Installation and Upgrade Guide

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Banco Popular de Puerto Rico

1 Preface

1.1 Purpose

The purpose of this Guide is to provide information about installing and uninstalling the Check Management application.

The User will be able to perform the following tasks with this Guide:
- Identify supported hardware configurations.
- Identify supported operating systems.
- Define user rights and permissions for network operating systems.
- Define the desired application configuration.
- Install the application.
- Uninstall the application.
- Migrate data from a previous version of Check Management into the current version.

The primary audience for this guide is the system administrator.

1.2 Description

Check Management is an integrated viewer that provides support for the following Paid Items. It addresses Banco Popular's requirement to offer its customers an efficient process to run queries to access disbursement check images and to view the associated transaction data. The application uses the Paid Items Viewer Query to access the Check Management index database, which is typically stored on local PC hard disk /drive at the customer site.

1.3 System Requirements

A working knowledge of the following is required:
- Windows 98, Windows 2000, Windows ME, or Windows XP operating systems.
- Installation procedures for software.

The minimum and recommended hardware to use the Check Management suite of programs includes the following:

Minimum	Recommended
Intel Pentium or AMD Athlon 500 MHz or higher CPU	1 GHz or Higher CPU
128 MB RAM	256 MB RAM
10 GB of free disk space	20 GB of free disk space*
CD-ROM drive*	CD-ROM drive**

* The application allows copying data CD's on the hard disk. The maximum number of index records supported is 25 Million. The actual size of hard disk required will depend on the data.
**The CD-ROM drive is required for CD viewing support.

2   Installation and Configuration

This section describes the procedure for installing the Check Management application as Standalone.

Note Check Management v7.x only allows one instance of the application, *from any one financial institution*, to be installed on a computer. Example: you have received a copy of Check Management v7.x from "National Bank". You can only install one copy of the National Bank Check Management software on a computer (you may install <u>one</u> copy on other computers as necessary). If you try to run setup to install another copy, setup will automatically assume that you want to Modify or Repair the existing installation. However, if you receive a copy of Check Management v7.x from another financial institution, e.g. Federal Bank, you may also install one copy of the Federal Bank Check Management software on the same computer running the National Bank Check Management software.

2.1   Supported Platforms

Check Management is supported under the following operating systems:
- Windows 98
- Windows Me
- Windows 2000 Professional, (Service Pack 2 or higher recommended). Windows 2000 Server versions are not supported.
- Windows XP Professional
- Windows XP Home (standalone mode only)

2.2   Rights and Permissions

This section describes operating system user account rights and permissions required to install and operate Check Management.

2.2.1   Installation

If you are installing or upgrading Check Management to PCs running Windows 2000 Pro or Windows XP Pro, you must use an account with Administrator rights.

If you are installing or upgrading Check Management to a PC running Windows XP Home, you must use an account with Computer Administrator rights

2.2.2   Operation

If you are using NTFS partitions, user accounts require the following permissions assigned to all application folders and files. These permissions are also required on any application folders and files stored on network drives. Windows XP Pro and Windows 2000 Pro: Read/Execute, List Folder Contents, Read, and Write (**Note:** to prevent users from deleting application folders/files, do not assign the Modify permission)

Note: All Check Management versions *prior* to version 7.01.xx also require Write access to the root of the C: drive in order to accommodate temporary files created during application runtime. This issue has been resolved in Check Management versions 7.01.00 and higher.

Under Windows XP Home, Check Management must be used with a Computer Administrator account. It will not function under Limited or Guest accounts.

2.3 Configuration

Check Management is configured as a Standalone application. In this mode, the application and all folders and files are installed to a single PC. Multiple users, if desired, may share this PC.

2.4 Upgrading an earlier release

Check Management version 7.x provides data import functionality from earlier versions of Check Management image viewer software.   The following previous releases can have their existing data imported into Check Management 7:

- Check Management v6, all versions

It is recommended that you take a backup of your existing viewer installation before proceeding with the upgrade.

2.4.1 Check Management v6.x

To upgrade from Check Management version 6, install version 7 into a new folder, then run the IV6x Data Upgrade Utility. Instructions for using the IV6x Data Upgrade Utility are described in Section 4 of this manual.

