



Exchequer Integration

**Server Installation
Document Version 1.4**

Contents

Exchequer V1 Integration – Server Installation	4
Recommendations:	4
Assumptions:.....	4
Install and Configure the Server side components.....	5
Sub Task 1 - Core Software Installation.....	6
Prerequisites:	6
Core Software installation instructions:	6
Sub Task 2 - Integration Software Installation	8
Prerequisites:	8
Assumptions.....	8
Installing the Integration Software:	8
Sub Task 3 - Integration Software Configuration	10
Prerequisites:	10
Assumptions:.....	10
Installation of the Integration Software	10
Sub Task 4 - Exchequer form amendments for printing.....	12
Prerequisites:	12
Assumptions:.....	12
Configuring Reports for Archiving	13
Purchase Order Transactions (POR)	13
Sales Invoice Transactions (SIN)	14
Nominal Journal Transactions (NOM)	15
Time Sheets (TSH)	16
Configure Users for Access	17
Exchequer LIVE.....	17
Configure User Access Level	18
Assumptions:.....	18
Post Installation	19
Assumptions:.....	19
Server	19
Troubleshooting.....	20
Symptom: <i>iManager fails to create the SQL database</i>	20
Solution:	20
Symptom: <i>I have tried to use DbWebRetrieve for the first time and get an error:</i>	20
Solution:	20

Updating an Installed Integration	21
Prerequisites:	23
Server Installation Instructions:	23
Client Installation Instructions:	24
DbCapture Configuration Instructions:	25
Sub Task - Updating Integration Software	27
Prerequisites:	27
Updating the Integration Software:	27

Exchequer V1 Integration – Server Installation

Background

This document provides step by step instructions on installing and implementing the Exchequer V1 Integration.

The installation is split in to 2 tasks:

1. Install and Configure the Server side components
2. Install the clients

Compatibility

- Exchequer SQL or Pervasive SQL version 7.0.X
- V1 2013 SP1, 3.5, 3.6

Prerequisites and Assumptions

There are a number of prerequisites and assumptions that must be satisfied before proceeding with the installation (see Technical Pre-Requisites document). These tasks cannot be ignored or it will compromise the success of the installation.

Recommendations:

- The V1 distribution is located on the Exchequer server and shared so it is accessible by the clients.

Assumptions:

- Apache 2.2X is installed.



Note: If Apache is not present, an MSI can be found in the \Connector\Utils folder

Install the MSI and agree to the defaults, when completed, navigate to the following location:

C:\Program Files / (x86)\Apache Software Foundation\Apache2.2\conf directory

Open the http.conf in a text editor and change **Listen 80** to **Listen 8085**, save and restart the Apache 2.2 service.

Install and Configure the Server side components

The V1 software will be cut and licensed once the customer has purchased the software.

This will be distributed either by CD or uploaded to be downloaded onto the Exchequer Database Server.

Ensure this distribution is accessible to the Exchequer database server

There are 2 main tasks to perform on the Exchequer database server:

1. Core software installation
 - a. Run the V1 iManager
 - b. Run the V1 Exchequer Integration Configuration Wizard in server mode
2. Integration software installation
 - a. Run the V1 Exchequer Integration Configuration Wizard in client mode

Sub Task 1 - Core Software Installation

If iManager has already been run and the standard iManager install guide followed to completion, go directly to [Sub Task 2 - Integration Software Installation](#). Below is a summary.

Prerequisites:

- A SQL database on the Exchequer database server called **DbArchive** has been created
- A SQL user **V1User** exists and is assigned the default database to be **DbArchive**
- The **V1User** SQL user has sufficient privileges (**dbowner**) to the **DbArchive** SQL table

If licensed for Exchequer OCR:

- A SQL database on the Exchequer database server called **DbCapture** has been created
- The **V1User** SQL user has sufficient privileges (**dbowner**) to the **DbCapture** SQL table

Core Software installation instructions:

1. Browse to the uncompressed location of the distribution
2. From the root location, as **administrator** run the **iManager.exe**
3. When prompted, copy the media to a suitable location on the Exchequer database server. The default location is **C:\V1Home\CD**.
4. Select Server Components
5. Select and confirm the below settings for each of the components in the tree:
 - Database Configuration
 - Web Server Configuration
 - DbLogin - SQL Server Database
 - DbWebQuery Configuration
 - DbWebRetrieve

If licensed for Exchequer OCR:

- DbCapture
6. Click **Install**
 7. When completed, click **Back**
 8. Select **Client Components**
 9. Confirm a suitable path
 10. Select the following clients **ONLY** by ticking the boxes;
 - DbLogin Admin Console
 - BLOB Type Manager

If licensed for Exchequer OCR

- DbCapture Admin

11. Click **Install**
12. When completed, click **Close**

When convenient, restart the Apache instance to which DbWebRetrieve has been applied.
Now proceed to [Sub Task 2 - Integration Software Installation](#).

Sub Task 2 - Integration Software Installation

Prerequisites:

- Sub Task 1 has been completed in full
- Core software has been copied to the C:\V1Home\CD directory
- Knowledge of the Exchequer company codes to be used in conjunction with the Exchequer EDM system
- *You are advised to temporarily disable real-time anti-virus software (such as Symantec Endpoint Protection) as this can prevent the execution of scripts required for the connector*

Assumptions:

- The Exchequer home directory is X:\EXCHQR

Installing the Integration Software:

Now that the core components have been installed, they can be built upon using the Exchequer Integration Configuration Wizard.

1. From the location of the distribution \Connector directory, load the Exchequer Integration Configuration Wizard.exe **as administrator**
2. Select **Server Configuration**
3. When prompted, browse to the **CurrentSettings.xml** file, (located in the **C:\V1Home\CD** directory) click **Open** in the windows dialogue to select it
4. All the necessary details about the core installation should be displayed. Confirm they are corrected and amend accordingly.
5. Browse to the mapped drive of the Exchequer home directory



Note: The associated UNC path for the mapped drive should be populated. It is recommended to test whether this can be browsed to as it is used throughout the system

6. Click **Install**



Note: You may see a number of services stop and restart at this point.

7. When this stage of the installation has completed, you will be prompted to configure the customisation:
 - Click the middle **Install** button, browse to the **X:\EXCHQR\V1CODE** directory
 - Select **V1EXCHEQUERADDON.exe** and click **Open**
 - If prompted, add a description of 'EDM' and click **ok**.
 - Finally click **Save** and **close**.
8. Return to the **Exchequer Integration Configuration Wizard**, click **Next >** to configure the Exchequer Companies
9. As per the prerequisite, for each Exchequer Company, add the corresponding Exchequer Company Code in the cell. Then click **Add**.

Repeat this for every company code in the Exchequer system.



Warning: No validation of the codes can be done at this point of the installation. Ensure you enter the correct information. Mistakes / deviation are time consuming to rectify.

10. When all codes have been entered, click **Apply**.

The server side configuration is now complete, close the **Exchequer Integration Configuration Wizard**.

Now proceed to [Sub Task 3 - Integration Software Configuration](#).

Sub Task 3 - Integration Software Configuration

Prerequisites:


- Sub Tasks 1 & 2 have been completed in full

Assumptions:

- The core installation is in the **c:\V1Home** directory

Installation of the Integration Software

Now the core software and integration components have been installed, there are some final steps to complete to ensure the system is ready for use.



1. Load the **DbLogin Admin Console** as administrator
2. Select **the tick box to the left of the administrator user** in the list
3. Click the **User Settings** button 
4. Right click on **Live** in the tree and left click **on Add Application**
5. Select **dbarchive v3.0** from the list, click **Add**

If licensed for Exchequer OCR continue, otherwise go to step 10:

6. Again right click on **Live** in the tree and left click **on Add Application**
7. Select **DbCapture v3.0** from the list, click **Add**
8. Left click **DbCapture** in the tree; on the right hand pane ensure the **AccessLevel** is **5**
9. In the **ProfilesAllowed** field, edit the text so it reads **DbCapture,DbCapturePOP**






Note: This will give the Administrator user access to both the NONPOP and POP DbCapture profiles.

