Company Logo

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1 Introduction

This document is the Administrator User Manual for the E-cart web application. The e-cart system is a unique web-based application to handle check remittance that enables users to scan their checks for depositing from their residence or office. This document provides the pre-requisite steps to describe the admin tools options.

Some conventions are used throughout this manual while describing the functions of e-cart. Keys on the PC keyboard are referred to by their labels in **blue bold** letters. The label mentioned in the manual is the one most frequently used on keyboards; however, there are variations from model to model. A plus between key labels indicates that you hold down the first key and then press the second key. Selections from menus are printed in *dark-red italics*. Screen text is indicated in **bold** letters. Examples of processing screens and menus are intended for illustration only. The appearance of some screens may vary slightly for your particular installation.

There are three types of role that have been configured in the application:

- Administrator
- Supervisor
- Normal User

When a normal user logs in to the application **Admin Tools** and **Reports** will not be available in the main menus. These tools will be available to users who have been assigned the roles of an Administrator or Supervisor.

Note: If a normal user needs to run the application, the administrator should assign a Supervisor role to that user

Administrator functions are made through the **Admin Tools** menu for Simple deposit and Make deposit options.

2 Administrator Functions

The **Admin Tools** menu is available to administrators and supervisors in the main menu system as shown below. The **Admin Tools** menu enables the administrator to create locations, formats, account types, customers, accounts, sites and worksources.

The sequence below should be followed to set up e-cart:

1. Login in to the application.
2. Go to the **Admin Tools** menu> Select *Locations* to add a location and associate it to users.
3. Go to the **Admin Tools** menu> Select *Customer* to add a customer and associate it to users.
4. Go to the **Admin Tools** menu> Select *Create Format* to create data entry formats for the account types.
5. Go to the **Admin Tools** menu> Select *Account Type* to create an account type for the customers' accounts.
6. Go to the **Admin Tools** menu> Select *Accounts* to create an account and associate it to customers.
7. Go to the **Admin Tools** menu > Select *SiteMaster* to create a site id.
8. Go to the **Admin Tools** menu > Select *Lock* to create a worksource for a site id and associate it to users.

The following sections explain the steps in greater detail.

2.1 First-Time Login

To begin, login into the e-cart, the user should be registered in the **User Enrollment** application. The User Enrollment is allows you to provide User Credentials, Reset Password, Supervisory Functions and view Reports. Administrator can approve or reject the user enrollment. Once the administrator approves the enrollment then the user can make login into the e-cart application.

For more information, please refer to the *User Enrollment User manual*.

2.2 Login Authentication

The login authentication for e-cart is made through the **User Management** application. User Management is a common user interface that maintains user authority functions, across multiple products.

To access the application enter the given URL in the IE address bar and click **Go** or press **Enter**.

Sample URL: **WWW.sample.com**

User Name – Enter the user id.

Log In Password – Enter the password.

- Click to login.

2.3 Change Password

Click on change password to change their login password.

Old Password: Enter the old password

New Password: Enter the new password

Confirm New Password: Enter the same password again to confirm

After entering the data, click on **Submit** to update the password or click **Cancel** to discard the changes.

The password must contain one capital, small letter and numeric value, one special character and min of 8 characters. After login Id verification you are prompted for selecting additional parameters.

Select **Site** and **Work Source** from the drop-down list. Select the **Work Group** from the drop-down list. The content of Work Group list is based on selected site and work Source.

Click **Ok** to continue or click **Cancel** to close the application.

2.4 Add Locations and Associate to User

Administrators can add locations and associate them with a user who is designated as the contact person for each location. The **Location ID** screen enables the administrator to add/edit/delete the locations and associated contact person.

Step 1

To open the location screen, go to the **Admin Tools** menu and select *Locations*.

Step 2

The location screen is displayed as shown below.

To search for a specific location, enter the location in the **Search Location** field and click **Search** button.

To add a new location:

- Enter the **Location Id** number.
- Enter the location name in the **Description** field.
- Enter the **Contact Person** name.
- Enter the contact person's phone number in the **Contact No.** field.
- Enter the contact person's **Email Id**.

After entering the required fields click the **Add Location** button to add a location. The location will be added in the grid table. The message pane displays the message **Location name is successfully Added click associate to user** as displayed in the above screen.

Click to edit the existing location fields in the grid table.

Click to delete the location; a confirmation prompt will be displayed as shown below. Click **OK** to delete or click **Cancel** to keep the location.

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Step 3

Click the **Associate to User** button to associate the location to a user id.

> Note: **Update the User** appears on the button in place of **Associate to User** when editing an existing location in the grid table.