Note: Check Management version 7 setup will not allow you to install on top of an existing version 6 installation – you must use a new folder. *This limitation does not apply to versions 6.02.xx of the viewer. You should, however, take a full backup of v6.02.xx before installing v7.x on top of a v6.02.xx installation*. Do not confuse v6.02.xx with v6.00.02x.

3 Upgrading Check Management 6.x to Check Management 7.x

This section describes the procedure for upgrading Check Management versions 6.x to versions 7.x using the provided Data Upgrade utility (IV6XDataUpgrade.EXE).

Warning: *To ensure the upgrade process works correctly, do not log on to the Check Management until after the upgrade if completed with no problems.*

It is recommended that you take a backup of your existing viewer installation (before proceeding with the upgrade. Also execute the Repair and Compact functions included with the Check Management Maintenance and Diagnostics utility.

There are several methods of backing up the application, such as:
- Using the Check Management Maintenance and Diagnostics utility. If you choose this option, run Automatic Maintenance | Backup. Refer to the Check Management user guide for more information.
- Using the backup utility provided with Windows.
- Using a third-party backup solution such as Veritas Backup Exec.

The Data Upgrade utility provides the following features and functions:
- Imports data from Check Management6.x to Check Management7.x.
- Verifies that the data upgrade has been successfully performed.

To upgrade your existing Check Management version 6.x installation to version 7.x, first install Check Management 7 (refer to the instructions outlined in Section 2 of this manual)

Note: Check Management version 7 *must* be installed into a new folder. If you attempt to install version 7 to an existing version 6 installation, the following message will be displayed:
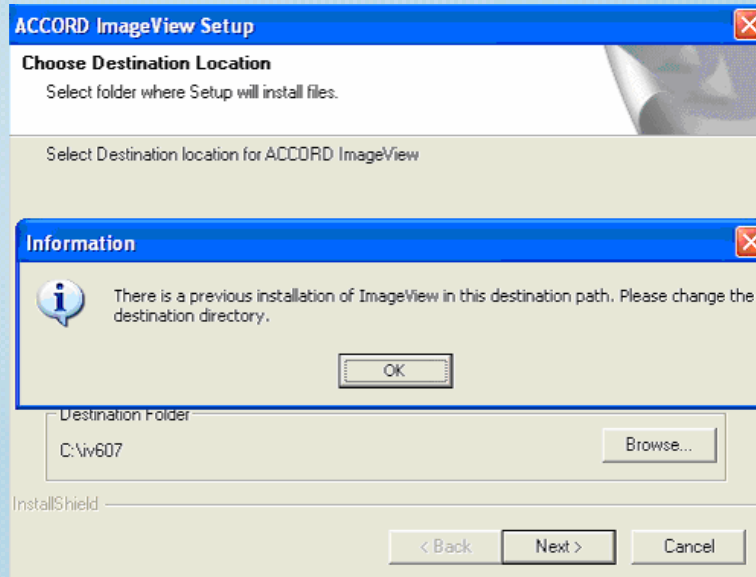
Figure 1: Setup warning

If you encounter this scenario, click OK, then change the destination folder to complete the installation of Check Management 7.

Note 2: *the limitation above does not apply to versions 6.02.xx of the viewer. If you are upgrading from version 6.02.xx to v7, please refer to the upgrade instructions in Section 3. It is strongly recommended that you take a full backup of your existing v6.02.xx installation before upgrading to v7.x. If you have any questions regarding your version number, please contact Yojna Technical Support for assistance.*

3.1 Executing the IV 6 Data Upgrade Program

To execute the IV 6 Data Upgrade program, use one of the following methods:
- Using Windows Explorer, navigate to the file IV6XDataUpgrade.EXE in the Check Management installation folder. Double-click the file to launch the utility.
- Using Start | Run, click the Browse button and navigate to the file IV6XDataUpgrade.EXE in the Check Management installation folder. Click OK to launch the utility.