10. Click **Save** (User Settings will close.)
11. Click the **DbArchive Table Editor** button 
12. Click the **Import from XML** button 
13. Browse to the **c:\V1Home\DbArchive** directory and select the **tables.xml** file, click Open



Note: This may take a few moments, the more companies, the longer it will take to import.

14. Close the **DbArchive Table Editor**
15. Click the **DbArchive Import/Export** button 
16. Go to File > Show system tables
17. Click **_LINKS**
18. Click the **load button** 
19. A warning appears that this may take some time, click **OK**
20. Click **OK** on success
21. Close the **DbArchive Tag Data Import/Export Tool**
22. Click the **Email Mappings** editor button 

You will now add the mappings necessary for associated documents to populate the description field with the subject line of any emails that are archived. Click the **Add** button

and for each of those available (ending ASSOC), mapping against the description field (DDESC) and Subject line for each.

23. When finished, click the **Save** icon and close the **Email Mappings Editor**

If licensed for Exchequer OCR continue, otherwise proceed to [Sub Task 4 – Exchequer form amendments for printing](#)

The DbCapture OCR functionality has the ability to import PDFs automatically so that they can be archived along with an Invoice that is then created in Exchequer. (See the DbCapture Crib Sheet for usage instructions.) To ensure the right Company is selected and Coding requirement decided, perform these additional steps:

24. Navigate to each NONPOP subdirectory off the C:\V1Home\OCRIMPORT directory. Find the HF*DbCapture.tag file, open it in any text editor and append the following lines:

```
COMPANY : ZZZZ01  
CODINGREQUIRED : YES
```

25. Navigate to each POP subdirectory off the C:\V1Home\OCRIMPORT directory. Find the HF*DbCapture.tag file, open it in any text editor and edit the following lines:

The first line in the tag file should display the name of the DbCapture POP profile:
DbCapturePOP

Now append the following lines:

```
COMPANY : ZZZZ01  
IMP_DOC_TYPE : INVOICE  
PROCESS : Convert from [PDN] to [PIN]
```

26. The **ZZZZ01** should reflect the Exchequer company code applicable to the PDF copied into the folder. The PROCESS tag should reflect the process you wish to apply to documents imported from this folder.

27. Save the file.

28. Repeat these steps for each of the tag files in the hot folders that are polled for PDFs meaning that any PDFs placed in these locations adhere to the tag file content.

Now proceed to [Sub Task 4 – Exchequer form amendments for printing](#).

Sub Task 4 - Exchequer form amendments for printing

Prerequisites:

- Sub Tasks 1,2 & 3 have been completed in full

Assumptions:

- The company codes present in the system are ZZZZ01 and AAAA02
- The V1Home directory is C:\V1Home

When printing documents from Exchequer using the Archive Printer driver, they are archived based on the formulas specified in the report.



To facilitate this, formulas must be added to each supported report for each Exchequer Company. The following pages give instructions on how to configure the formulas for typical documents types in Exchequer.



Note: Example formulas for every company installed are in the C:\V1Home\temp\REPORT_FORMULA.txt file from which the values required in the instructions can be copied and pasted.*

Configuring Reports for Archiving

Purchase Order Transactions (POR)

1. Open Exchequer and login as a user with privileges to access the Exchequer Form Designer
2. Click Utilities > Form Designer
3. Click the Open button 
4. Select **NEWPOR.EFX**, click Open
5. Click the Formula button 
6. In the white formula text box, copy and paste the following*:

```
"~! : ~@ [ $GUI : 0 ] ~@ [ $TABLE : ZZZZ01PTRANS ] ~@ [ OUTBOUND : 1 ] ~@ [ OREF : "+DBF [ THOURREF ]  
+" ] ~@ [ ARCHUSER : "+DBF [ USNAME ] +"
```



Note: **ZZZZ01** indicates the Exchequer Company Code, **PTRANS** indicates the Purchase Transaction SQL table

7. Click the **Format** tab
8. Click the **Font** button
9. Select a size of 4
10. Select a colour of white
11. Click **OK**
12. Click the **If** button
13. In the If: cell add the text



PAGENO = 1
14. Click **OK**
15. Click **OK**
16. You should now see your formula text box on the form. Move it so it is at the top of the form in the header section and stretched as wide as possible



17. Click the Save button 

Repeat the above steps logging in for each Exchequer company, so in the above example replacing **ZZZZ01** with the associated company code, e.g. **AAAA02**.

