	::\TeChecks\Queues\TEST1\TeChecks.exe	
	EXE Parameters	IC:\TeChecks\Queues\TEST1\settings.xml	
	Folder To Move	C:\TeChecks\Queues\TEST1\data	
	StopFile Path	C:\TeChecks\Queues\TEST1\Commands	
	StopFile Name	StopProcess.cmd	
	TempFile Path	C:\TeChecks\Queues\TEST1\Temp	
	TempFile Name	check.txt	
	Error Dir	C:\TeChecks\Queues\TEST1\Error	
	Data Type	Overlay	
	Data Delimiter		
	Cut Type	ControlCharacter *	
	Cut Value	12	
		v.	
	Ignore 1st Line	False	
	Extract Definitons File	C:\TeChecks\Queues\TEST1\MONEY_ORDER.enc	
	Void Check Copy	False	
	Void Check Copy Path		
		,	

The new check queue is created.

Repeat the above steps for each additional check queue. At least one IMM eChecks queue must be setup for each laser check printer.

Click k to start services.



Successfully started TeChecksCentral Service.



Click OK.

Ĩ

After you have successfully setup your check queues you can close the TeChecksCentral Settings Manager window.

Editing a Queue

From the IMM eChecks Central Settings Manager window, click I to stop services.



The TeChecksCentral Settings Manager popup displays stating:

Successfully stopped TeChecksCentral Service.

Click OK.

Select a queue from the TeChecks Queues List.

Click do edit the queue.

The **IMM eChecks Central Settings Manager** window displays with active fields.

Modify printer settings.

And/Or,

Click **Processing**, **Archiving**, or **Time Settings** to modify available active fields.

Click lo save.



TeChecks Queues	4 ×
TEST	



Click k to start services.



The TeChecksCentral Settings Manager popup displays stating:

Successfully started TeChecksCentral Service.

Click OK.



Close the IMM eChecks Central Settings Manager window.

Deleting a Queue

From the IMM eChecks Central Settings Manager window, click I to stop services.

eChecks Queues # :	Current Queu	e : TEST	
EST	Settings 🔬 🚧	ycelog 🔝 Application_log	
	Queue To Monit	01 C:\TeChecks\Queues\TESTin	3
	Extension To Monit	or [dət	
	🔯 Erocessing 🍓 Đ	inting 👔 Beckup 🕼 Application Logging 🧿 Time Settings 🕼	Service Logging
	POFPrinterApp	C:\TeChecks\Queues\TESTIPDFPrintApp.exe	
	Printer Selection File	C:\TeChecks\Queues\TESTUPrinterSelection.xml	
	Prink Error Dir	C:\TeChecks\Queues\TEST\PrintError	
	[DecisePDE	7	
	Casherpd	Printer Neme : 149 Laser Jet 1100 (H5)	
	Expense pdl		
	Expense2sig.pdf Online.pdf Online2sig.pdf	Tray Name : Automotically Select	

The TeChecksCentral Settings Manager popup displays stating:

Successfully stopped TeChecksCentral Service.

Click OK.



Select a queue from the Queue List.



ą	×
	Ф

The **Confirm Delete?** Popup displays stating:

Are you sure you want to delete the Queue "TEST"?



Confirm Delete?

Click Yes.

The TeChecksCentral Settings Manager popup displays stating:

Successfully deleted the Queue TEST.

Click OK.

eCheck	sCentral Settings Manager	2
i)	Successfully deleted the Queue	TEST
~	parcessially deleted the Quede	1691
	OK	

No

The queue is deleted.

X





The TeChecksCentral Settings Manager popup displays stating:

Successfully started TeChecksCentral Service.

Click OK.

Ĩ



Close the TeChecksCentral Settings Manager window.

The above procedure will not delete the 'TEST" folder on the server. Follow this procedure to manually delete the folder:

- 1. Navigate to %installpath%\TeChecks\Queues.
- 2. Right-click the queue folder to be deleted. (In this case it was "TEST")
- 3. Click **Delete**. The "TEST" queue will be permanently deleted.