To search for a user name, type the user name in the **User Name** field and click the **Search** button. Click the **Select** checkbox to specify the user name, then click the **Associate** button, or click the **Clear** button to de-select all checked boxes.

2.5 Create Customers and Associate to User

The Customer function enables the administrator to add customers, associate customers to the users and edit or delete customers from the list.

Step 1

To open the customer screen, go to the **Admin Tools** menu and select *Customer.*

Step 2

The **Customer** screen is displayed as shown below.

To search for a specific customer, enter the customer name in the **Search Customer** field and click **Search** button.

To add a new customer:

- Enter the **Customer ID**.
- Enter the customer contact person's **First name**.
- Enter the customer contact person's **Middle Name**.
- Enter the customer contact person's **Last Name**.
- Enter the valid **Email ID**.
- Enter the first line of the customer's address in **Address1**.
- Enter the second line of the customer's address (if needed) in **Address 2**.
- Enter the **City**.
- Enter the **State**.
- Enter the **ZipCode**.
- Enter the phone number of the customer contact person in **Contact No**.
- Select the status from the drop-down list. Select **Active** if the customer is in active state or select **Inactive** if the customer is in inactive state. If the customer is in the inactive status, they cannot process any transactions.

After entering the required fields click the **Add Customer** button to add the customer. The customer details will be added in the grid table. The message pane displays the message **Customername is Successfully Added click associate to user**.

Click to edit the existing customer fields in the grid table.

Click to delete the customer. A confirmation prompt will be displayed as shown below. Click **OK** to delete or click **Cancel** to keep the customer.

Step 3

Click the **Associate to User** button to assign the user name to a customer.

To search for a user name, type the user name in the **User Name** field and click **Search** button.

Click the **Select** checkbox(es) to specify the user name(s), then click the **Associate** button or click the **Clear** button to de-select all checked boxes.

> **Note**: One customer can be associated with many users.

2.6 Create Formats

For every account type certain fields are mandatory, and fields may also vary for each account type. The **Create Format** screen allows the administrator to define the data entry fields and to configure these fields for a particular account type. The administrator can enter the number of fields and define the properties for each field.

Step 1

To open the formats screen, go to the **Admin Tools** menu and choose *Create Format.*

Step 2

The **Create Format** screen is displayed as shown below.

- Select the **Table Name** from the drop-down list.
- Enter the **Number of Fields** to be added to the table. (Click **Reset** to clear the **Number of Fields** box.)
- Click the **Load** button to load the table name and number of fields.

After the table name and number of fields are loaded, the **Display Fields** screen displays a number of blank lines corresponding to the number of fields entered in the **Create Format** screen. Each line has the following fields to be filled in:

FieldNO - Select the name for the field from the pull-down list.

Position - Enter in which position the first character of the field should appear.

Caption - Enter the name of the field as it will appear on the screen.

DataType - Select the data type either as **A**lphanumeric or **N**umeric.

Length - Enter the length of the field.

Required Field - Select **Y** to display or **N** to hide the field.

Purpose Code – Either **0** to indicate an account information field or **1** to indicate an account header field – most often this will be **0**.

Line – The line number in a setup screen that contains information for this field – most often this will be **1**.

Script - Enter the Java script to be executed for the field.

CSS File - Enter name of the section in the CSS file for the field.

Default Value - Enter a default value for the field, if a default value is required.

Enter the required fields and click the **Save** button to save the field values or click **Cancel** to discard the changes.

2.7 Create Account Types

The Account Type function enables the administrator to create a type of account for the customers.

Step 1

To open the **Add Account Type** screen go to the **Admin Tools** menu and choose *Account Type*.

Step 2

The **Add Account Type** screen is displayed as shown below.

- Enter the **Account Type** (name for the account type).
- Enter the **Type Description**.
- Select a format from the drop-down **Account Formats** list.
- Click the **Add** button to add the account type or click **Cancel** to discard.

After a new account type is added, a confirmation message appears.

2.8 Create Accounts and Associate to Customer

The Accounts function enables the administrator to create a new account and associate it to a customer or to edit or delete the existing accounts.

Step 1

To open the account screen, go to the **Admin Tools** menu and select *Accounts*.

Step 2

The **Account Maintenance** screen is displayed as shown below.

To search for a specific account, enter the account number in the **Search Account** field and click **Search** button.

To add a new account:

- Enter the **Account No.**
- Enter the account holder name in the **Account Name**.
- Select the **Account Type** from the drop-down list.