Sales Invoice Transactions (SIN)

1. Open Exchequer and login as a user with privileges to access the Exchequer Form Designer
2. Click Utilities > Form Designer
3. Click the Open button 
4. Select **NEWINV.EFX**, click Open
5. Click the Formula button 
6. In the white formula text box, copy and paste the following*:

```
"! : ~@ [ $GUI : 0 ] ~@ [ $TABLE : ZZZZ01STRANS ] ~@ [ OUTBOUND : 1 ] ~@ [ OREF : "+DBF [ THOURREF ]  
+" ] ~@ [ ARCHUSER : "+DBF [ USNAME ] +"
```



Note: **ZZZZ01** indicates the Exchequer Company Code, **STRANS** indicates the Sales Transaction SQL table

7. Click the **Format** tab
8. Click the **F**ont button
9. Select a size of 4
10. Select a colour of white
11. Click **OK**
12. Click the **I**f button
13. In the If: cell add the text



PAGENO = 1
14. Click **OK**
15. Click **OK**
16. You should now see your formula text box on the form. Move it so it is at the top of the form in the header section and stretched as wide as possible.



17. Click the Save button 

Repeat the above steps logging in for each Exchequer company, so in the above example replacing **ZZZZ01** with the associated company code, e.g. **AAAA02**.

Nominal Journal Transactions (NOM)

1. Open Exchequer and login as a user with privileges to access the Exchequer Form Designer
2. Click Utilities > Form Designer
3. Click the Open button 
4. Select **NOMTXFR.EFX**, click Open
5. Click the Formula button 
6. In the white formula text box, copy and paste the following*:

```
"~! : ~@ [ $GUI : 0 ] ~@ [ $TABLE : ZZZZ01NTRANS ] ~@ [ OUTBOUND : 1 ] ~@ [ OREF : "+DBF [ CHOURREF ]  
+" ] ~@ [ ARCHUSER : "+DBF [ USNAME ] +"
```



Note: **ZZZZ01** indicates the Exchequer Company Code, **NTRANS** indicates the Nominal Transaction SQL table

7. Click the **Format** tab
8. Click the **Font** button
9. Select a size of 4
10. Select a colour of white
11. Click **OK**
12. Click the **If** button
13. In the If: cell add the text



PAGENO = 1
14. Click **OK**
15. Click **OK**
16. You should now see your formula text box on the form. Move it so it is at the top of the form in the header section and stretched as wide as possible.



17. Click the **Save** button 

Repeat the above steps logging in for each Exchequer company, so in the above example replacing **ZZZZ01** with the associated company code, e.g. **AAAA02**.

Time Sheets (TSH)

1. Open Exchequer and login as a user with privileges to access the Exchequer Form Designer
2. Click Utilities > Form Designer
3. Click the Open button 
4. Select **TIMESHT.EFX**, click Open
5. Click the Formula button 
6. In the white formula text box, copy and paste the following*:

```
"~! : ~@ [ $GUI : 0 ] ~@ [ $TABLE : ZZZZ01JTRANS ] ~@ [ OUTBOUND : 1 ] ~@ [ OREF : "+DBF [ THOURREF ]  
+" ] ~@ [ ARCHUSER : "+DBF [ USNAME ] +"
```



Note: **ZZZZ01** indicates the Exchequer Company Code, **JTRANS** indicates the Journal Transaction SQL table

7. Click the **Format** tab
8. Click the **Font** button
9. Select a size of 4
10. Select a colour of white
11. Click **OK**
12. Click the **If** button
13. In the If: cell add the text

```
PAGENO = 1
```
14. Click **OK**
15. Click **OK**
16. You should now see your formula text box on the form. Move it so it is at the top of the form in the header section and stretched as wide as possible.