Repairing / Updating an Existing Queue

This will need to be done whenever programming modifications and field mapping changes have been made to your checks. IMM may occasionally send you a new '.PCK' file. **When repairing a specific queue**, it will repair/update the design with the new .pck file. It will also replace any missing .dll and .exe files.

When repairing/updating all queues, it will repair/replace the missing .dll and .exe files. It will not update the design of the queue.

From the TeChecksCentral Settings Manager window, click dots to stop services.



The TeChecksCentral Settings Manager popup displays stating:

Successfully stopped TeChecksCentral Service.

Click OK.

Select a queue from the Queue List.

Click solution Click contract Click contract to Repair a specific queue.

"Select the IMM Package file to process" message box will pop up.

Highlight the new/updated PCK file and click **Open**.

The TeChecksCentral Settings Manager popup displays stating:

Successfully repaired the Queue TEST.

Click OK.

i



TeChecksCentral Settings Manager

X

Repeat these steps for each TeChecks queue that needs to be updated

TeChecks All Queues Updater – Repairer

Run this program if any '.dll's' or '.exe' files were accidentally deleted on the server within a particular queue or, if you want to update/repair all the queues at one time.

🔚 Programs 🕨	🛅 TeChecks 🔹 🕨	🐌 TeChecks SettingsManager
		📟 TeChecks All QueuesUpdater-Repairer 🗼

From the Task bar, click Start > Programs > TeChecks > TeChecks All Queues Updater > Repairer.

The TeChecks Queues Updater/Repairer window is displayed.

Click Update/Repair.



The **QueuesUpdater** popup displays stating: Completed updating/repairing queues.

Click OK.



Click 🗵 to close.

🐱 TeChecks Queues Updater/Repairer 📃 🛛 🗙	
This utility will update/repair all the queues that are currently setup. Click on the Update/Repair button now to proceed.	
Update/Repair	

Audit Manager

Follow the steps below in order to turn on the TeC auditing feature and report functionality.

From the Task bar, click **Start** > **Programs** > **TeChecks** > **TeChecks Audit Manager**.



The Audit Manager window is displayed.

Click Stop Service.

👷 Audit Manager		· \/		
Audit Settings File :	C:\TeChe	cks\Audit\Audit	Settings.xml	
		<u>E</u> dit	Save	<u>R</u> eset Database
			Start Service	Stop Service

The **AuditManager** popup displays stating: Stopped TeChecksCentral Service.

Click OK.

AuditMar	nager 🔀
i	Stopped TeChecksCentral Service.
	ок

Reset the Database

Click Reset Database.

Use this function to delete data that is 30 days or older from the current calendar date.



This function will permanently delete your data.

The Audit Manager window displays with the buttons active.

Audit Manager		~``		_10
Audit Settings File :	C:\TeChecks\Audit\AuditSettings.xml			
		<u>E</u> dit	Save	<u>R</u> eset Database
			Start Service	Stop Service

The AuditManager popup displays stating:

Delete records older than the print date less than 6/1/2005 (a date one month prior to your current date).

Click Yes.

The Audit Manager window displays with the buttons active.

Click **Start Services**. The auditing function is now enabled.

AuditMan	ager 🔀
?	Delete records older then print date less than 6/1/2005
	Yes No

🗽 Audit Manager		~`			IX
Audit Settings File :	C:\TeChe	cks\Audit\AuditS	iettings.xml		
		<u>E</u> dit	<u>S</u> ave	<u>R</u> eset Database	
			Start Service	Stop Service	

TeChecks Audit Report

Use this feature to customize and generate browser-based reports, to delete the database and to check records.

From the Task bar, click **Start > Programs** > **TeChecks > TeChecks Audit Report**.



The TeChecks Report Generator window is displayed.