After entering the required fields click the **Add Account** button to add an account. The account will be added in the grid table. The message pane displays the message **Accountname is Successfully Added click associate to Customer** as displayed in the preceding screen.

Click to edit the existing account fields in the grid table.

Click to delete the account details. A confirmation prompt is displayed as shown below. Click **OK** to delete or click **Cancel** to discard the changes

Step 3

Click the **Associate to Customer** button to assign the customer id to the account.

> **Note**: **Update the Customer** appears on the button in place of **Associate to Customer** when editing an existing account in the grid table.

To search for a specific customer id, enter the customer id in the **Customer ID** field and click **Search** button.

Click the **Select** checkbox then click the **Associate** button to assign the customer or click the **Clear** button to de-select all checked boxes.

2.9 Create Sites

The administrator can add a site id or edit and update the existing site details. The added site id will be displayed in the grid list.

Step 1

To open the **Site Maintenance** screen go to the **Admin Tools** menu and choose *SiteMaster*.

Step 2

The **Site Maintenance** screen is displayed as shown below:

The top portion of the screen has a **Search Site** function. The administrator may enter text to search for a site in the database and click the **Search** button.

To add a new site:

- Enter the **Site ID**.
- Enter the **Site Name**.
- Click **Add Site** to add a site (or click **Clear** to clear the fields).

The data for existing sites is displayed across the bottom portion of the screen – each line represents a site. There are two icons that are available for each site id:

Click to edit the site details:

Click to delete the site id from the database – a confirmation prompt appears.

2.10 Create Lockbox and Associate to User

The administrator can create a worksource (lockbox) for a particular site id and associate it to one or more users. The **WorkSource Maintenance** screen enables the administrator to add/edit/delete a worksource id.

Step 1

To open the **WorkSource Maintenance** screen go to the **Admin Tools** menu and choose *LockBox*.

Step 2

The **WorkSource Maintenance** screen is displayed as shown below:

The top portion of the screen has a **Search Worksource** function. The administrator may enter text to search for in the worksource database and click the icon.

To add a new worksource:

- Enter the **WorkSource ID**.
- Enter the **WorkSource Description**.
- Select the **Site ID** from the drop-down list.
- Click the **Add WorkSource** button to add the worksource (or Click **Clear** to clear the fields).

After all fields are entered (or changed if editing an existing worksource), click the **Associate To User** button to save the data and associate the worksource to a user – a list of users appears.

If needed, the **User Name** box allows the administrator to type in and search for a user. Click the **Select** box of the user(s) to be associated with the worksource, then click the **Associate** button. The **Clear** button de-selects all checked boxes.

The data for existing worksource is displayed across the bottom portion of the screen – each line represents one worksource. There are two icons that are available for each worksource:

Click to edit the worksource details.The administrator can type new information in the fields and **Save** the changes.

Click to delete the worksource from the database – a confirmation prompt appears

2.11 Configuring Mail Setup in the web.config File

If the user forgot the password, they can receive the reset password from the configured mail id in the web.config file to the user-registered mail id. The web.config file is available in the web application root directory.

The mail settings in the web.config file are shown in the following illustration.

The following parameters under <mailSettings> are needed to configure the mail setup in the web.config file.

- Enter the email address in <smtp from=
- Enter the SMTP outgoing server IP address in <network host=
- Enter the SMTP password in <password=
- Enter the SMTP user name in <userName=

> **Note: SMTP** configuration is pre-requisite for sending\receiving emails.

2.12 Users Registration for Windows Authentication

Step 1

Open the **UserLists.exe.config** file from the **USER_REGISTRATION** folder in the **Utility** folder and make sure the user domain group name is displayed as shown below (the actual name of your user group will vary from the illustration). To update the users to the database, the administrator should give the proper database credentials.

Step 2

Execute the file **UserLists.exe**. Click the **Get Users from Groups** button to display the entire list of user names from the group which is configured in **UserLists.exe.config** file.

Step 3

Click the **Add Users to Database** button to add the entire list of users to the database. The following prompt is displayed.

After getting the confirmation message, all the users are added in the **aspnet_Users** table in the database.

2.13 Configure the API.INI in Account Web Service web.config

You need to configure the **API.INI** file path in the account web service web.config file.

For example:

In the account web service web.config file, configure the path as follows:

<add key="BasePath" value="C:\\Api.ini" />

where C:\\ASApi.ini is the path where the TMPApi.ini file is available.

You also need to set the "IsExternalInstructionProvider" value to “Y” in the application web.config file.

For example:

In the application web.config file, configure the value as follows.

<add key="IsExternalInstructionProvider" value="Y"/>