17. Click the **Save** button 

Repeat the above steps logging in for each Exchequer company, so in the above example replacing **ZZZZ01** with the associated company code, e.g. **AAAA02**.

Now proceed to [Configure users for access](#).

Configure Users for Access




In order that Exchequer users and EDM users are aligned, they must be 'mapped' together in both systems. For example, if you have 7 users for your Exchequer system; the same 7 users must be added to the EDM system.

To do this, the system administrator must familiarise themselves with DbLogin Admin Console which is used to configure users.

As per the first Server Configuration task, the DbLogin Admin Console will have been installed on the Exchequer database server.

Login in to the Exchequer database server as the same Windows user who originally ran the installation.

Launch the DbLogin Admin Console and log in as administrator / administrator. If we assume we want to add a user PETE, follow these steps:

1. Click the  button
2. Click the  button
3. Populate the Username matching *exactly* how it appears in Exchequer. We will assume the new user is PETE
4. Add the Forename, Surname, Email for the user (again it is preferable this is the email address for the Exchequer user) and Password
5. Ensure to un-tick **Must Change**
6. Click **Add**
7. Click **Close**
8. Click the tick box to the left of PETE now in the list
9. Click the User Settings button 
10. Right click on **Live** in the tree and left click on **Add Application**
11. Select dbarchive v3.0 from the list, click **Add**
12. Click **Save**

Repeat the above steps for every user who requires access to the system.



Note: For users wishing to scan documents, in addition to the above, repeat steps 1 – 10 but select dbscanner from the list, click **Add** and **Save**. For users wishing to use DbCapture OCR, again repeat steps 1 – 10 but select DbCapture from the list, click **Add** and **Save**.

Exchequer LIVE

If you are using Exchequer LIVE you **MUST** follow the instructions to create your Exchequer users within DbLogin. When processing invoices within DbCapture you must also ensure you are logged in as a user that exists in the Exchequer company.

This means that any PIN transactions created via POP / NONPOP processing will have a valid user in the Exchequer database and can be sent for approval in Exchequer LIVE.

Now proceed to [Configure User Access Level](#).

Configure User Access Level



Assumptions:

- The 'configure users for access' section has been completed.
- Users have been created, one of those users is JAMES
- There is an Exchequer company ZZZZ01 which has been configured to use EDM


Certain users may only wish to have access to certain document types, for example: I have a user JAMES who only has access to Sales Transactions in Exchequer in the ZZZZ01 company.

To ensure this level of access is aligned in the EDM system, the same setup must be configured.

To do this, follow these steps:

1. On the Exchequer database server, login to the DbLogin Admin Console as administrator
2. Click the DbArchive Permissions Editor button
3. Click the Add button and name your access level SALES, click OK
4. A new column will appear in the interface called SALES and defaults to allow no access.
5. Locate the ZZZZ01Sales table, click it to highlight it then click the  button
6. Click the  button to save the access level to the server and close the permissions editor.

The final step is to assign the access level to the user:

7. Click the tick box to the left of JAMES in the list
8. Click the user settings icon 
9. From the tree of applications, left click DbArchive
10. In the panel on the right, note AccessLevel. Click this and select from the drop down the required access level, e.g. SALES
11. Click **Save**

From now on, JAMES will only have access to the SALES documents.

Repeat the above steps building your access levels per transaction.



Note: A user can only be assigned one access level at a time so if multiple documents are required, create additional access levels naming as appropriate before assignment.

Post Installation

Although the installation process should fully install and integrate the software, it is best practice to make the following checks once the Server Configuration process has been completed.

Assumptions:

- The server components have been installed to c:\V1Home
- The Exchequer home directory is x:\EXCHEQR
- At least 1 company code has been configured and it is ZZZZ01

Integration Checklist

Server

1. Ensure when running the TESTCOM utility, the toolkit responds satisfactorily.
2. Ensure in the x:\EXCHEQR directory the date stamp of ExchSQLDbCreateLib.dll is 16/05/2015
3. Ensure clients have unrestricted access via TCP/IP to ports 32000*, 31417* and 31418* to the server.
4. Navigate to the c:\V1Home\DbArchive directory and open V1_SETTINGS.def in a text editor. Ensure the dba_server variable is set to the DNS of the Exchequer server.
5. Ensure the EXDRIVE variable is correct
6. Ensure the UNCPATH variable is set



Note: Doubled up back slashes is normal.