🗧 TeChecks Report G	enerator	<u>_ </u>
TeChecks Aud	it Report	
Date From	2/ 5/2005	•
Date To	7/ 5/2005	_
Report Type		•
View	Report View Settings Purge Records	
Status:		

Customize Window and Reports

From the TeChecks Report Generator window, click **View Settings**.

🚺 Te	Checks Report G	enerator	
Т	eChecks Aud	lit Report	
	Date From	2/ 5/2005	
	Date To	7/ 5/2005	•
	Report Type		•
	View	Report View Settings Purge Records	
Status:	:		

The Settings window is displayed.

In the Credit Union Name text box, type the name of your credit union.



Navigate to the folder containing your credit union's logo.

	Settings	X
	Credit Union Name	
	Credit Union logo	
	Create Recon File	
		Save Settings Close
s	tatus:	

The Credit Union logo text box now displays your logo file.

Click Save Settings.

The TeChecks Report Generator window now displays with your credit union name and logo.

I	Settings	×
	Credit Union Name	Your Credit Union Name
	Credit Union logo	RXLogo.jpg
		Save Settings
s	tatus:	



Generate Reports

Open the TeChecks Report Generator program.

From the **Date From** drop-down, select a starting date.

From the **Date To** drop-down, select an ending date.

From the Report Type drop-down select **All Check Types or** a specific check type.

		<i>.</i>	
Click	View	Report.	



The report displays in your browser window.

TeChec	ks Aud	it Report for You	ur Credit Union Na	ame	<u>iv</u>		
				Collapse All	Expand All	Pri	nt Report
Member Nun	nber	Member Name	Check Number	Payee	Check Amount	Check Date	Print Date
458479	0		100 GORDA	N BOWLING	\$******500.08	11/22/04	7/5/2005
458479	0		101 VALERIE	MONTGOMERY	\$****10,001.64	11/22/04	7/5/2005
458479	0		102 LELAND	SEEVERS	\$*****2,000.33	11/22/04	7/5/2005
458479	0		103 JACLYN	VE SINCERBOX	\$******255.09	11/22/04	7/5/2005
458479	0		104 SCOTT	DOCZEKALSKI	\$*****2,500.41	11/22/04	7/5/2005
458479	0		105 SUZY H	ELSEL	\$******500.08	11/22/04	7/5/2005
458479	0		106 PATRIC	IA BALDERRAMA	\$****29,264.36	11/22/04	7/5/2005
458479	0		107 LISA CA	NTERINO	\$******614.80	11/22/04	7/5/2005
458479	0		108 GRAHAM	1 CANTERINO	\$****11,081.98	11/22/04	7/5/2005
458479	0		109 KEVIN (CANTERINO	\$****5,633.54	11/22/04	7/5/2005
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458479	0		100 GORDA	N BOWLING	\$******500.08	11/22/04	7/5/2005
458479	0		101 VALERIE	E MONTGOMERY	\$****10,001.64	11/22/04	7/5/2005
458479	0		102 LELAND	SEEVERS	\$*****2,000.33	11/22/04	7/5/2005

	For Microsoft [®] Windows [®] 2003 Server Serv	ice Pack 1:					
	The Report may display with this warning:						
U	To help protect your security, Internet Explorer has restricted this file from showing active content that could access your computer. Click here for options						
	Click Click here for options.						
	This short-cut menu is displayed.						
	Click Allow Blocked Content.	<u>Milow Blocked Content</u> <u>W</u> hat's the Risk?					
		Information Bar <u>H</u> elp					
	This pop-up displays:	Security Warning					
	Click Yes.	Allowing active content such as script and ActiveX controls can be useful, but active content might also harm your computer.					
		Are you sure you want to let this file run active content?					
	The Report tabs are now functional.						

Collapse All – the report displays only headings and check types.