The Data Upgrade main form will be displayed.
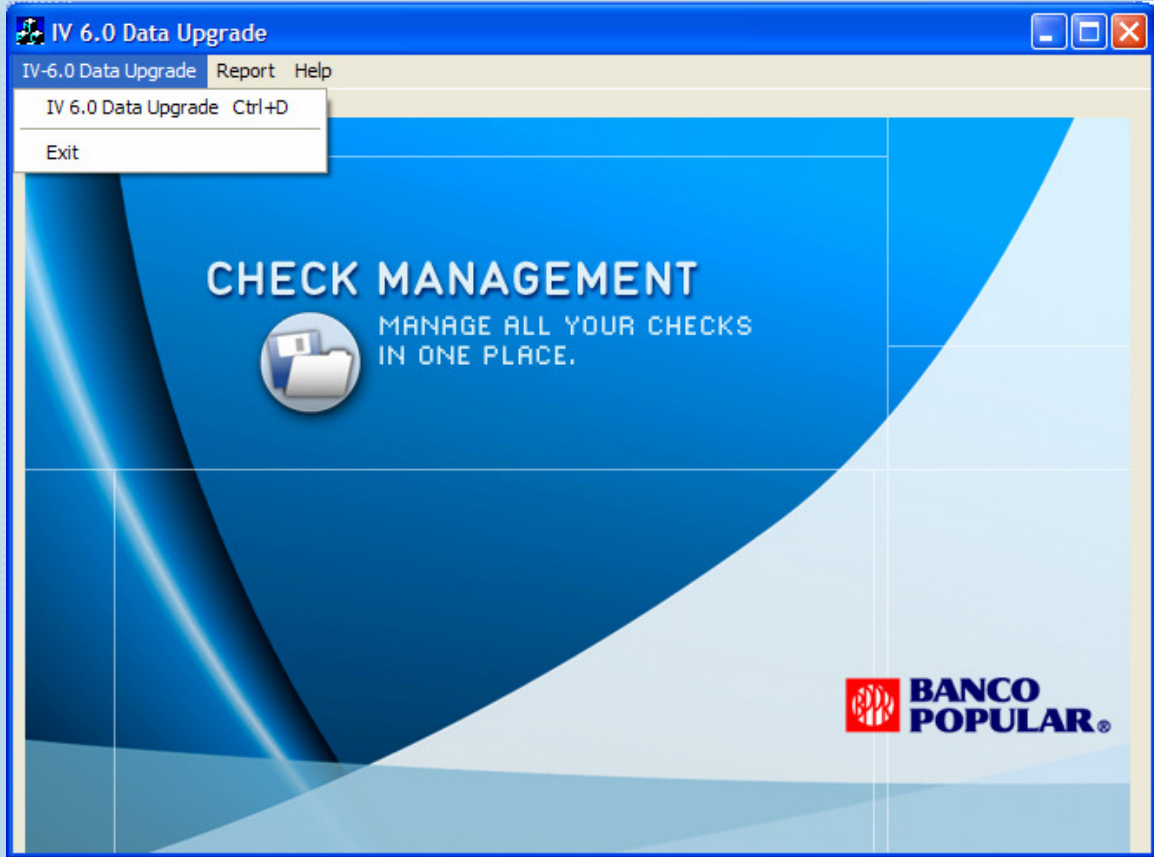
Figure 2: IV6 Data Upgrade Main Form

The menu items at the top of the form offer the basic functionality:

- **IV 6.0 Data Upgrade-** Options for starting Data Upgrade and exiting the program.
- **Report**- Data Upgrade report.
- **Help**- Access the Help file contents or the "About" box.

3.2 Supported Upgrade Modes

The IV 6x Data Upgrade utility supports the following upgrade modes:

Check Management 6.x Installation Mode	Allowed to Upgrade
Standalone Mode	Yes

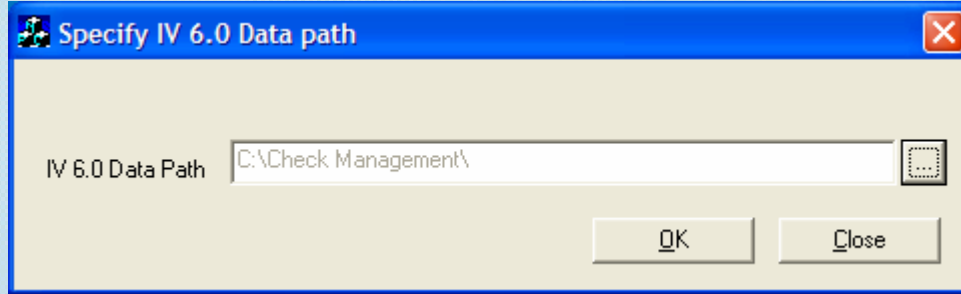**Table 1-1: Supported upgrade modes**

3.3 Using the Data Upgrade Option

The following sections describe the procedure for using the IV 6 Data Upgrade utility.