7. Navigate to the c:\V1Home\DbArchive directory and open ZZZZ01PTRANS.def in a text editor. Ensure the #INCLUDES path reflects the path to the V1_SETTINGS.def file.
8. Having run the installation, it is recommended to restart all services to ensure they respond correctly. Navigate to the c:\V1Home\utils directory and double click on the restart_services.bat to restart all services installed. It is advised to do this as an administrator class user.



Note: * These are the default values and recommended, if they have been changed during installation, alter firewall rules as per ports chosen.



Note: If Exchequer OCR has been licensed, repeat steps 3, 4 and 5 but navigate to the c:\V1Home\DbCapture\defs directory and open the V1_SETTINGS_OCR.def.

Troubleshooting

During Installation

Symptom: *iManager fails to create the SQL database*

Solution:

Click on the Database configuration tick box and check the SQL server name and credentials are correct. If / when corrected, click Install to try again.

Using the software

Symptom: *I have tried to use DbWebRetrieve for the first time and get an error:*

Server Error in '/DbWebRetrieve' Application.

The current identity (NT AUTHORITY\SYSTEM) does not have write access to 'C:\Windows\Microsoft.NET\Framework\v2.0.50727\Temporary ASP.NET Files'.

Description: An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

Exception Details: System.Web.HttpException: The current identity (NT AUTHORITY\SYSTEM) does not have write access to 'C:\Windows\Microsoft.NET\Framework\v2.0.50727\Temporary ASP.NET Files'.

Source Error:

An unhandled exception was generated during the execution of the current web request. Information regarding the origin and location of the exception can be identified using the exception stack trace below.

Stack Trace:

```
[HttpException (0x80040005): The current identity (NT AUTHORITY\SYSTEM) does not have write access to 'C:\Windows\Microsoft.NET\Framework\v2.0.50727\Temporary ASP.NET Files'.]  
System.Web.HttpRuntime.SetUpCodegenDirectory(CompilationSection compilationSection) +471  
System.Web.HttpRuntime.HostingInit(HostingEnvironmentFlags hostingFlags) +160  
[HttpException (0x80040005): The current identity (NT AUTHORITY\SYSTEM) does not have write access to 'C:\Windows\Microsoft.NET\Framework\v2.0.50727\Temporary ASP.NET Files'.]  
System.Web.HttpRuntime.FirstRequestInit(HttpContext context) +20  
System.Web.HttpRuntime.EnsureFirstRequestInit(HttpContext context) +78  
System.Web.HttpRuntime.ProcessRequestInternal(HttpContextRequest wr) +257
```

Version Information: Microsoft .NET Framework Version:2.0.50727.5477; ASP.NET Version:2.0.50727.5479

Solution:

Assuming Apache, go into services, right click on Apache service. Click Log On and tick 'Allow service to interact with desktop' click Apply, OK. When convenient restart the service and try DbWebRetrieve again.

Updating an Installed Integration

Using the Exchequer Integration Configuration Wizard, it is possible to add to an existing integration:

- Add more companies to utilise EDM capability
- Continue / finish off a partially installed system
- Update your system with new content



Adding Additional Companies

The Exchequer Integration Configuration Wizard configures those Exchequer companies that wish to utilise EDM.

WARNING



The Exchequer Integration Configuration Wizard cannot detect for companies already configured in this release. Ensure you have knowledge of those Exchequer companies already configured for use with Exchequer EDM before committing to adding new ones.

Should you wish to add more Exchequer companies to the EDM system, follow these steps:

1. From the location of the distribution \Connector directory, load the Exchequer Integration Configuration Wizard.exe **as administrator**.
2. Select Server Configuration
3. An existing system will be detected
4. Select the option to add additional companies.
5. As per a fresh install add those company codes required, click Apply. When complete, close the Exchequer Integration Wizard.
6. Load the **DbLogin Admin Console** as administrator
7. Click the **DbArchive Table Editor** button 
8. Click the **Import from XML** button 
9. Browse to the **c:\V1Home\DbArchive** directory and select the **tables.xml** file, click Open



Note: This may take a few moments, the more companies, the longer it will take to import.