TeChecks A	udit Report	for Your Cre	dit Union	iviv	
Time of Creation : 1	Thursday, July 07, 200	5 3:17 PM			
		Collaps	e All	Expand All	Print Report
Member Number	Member Name	Check Number	Payee	Check Amoun	t Check Date Print Date
INTEKS					
PRINCKS					
		End of Au	dit Report		
				TeChec <u>Integer</u> 330 Dalz Linden, 1 (908) 86	ks :ated Media Management tiel Rd., 10 07036. 2-6600

Expand All – the report displays all the checks. This is the default.

Print Report – opens the Print window allowing you to print the report.

Member Number – member's account number.

Member Name – member's name.

Check Number – check number.

Payee – person or company to which the check is made payable.

Check Amount – amount of check.

Check Date – date check was written.

Print Date – date check was printed.

Purge Records

Use this function to delete all records from the database prior to the selected date.

From the TeChecks Report Generator window, click **Purge** Records.



The Purge Date window is displayed.

From the Date To drop-down, select a date.

Click **Purge**.

NOTE: All records prior to the date you selected will be deleted from the database.

Purge Date	×
Date To 7/ 5/2005	
Purge Close	
atus: Becords prior to selected date will be purged	

The Purge Records Confirmation window is displayed.



Click OK.

The records are purged.

The TeChecks Report Generator window is displayed.

The Status bar states Purged records successfully.

TeChecks Report G	enerator	_ 🗆 X
TeChecks Aud	lit Report	
SoMe CrEdIt U	nIoN	
Date From	7/ 6/2005	•
Date To	7/ 6/2005	•
Report Type	All Check Types	•
View	Report View Settings Purge Records	
Status: Purged records	successfully!	

Click the Purge Date window button again and the following information will display:

PurgeDate - the date the deleted files were created.

RunDate – the date you deleted the files.

🎹 Purge Date	×
Date To 7/ 5/2005 -	
Purge Close	
PurgeDate RunDate	
▶ 7/5/2005 7/5/2005	_
4	Þ
Status: Becords prior to selected date will be purged	

TeChecks Index Builder Settings Manager

Do not change any settings unless directed to by IMM support.

From the Task bar, click Start > Programs > TeChecks >

STOP

TeChecks Index Builder Settings Manager.



The TeChecks IndexBuilder Settings Manager window is displayed.

Click StopService.

🗽 TeChecks	s IndexBuilder Seti	tings Manager	_ 🗆 ×
Logging			
	LogFileName	c: Vechecks\TeChecksIndexBuilder\AppLog\TeChecks IndexBuilder.log	
	Verbosity	False	
	MaxLogSize	1000000	
Dirs			
	FolderToMonitor	c: Vechecks\TeChecksIndexBuilder\PDF	
	ExtToMonitor	pdf	
	ArchiveRoot	c: Vechecks\TeChecksIndexBuilder\Archive	
	DuplicateFolder	c:\techecks\TeChecksIndexBuilder\Duplicate	
TimeSetting	s		
	TimerInterval	100	
	WaitTime	100	
	ZeroTimeOut	100	
	FileSaveLagTime	100	
Indexing			
	IndexingLogicFile	c: Vechecks\TeChecksIndexBuilder\Dependencies\IndexingLogic.enc	
	IndexFilePathCall	GetIndexFilePath	
	IndexStringCall	GetIndexString	
	IndexFolderCall	GetindexFolderPath	
	IndexNumber	1	
	FilePath		
		,	
	Save Se	tings Edit Settings Stat/Service StopService	
Status: Set	ttings Loaded		

The TeChecks IndexBuilder Settings Manager popup displays stating:

Successfully stopped TeChecks IndexBuilder Service.

Click OK.



The TeChecks IndexBuilder Settings Manager window is active.

Click Edit Settings.

The TeChecks IndexBuilder Settings Manager window displays with all fields active.

Make your required changes.

Click Save Settings.

The TeChecks IndexBuilder Settings
Manager window is displayed.