3.3.1 Check Management 6.0 Database

To start the data import process, click the IV 6.0 Data Upgrade menu option to display the Specify IV 6.0 Data path dialog box.
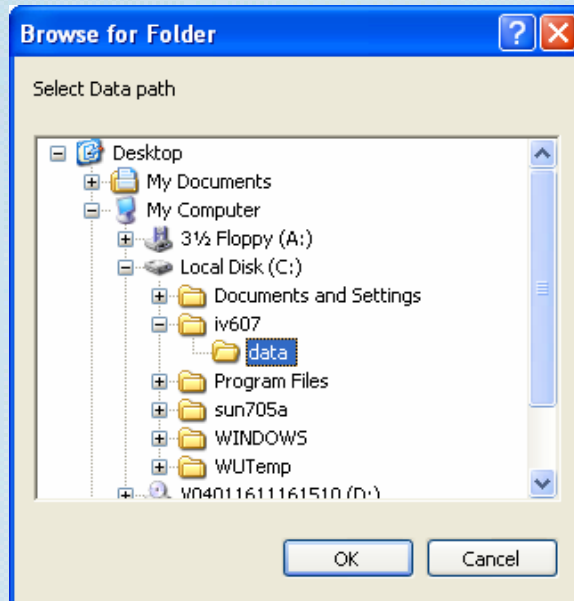

Figure 3: Specify Data path dialog box

To select the data path, click the ellipsis ("...") button. The Browse for folder dialog box appears as shown in Figure 4. Navigate to the folder containing the Check Management 6 *data* files (the data files typically consist of files with the .MDB extension). Note that, depending on how you chose to install Check Management 6, the data files may be located in one of the following locations:

- The application installation folder e.g. C:\Check Management
- A designated subfolder under the application installation folder e.g. C:\Check Management\data
- A designated folder on a network share or network drive e.g. X:\imagedata

Click the Close button if you want to cancel the operation and close the dialog box.

Figure 4: Browse for Folder

Highlight the folder containing the Check Management 6 data files, and then click OK. Now click the OK button on the Specify IV 6.0 Data Path dialog box to start the data upgrade process. The IV 6.0 Data Upgrade Status screen (Figure 5) will be displayed.

Click Cancel to close the Browse for Folder screen.
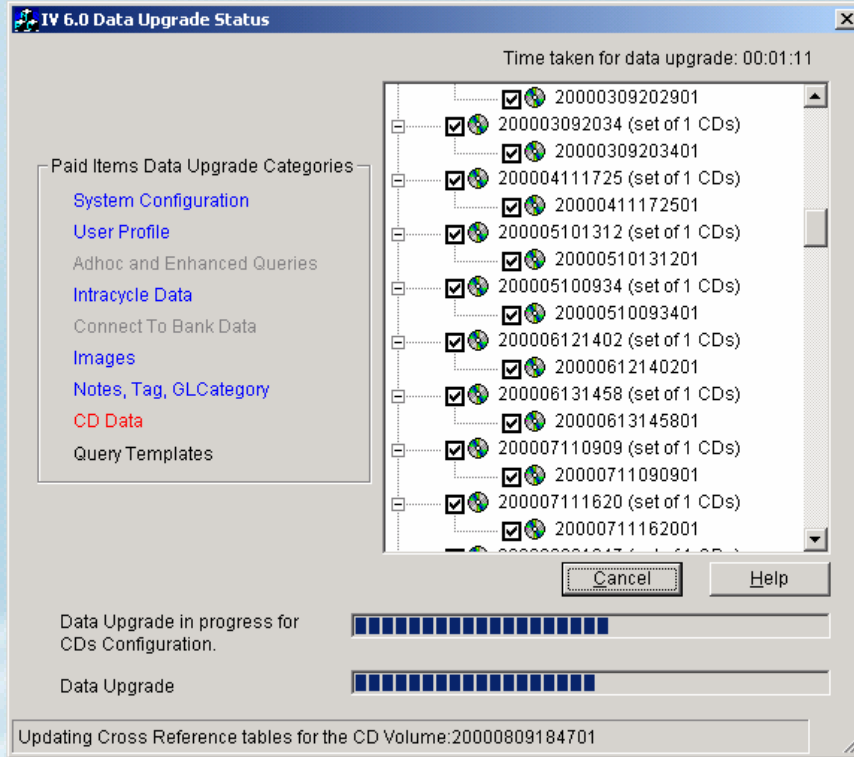
Figure 5: IV 6.0 Data Upgrade Status screen

