


SETTING UP RECEIPTING SYSTEM STATIONS AND SERVER APPLICATIONS PROCEDURE		
<u>System:</u> Quality Management System	<u>Reference No, Revision No:</u> Q-F-IT-P-17, Rev 1	<u>Originated by:</u> Systems Administrator
<u>Revision Date:</u> 29.07.2013	<u>Page No:</u> Page 1 of 7	<u>Authorised by:</u> IT Manager

## 1 Purpose

This document describes the procedure and a process for installing a Receipting System workstation and the server application. The Receipting system runs on dBase plus engine and is deployed on a windows server 2008 R2 Standard platform. The procedure is intended for SEC Systems Administrator and Technician to use ONLY in times of System Installation.

## 2 Scope

The procedure serves as a fine guide with step by step tasks to follow in cases where the Receipting System needs to be installed either on a workstation or server. Due to the fact that passwords are supposed to be changed from time to time, passwords are not included as part of this procedure.

## 3 References

N/A

## 4 Definitions

CRM – Customer Relations Management

GL – General Ledger

## 5 Responsibilities


The Systems Administrator – Only the System Administrator OR an approved IT department employee is responsible for executing the commands of installing the Receipting System.

The Business Systems Engineer – Only the Business Systems Engineer or the IT Manager can approve the installation of the Receipting System on a server or new workstation.

## 6 Procedure


### 6.1 Installation Process

This section of the document covers the process of installation of the system together with its hardware. The first thing to look at is the installation of the software, and then the printers it interfaces with.

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#### **a. Application Installation**

- The location of the installation files is the shared folder on the physical receipting server (which at the time of this writing was at 147.110.192.53, C:\stations); one has to map this folder into a drive say R: on the workstation which is being installed the system.
- After this folder has been mounted, the next step is to install dBase Plus Runtime; there exists two versions of this software. Now to pick which one to install, you would have to know if the windows platform is a 32 bit or 64 bit.
- Now on the folder called R:\SECINSTALL find the application called PlusRuntime-b2215\_EN.exe and install it for 32bit platforms, it should be noted that it also works on 64 bit platforms; on the other hand PlusRuntime-b2083\_EN.exe will only work for 64 bit platforms.
- The installation of these engines is pretty straight forward.
- The next thing to do is to pick which receipting system you want to install. The receipting software comes with two systems; the server application and the revenue application. The server application will be used by a Systems Administrator to do configurations on the system which will be discussed later on; also supervisors will use the same system to pull up reports from the system. To install it, go to R:\SECINSTALL\setup\_serverws.exe and execute this program, follow on screen instructions and you should have it.


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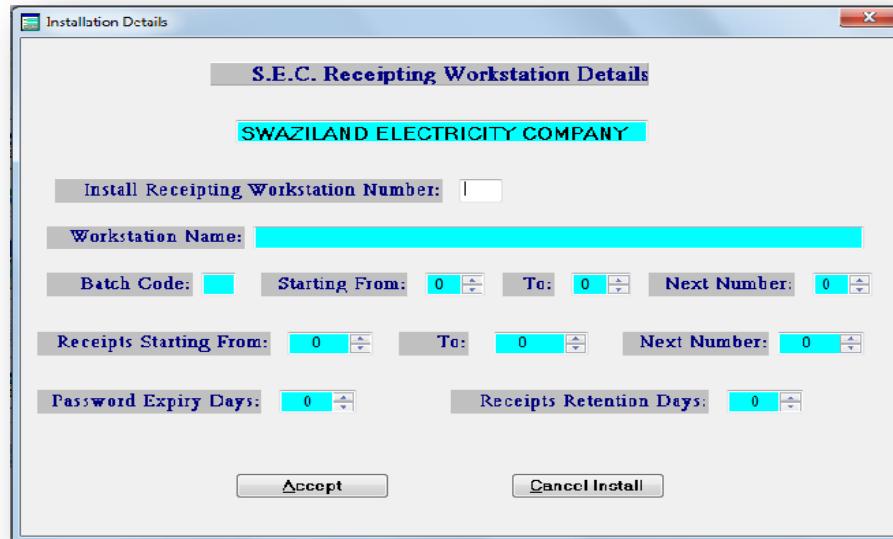
On the following screenshot, the first drive to select is the C:\ drive and the next two are R:\



Now to install the revenue application, go to R:\SECINSTALL\SETUP\_REVENUEWS.exe and execute this program, follow on screen instructions and you should have it.

- The following are very important screen shots of the installation process. Please leave everything to defaults on this screen.