The modifications are saved.

Click	Sta	rtSei	vice.
-------	-----	-------	-------

The TeChecks IndexBuilder Settings	
Manager popup displays stating:	

Successfully started TeChecks IndexBuilder Service.

Click OK.

Close the TeChecks IndexBuilder Settings Manager window.

cound	LogFileName	c:\techecks\TeChecksIndexBuilder\AppLog\TeChecksIndexBuilder.ing	
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	Mail onSize	1000000	
Dire	Manbogoleo	1000000	
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	ExtToMonitor	odf	
	ArchiveRoot	r c:\techecks\TeEbecksIndevRuidet\Archive	
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	IndexFolderCall	GetIndexFolderPath	
	IndexNumber	1	
	FilePath		
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g TeCheci	ks IndexBuilder Set	Lings Manager	-
Logging	1		
	Logriename	c:Vechecks\TeChecksIndexBuilder\AppLog\TeChecksIndexBuilder.log	
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	MaxLogSize	1000000	
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Edit Settings StartService StopService

DuplicateFolder TimerInterval WakTime ZeroTimeDut FileSaveLagTime IndexingLogicFile IndexFilePathCall IndexStingCall IndexFolderCall

TeChecks Search

Set Up TeChecks Search

During IMM eChecks installation, TeChecks Search is added. TeChecks Search is an IMM eChecks search application. This application is useful for FIs that do not import check PDFs to imaging systems.

To set up TeChecks Search, perform the following procedure:

- 1 Share the TeChecks folder on the server.
- 2 Create a TeChecks Search shortcut on the user workstation for the *TeChecks_Search.exe* on the IMM eChecks server. Refer to the following example.

General Shortcut	Compatibility	Security	Details	Previous Versions
Te	Checks_Search	n.exe - Sho	rtcut	
Target type:	Application			
Target location:	techecks			
Target	\\echecks-inst	all\techeck	⟨s\TeChe	ecks_Search.exe
Start in:	\\echecks-inst	all\techeck	s	
Shortcut key:	None			
Run:	Normal windo	w		-
Comment				
Open File Lo	ocation	Change Ic	on	Advanced

3 Copy *MSSTDFMT.DLL* from the server's *C:\Windows\SysWOW64* directory to each workstation's *C:\Windows\SysWOW64* directory.

4 Open the Command Prompt as an administrator and register the DLL on each workstation using the following command:

Regsvr32 msstdfmt.dll

Failur TeCh	e to copy and register the DLL locally will cause an error when launching ecks Search.
TeCheck	s Search
8	Class not registered. You need the following file to be installed on your machine. MSSTDFMT.DLL.
	ОК

5 To confirm that TeChecks Search is properly configured, refer to Perform a TeChecks Search on page 30.

Search Parameters	Files Matching	Search Criteria	
vonth: February 🖌 Year 👔	019 - Name	Archive Date	
fember			
iame.			
Number: Check Amount			
Check Type			
GIFT	•		
	1		

Perform a TeChecks Search

From the Task bar, click **Start > Programs > TeChecks > TeChecks Search**.



The Search TeChecks window is displayed.

In the Search Parameters panel, enter your search criteria.

Required search criteria:

Month – select from the Month drop-down

Year – select from the Year drop-down

Check Type – select from the Check Type drop-down

Optional search criteria:

Member Name – enter the member's name or use the search hints below.

Check Number – enter digits only

Check Amount – enter digits only

Click Search TeChecks.

sarch Paramete			Files Matching Search Criter	ia
white July	*	Year. 2005 💌	Name	Auchive Date
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eck		Check		
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PRINCK	S			
Se	arch TeChecka	Ext Search		
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		M paper	ree now!	