The form displays the following information:

- Time taken by the program.
- Data upgrade categories – System Configuration, User Profile, Ad Hoc and Enhanced data, Images, Intracycle, Tags and GL Categories, CD data and Query Templates.
  Note: depending on the Check Management features purchased by the Financial Institution, not all of these items may be present
- The text color indicates the current action:
  - Black – upgrade is pending.
  - Red – upgrade is in progress.
  - Blue – upgrade is complete.

- The two progress bars indicate processing status.
  - Data upgrade category.
  - Data upgrade application (overall program status)

- Status bar displays the action in progress, e.g. Creating CD List

- CD tree displaying the CD sets as parent node and CD volumes as child node. A check box for CD Volume is checked when a CD volume is successfully upgraded. Similarly, a check box for CD Set is checked when a CD Set is successfully upgraded.

The form has 2 buttons to perform the following actions.

- **Cancel** – To stop / interrupt the program execution click the Cancel button. The application will ask for confirmation.
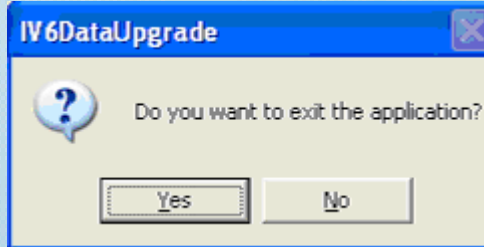
Figure 6: Data Upgrade cancellation confirmation

  o No - The application will continue processing.
  o Yes - The application will terminate.

  You can run the Data Upgrade at a later time – if you do so, the following message will appear:
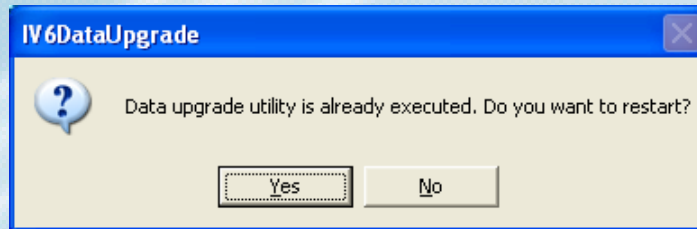
Figure 7: Data Upgrade re-execution warning
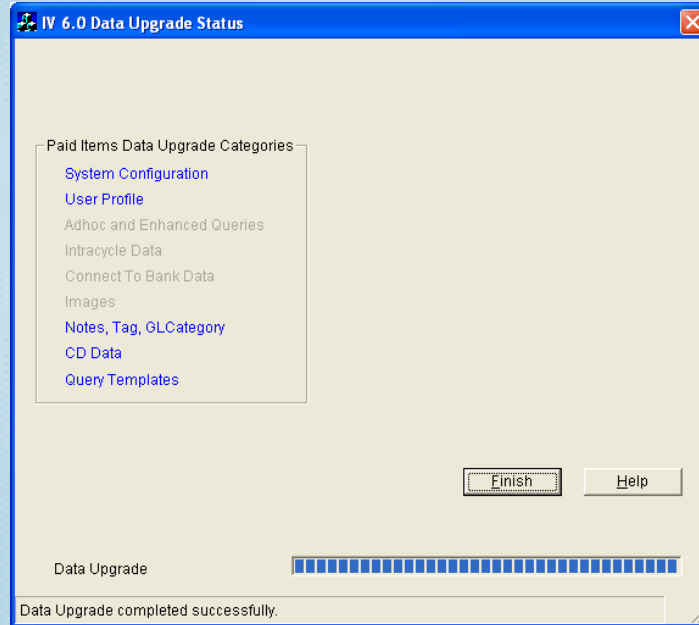
  Click Yes to rerun the utility.

- **Help** – Displays the Help file.

When the IV6 Data Upgrade Utility has completed, the following message will be displayed:

Figure 8: Upgrade confirmation

Click OK to continue, and then click Finish on the IV 6.0 Data Upgrade Status screen to close the program.