10. Close the **DbArchive Table Editor**
11. Click the **DbArchive Import/Export** button 
12. Go to File > Show system tables
13. Click **_LINKS**
14. Click the **load button** 
15. A warning appears that this may take some time, click **OK**
16. Click **OK** on success
17. Close the **DbArchive Tag Data Import/Export Tool**

18. Click the **Email Mappings** editor button 

You will now add the mappings necessary for associated documents to populate the description field with the subject line of any emails that are archived. Click the **Add** button and for each of those available (ending ASSOC), mapping against the description field (DDESC) and Subject line for each.

19. When finished, click the **Save** icon and close the **Email Mappings Editor**
20. To complete the process, follow the steps in sub task 4 per company added.

If licensed for Exchequer OCR:

21. The additional company / companies will also need adding to the DbScanner OCR profile. Consult the section in the Client Installation instructions labelled 'Add Exchequer OCR Scan Profiles into DbScanner' replicating the steps starting at point 23.

Completing an Unfinished Install

Although not recommended, if you decide to close the Exchequer Integration Configuration Wizard part way through the install, this option allows you to continue from where it left off.

Updating your system with new content

If the customer has purchased this release whilst already having a previous release installed, clicking Update will update their system with the enhancements and bug fixes as per the release note. In addition, if OCR is also detected on the distribution, this will also be added to the existing system. Instructions to do this continue on the next page.

Adding DbCapture to an existing installation

If you have purchased this release as an upgrade from a previous release and wish to use OCR functionality you will need to add DbCapture to your existing V1 core software installation prior to running the Exchequer Integration Configuration Wizard.

Prerequisites:

- The latest distribution including DbCapture has been copied to the Exchequer server
- You have your ABBYY Finereader license to hand
- A SQL database on the Exchequer database server called **DbCapture** has been created.
- The **V1User** SQL user has sufficient privileges (**dbowner**) to the **DbCapture** SQL table

Server Installation Instructions:

1. Browse to the location of your existing V1 Core software installation
2. Copy current settings.xml from C:\V1Home\CD, and paste into the root of the latest distribution
3. From the root of the distribution, as administrator run **iManager.exe**
4. Select **Server Components**
5. The Server installation screen is displayed, confirm all currently installed Server components are shown with a green tick, and DbCapture components which are not currently installed are available for selection
6. Under the DbCapture section, tick Server Instances, and PDF file watcher (to install PDF file watcher you will need to configure at least one folder location)

If you have already extracted and installed ABBYY Finereader please skip to Step 12

7. Click on **Extract Finereader**
8. A window 'Locate ABBYY Finereader setup' is displayed. From here browse to the latest distribution on the server and the DbCapture folder, within here you can select the ABBYY10 setup file
9. Click **Open**
10. The ABBYY10 setup file will then be extracted. This may take a few minutes.
11. Press Ok
12. You are now ready to proceed with the installation , click the Install button

If you have already activated your ABBYY license, please skip to Step 18

13. A message appears prompting you to Launch ABBYY License Manager, choose **Yes** (if you do not activate your license before proceeding, the installation will not complete successfully and you will be unable to use the DbCapture components of the software)
14. The ABBYY SDK 10 License Manager is launched. Click the **Activate License** button
15. Enter your license serial number into the fields provided and press **Next**
16. You will then be presented with a number of methods of activating your ABBYY license, choose the most appropriate option for you and proceed with Activation.
17. Once your ABBYY License is activated you should close the ABBYY License Manager. This will prompt the installation to continue automatically.

18. When completed, click **Back**
19. Select **Client Components**
20. Confirm a suitable path
21. Select the **DbCapture Admin** client by ticking the box
22. Click **Install**
23. When completed, click **Close**

Client Installation Instructions:

You will need to install the DbCapture clients on your client workstations.