Search Hints:

• *search parameter returns all information that includes any letter(s)/number(s) before the search parameter.

i.e. *p returns (any character(s))p

• search parameter* returns all information that includes any letter(s)/number(s) after the search parameter.

i.e. m* returns m(any character(s))

• ?search parameter returns information with only one additional character before the search parameter.

i.e. ?z returns (any one character)z

• search parameter? returns information with only one additional character after the search parameter.

i.e. k? returns k(any one character)

The Search TeChecks window is displayed with your search results.

Your search results display in the Files Matching Search Criteria panel.

Click on a file to select.

The file opens as a PDF in the bottom panel.

Click **Exit Search** to exit.

Month Judy Yes: 2005 Mana Antibac Date	Nov Content Name Annum Annum <tha< th=""><th></th><th></th><th>Toolar Para Holichard and</th><th></th></tha<>			Toolar Para Holichard and	
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TeChecks Lock Utility

The IMM eChecks Lock Utility gives the administrator the option of turning the PDF encryption on or off. This utility is only compatible and only works in conjunction with IMM eChecks version 2.0.6.0 or later.



The TotaleCheck Lock Utility is a separate application that is supplied upon request and is not part of the original TotaleCheck setup. For further details about the TotaleCheck Lock Utility, contact IMM.

To get to the TeChecks Lock Utility screen go to

Start > Programs > TeChecks > TeChecks Lock Utility.

Double-click the TeChecks Lock Utility.



Unlocking PDFs for Encryption

To Unlock the PDFs, select the following option:

"Unlocked (No Encryption, Allows Modifications)"

Then, click Ok.

FOR FI INTERNAL USE ONLY By Default, the PDFs should be : C Locked (128 Bit Encryption, Doesn't Allow Modifications) C Unlocked (No Encryption, Allows Modifications)	FOR FI INTERNAL USE ONLY By Default, the PDFs should be : C Locked (128 Bit Encryption, Doesn't Allow Modifications) C Unlocked (No Encryption, Allows Modifications) D L Cancel firm Selection	FOR FI INTERNAL USE ONLY By Default, the PDFs should be : C Locked (128 Bit Encryption, Doesn't Allow Modifications) C Unlocked (No Encryption, Allows Modifications) Dk Cancel	eChecks Lock Utility		_
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	firm Selection	nfirm Selection		<u>0</u> k	Cancel
Are you sure you want to disable PDF protection from now	Are you sure you want to disable PDF protection from now		firm Selection Are you sure you want to	o disable PDF pro	tection from now

The Confirm Selection screen will then appear.

Click OK if you want to disable PDF protection.

Locking PDFs for Encryption

To lock the PDFs, select the following option:

"Locked (128 Bit Encryption, Doesn't Allow Modifications)"

Then, click Ok.

TeChecks Lock Utility	
FOR FIINTERNAL USE ONLY	
By Default, the PDFs should be :	
C Locked (128 Bit Encryption, Doesn't Allow Modifications)	
C Unlocked (No Encryption, Allows Modifications)	
<u>D</u> k	<u>C</u> ancel

The Confirm Selection screen will then appear.

Click **OK** if you want to enable PDF protection.

Confirm :	Selection
?	Are you sure you want to enable PDF protection from now on ?
	Cancel

Troubleshooting IMM eChecks Settings

In the DesignPDF field,	What it means:	What should be done:
if the PDF name has a:		
Yellow highlight	The Printer Name is not selected.	Select the printer.
Red highlight	There is a problem with the printer and/or tray.	Verify that the printer is active.

IMM Support may request the following log files when you call.

IMM eChecks Utility	Location	File Names
TeC Settings	TeChecks\Queues\your queue's	App log
Application log Service log		Central log
TeChecks IndexBuilder Settings Manager	%installpath%\TeChecks\IndexBuilder	App log
TeChecks Report	%installpath%\TeChecks\Audit	Recon log
Generator		TeC Audit Reporting log
TeChecks Lock Utility	%installpath%\TeChecks\	TeCLockUtility.log

Contact 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

IMM eSign

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