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**S.E.C. Receipting Workstation Details**

**SWAZILAND ELECTRICITY COMPANY**

Install Receipting Workstation Number:

Workstation Name:

Batch Code:  Starting From:  To:  Next Number:


Receipts Starting From:  To:  Next Number:

Password Expiry Days:  Receipts Retention Days:

- Put the station number and press tab key, note: the station number and details should have been added prior in the server application (refer to section 5.1). Leave everything else to defaults and accept.

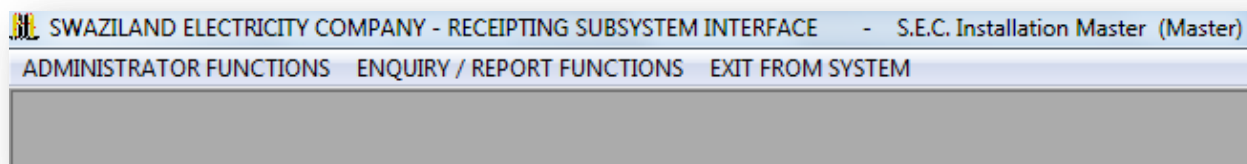
#### b. Printer setup

- The printers that need to be installed for the receipting process are the Epson TM88IV printers; these have been tested and found to work well with the system. They need to be installed and then set as default printers on the workstation.
- That concludes our technical operations.

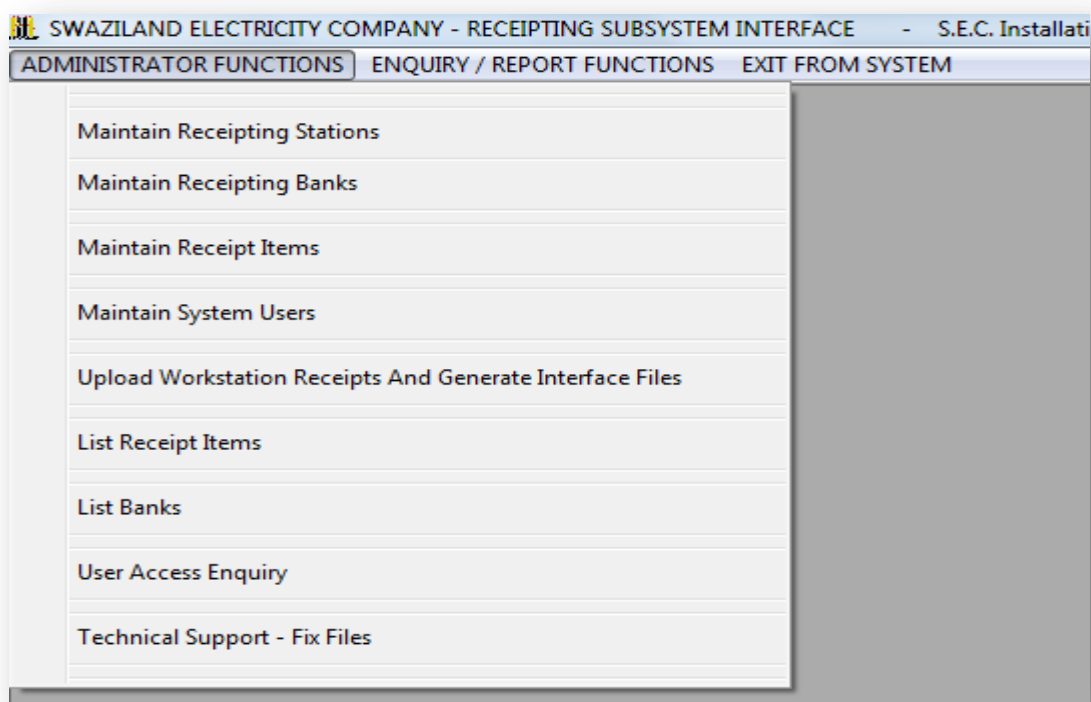
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## 6.2 Administration


- Administrative processes occur on the server application, the diagram below shows the menu of this application after login:

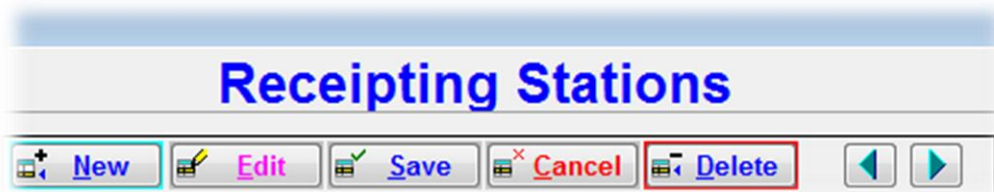


- Clicking on the ADMINISRATOR FUNCTIONS menu gives the options as shown in the figure below:



- Clicking on any of the options with the maintain keyword, you obtain options that you can perform on that particular object, see diagram below:

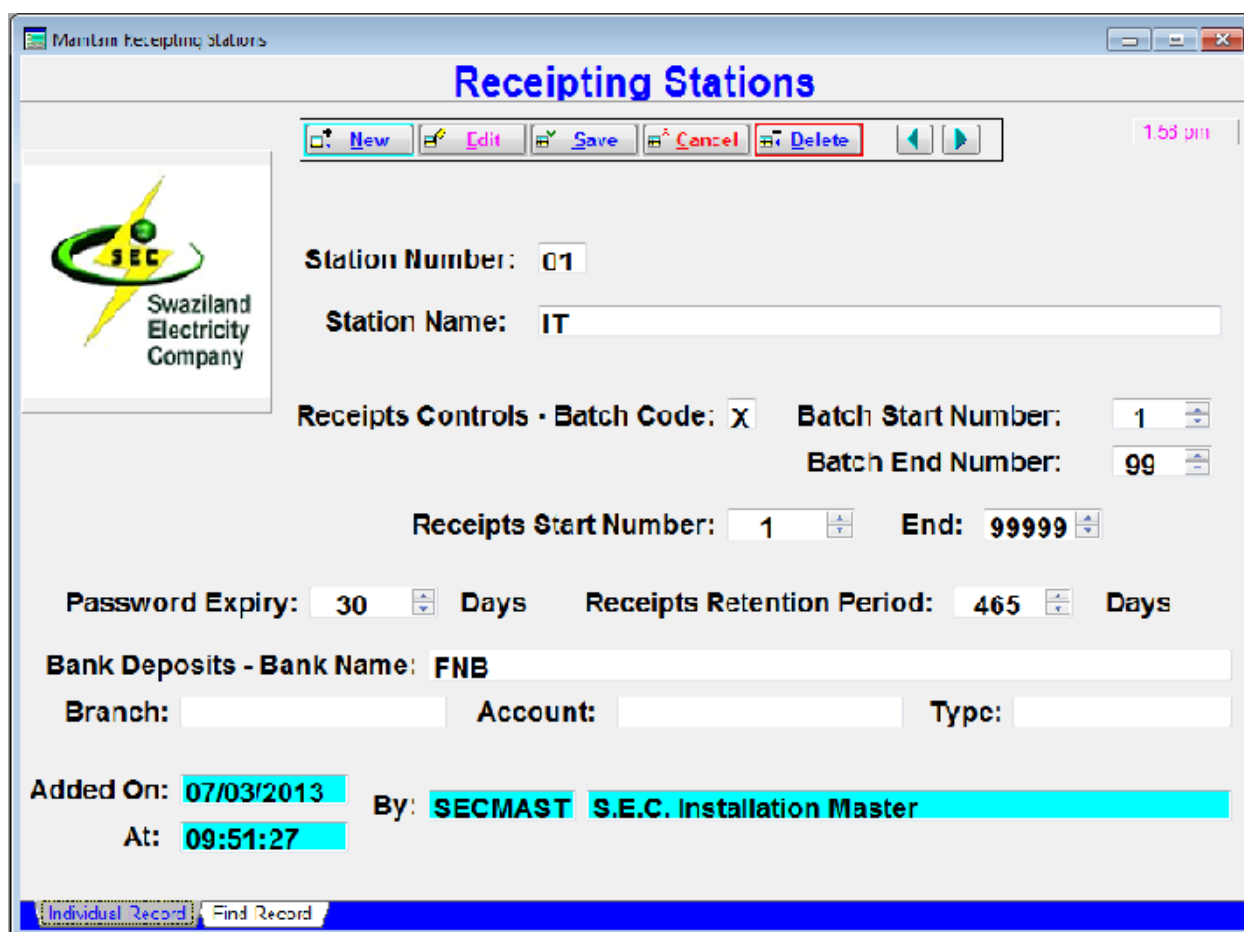
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- You can new, edit, save, cancel and delete an object.

### 6.3 Creating a workstation

- As an example of some of the administrative tasks, I will now demonstrate how to add a new station onto the system before it can be setup at the revenue:
- ADMINISTRATOR FUNCTIONS → Maintain Receipting Stations → New



- The above screen short shows an example of adding a new station, after inputting the necessary fields, you can then click save.

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### 6.4 Adding Receipting Items

- Do the same as above except choose maintain receipting items, the important thing to note is the check buttons at the bottom (see diagram below) which have Billing, CRM and GL Journal, now you need to check these if and only if the item will require an account on the specified system, e.g. SPU-ACCOUNT item will require Billing to be checked.

## 7 Records

N/A