Figure 9: IV 6.0 Data Upgrade Finish screen

After a successful upgrade to Check Management v7.x, it is recommended that you test Check Management v7.x to verify that users and data were imported correctly. Using the Profile Manager verify that appropriate functions are assigned to users imported from Check Management V 6.x Once this testing has been verified, you may delete Check Management V 6.x from your computer.

To delete Check Management 6.x, go to Start | Programs | <Check Management 6 program folder> and select the Uninstall option. You should also refer to the uninstallation instructions described in the Check Management v6.x Installation Manual.

Note: Do not delete Check Management 6.x from your computer until you have successfully upgraded your version 6 data.

3.4   Reporting and Logging

Click Report on the IV 6.0 Data Upgrade menu bar to display a report for the upgraded data, showing a comparison between Check Management 6.x (Source) and Check Management 7.x (Destination) data. The comparison is processed based on:

1. Number of records in the corresponding tables.
2. Sum of amount from the CD Volumes.

The report will indicate any CD volumes that were not upgraded due to any error(s).

Additionally, CDs that were not upgraded correctly will be recorded in the IV 6.0 Data Upgrade log file. The log file is named IV6<date>.LOG, and can be found in the path [drive]:\<Check Management 7>\log.

Example log file name: IV620040102.LOG
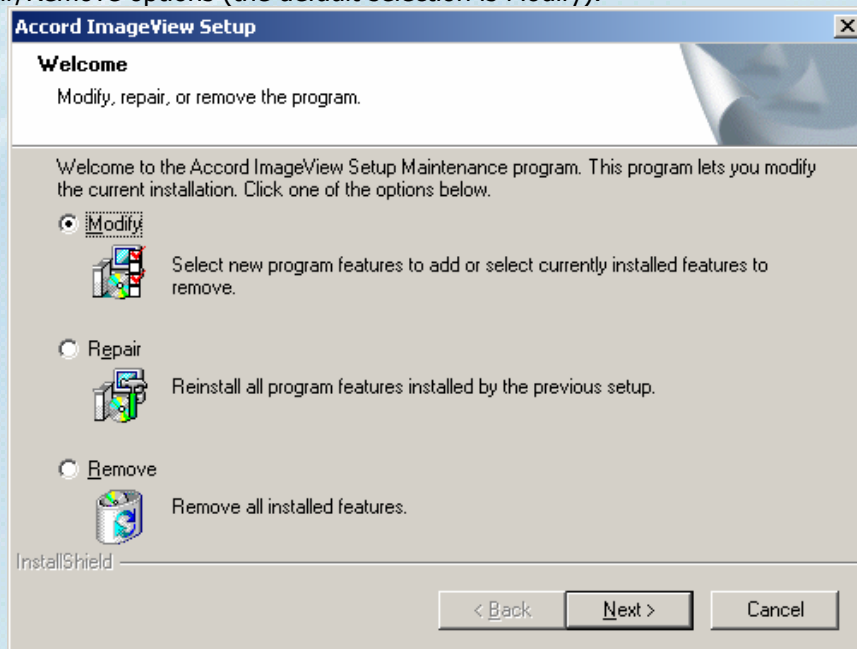
4   Uninstalling Check Management