1. Browse to the server share location for the latest distribution
2. Run the **iManager.exe** as administrator from the share
3. Select **Client Components**
4. Select and confirm the settings for each of the components in the tree below:
 - DbCapture
 - DbCapture Admin
 - DbCapture Interactive

DbCapture Configuration Instructions:

Now you have added the DbCapture components to your installation, in order to use DbCapture you will need to perform some further configuration


1. Log in to DbLogin Admin Console as the administrator
2. From the **Application** menu select **Manage Application**
3. Click the **Import** button
4. Click **Browse**
5. Browse to the latest distribution and the **DbCapture** folder
6. Select the XML schema file **dbcapture.v.3.0** and press **Open**
7. Press Ok to add the application schema to the list
8. Close the Import Application Schema window
9. In the Application Management window press **Add**
10. In the Add Application window tick the box next to dbcapture v3.0 and press Ok
11. Press OK on Message box
12. DbCapture is now displayed in the Environment / Application Structure list
13. Select DBCapture in the Environment / Application structure and click the **Servers** button
14. Click the **Add** button – a new grid line is created
15. Enter a **Description** of DbCapComms Admin Client
16. Ensure **Active** is ticked
17. In the **Host** field enter your server name or IP address
18. In the **Port** field enter 31451
19. In the **Tags** field enter CapAdmin
20. Click the **Add** button again – this creates another new line
21. Enter a **Description** of DbCapComms Interactive Client
22. Ensure **Active** is ticked
23. In the **Host** field enter your server name or IP address
24. In the **Port** field enter 31450
25. In the **Tags** field enter CapClient
26. Click the **Add** button again – this creates a third line
27. Enter a **Description** of DbCapComms Util Client
28. Ensure **Active** is ticked
29. In the **Host** field enter your server name
30. In the **Port** field enter 31452
31. In the **Tags** field enter CapUtil
32. Press **Save**
33. Press Ok
34. Close Application Management
35. Close DbLogin Admin Console

In order to access DBCapture you will need to add in the Client Access Licenses

36. Navigate to the latest distribution and \Core Files\DbLogin Files\CALS

37. Copy the .cal files for DbCaptureAdmin and DbCaptureClient
38. Browse to C:\V1Home\DbLogin\CALS and paste in the .cal files
39. Restart the service DBLogin Server service
40. Load the **DbLogin Admin Console** as administrator
41. Go to Users, then **Manage Access Tokens**
42. You will see DbCaptureAdmin and DbCaptureClient have been added to the Client Access Token List, the Total Tokens should reflect the License you purchased.
43. Press **Close**

You will now need to add the DbCapture application to your administrator user

44. Load the **DbLogin Admin Console** as administrator
45. Select **the tick box to the left of the administrator user** in the list
46. Click the **User Settings** button 
47. Right click on **Live** in the tree and left click **on Add Application**
48. Select **dbcapture v3.0** from the list, click **Add**
49. Ensure you select access level 5 and Enable Candidates is ticked.
50. Ensure **ProfilesAllowed** is set to **DbCapture,DbCapturePOP** to allow access to NONPOP and POP invoicing processing.

Your Administrator user will now be able to log in to DbCapture admin

The DbCapture OCR functionality has the ability to import PDFs automatically so that they can be archived along with an Invoice that is then created in Exchequer. (See the DbCapture Crib Sheet for usage instructions.) To ensure your tag files are correct for both NONPOP and POP PDF imports please follow the instructions on [Page 11, Steps 24-28](#).

Sub Task - Updating Integration Software

Prerequisites:

- DbCapture has been added to the Server installation and correctly configured
- The latest distribution has been copied to the Server
- The system is not in use by any Exchequer clients

Updating the Integration Software:

1. From the location of the distribution \Connector directory, load the Exchequer Integration Configuration Wizard.exe **as administrator**
2. Select **Server Configuration**
3. Press **OK**
4. Choose the **Update your system with new content** radio button
5. Press **Next**
6. Ensure the system is not in use and press **Update**
7. Choose **Yes** when prompted



Note: You may see a number of services stop and restart during the update.

Once the update is complete you will be prompted to review the documentation before you continue.