To delete a standalone installation of Check Management v6.x or previous, open Control Panel and select Add/Remove Programs.
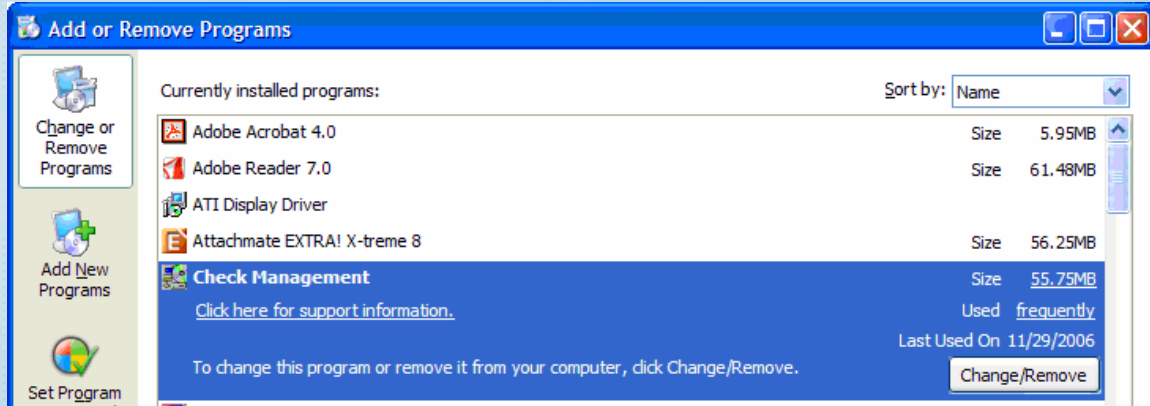
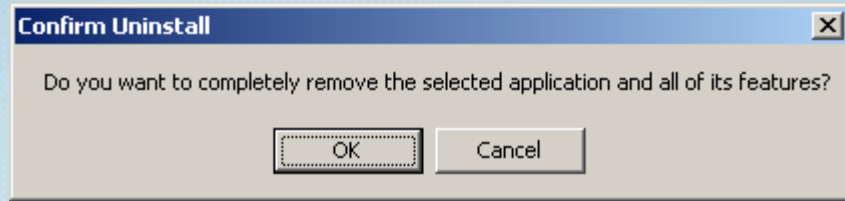**Figure 10: Add/Remove Program Properties**

Select Check Management and then click on the Add/Remove… button.

A Welcome screen for the Check Management Setup Maintenance Program will be shown, with Modify/Repair/Remove options (the default selection is Modify).

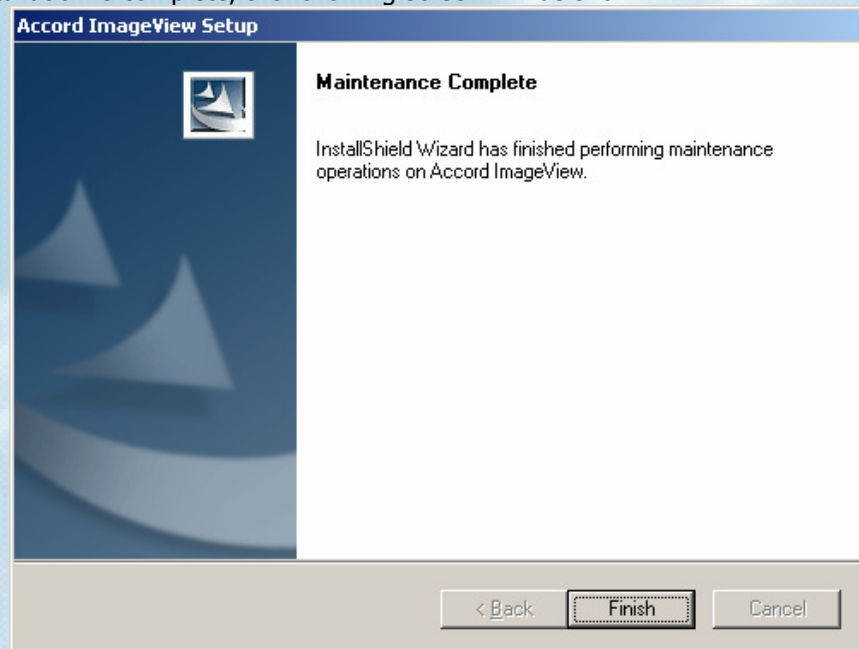**Figure 11: Welcome screen - Check Management Setup Maintenance Program**

Select Remove and click Next to continue. You will be prompted to confirm the uninstallation – click OK to continue uninstallation or Cancel to abort the uninstall process.

Confirm Uninstall

Do you want to completely remove the selected application and all of its features?

OK   Cancel

Figure 12: Confirm application uninstallation

Note: The uninstall program deletes the application program files. It does not delete the application data files or any MDB files associated with CDs. These files/folders should be manually deleted AFTER executing the uninstall program. This procedure *must* be observed if you intend to perform a clean reinstall of Check Management to the same computer.

When uninstallation is complete, the following screen will be shown:

Accord ImageView Setup

Maintenance Complete

InstallShield Wizard has finished performing maintenance operations on Accord ImageView.

< Back   Finish   Cancel

Figure 13: Maintenance Complete

Click Finish to end the process.