



CSMART Project

Houston Municipal Courts

CSMART Applications Installation Guide

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DRAFT

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1. Introduction

1.1. Overview

The Court System Management and Resource Technology (CSMART) is an application created to manage the various function and processes for the City of Houston Municipal Court System. This guide will provide step by step instructions to installing CSMART and all its required applications. There are two other 3rd party applications required to properly use CSMART: iNovah and Kofax. iNovah is used for all payment functions and Kofax is the application that provides scanning functionality for CSMART.

1.2. Requirements

All the necessary applications will be provided in a folder and will be referred to as the **Application Folder**. These applications are also available online. A download link will be provided for each application in their respective sections. To reduce the chance of error, it is recommended to use the installation files in the applications folder.

Software:

- Windows 7 Operating System
- iNovah
- Kofax
- Topaz Signature Pad Drivers
- Ithaca Printer Drivers (Receipt Printer)
- SQL Server Express 2008 R2 (Must be R2)
- .NET Framework 4.0
- Internet Explorer v8.0 or less

Hardware:

- Signature Pad
- Ithaca Printer
- Flatbed Scanners

Due to the importance and sensitivity of CSMART data in which Quality Assurance works with, non-QA employees will install a separate environment for CSMART, Kofax, and iNovah. This environment is known as User Acceptance Test (UAT) which is the same environment used by the training team. Here, users are allowed to experiment with the CSMART application without the concern of over writing or deleting data.

Any executable, URL, and/or website for a specific environment will be color coded:

UAT will be **YELLOW**

QA will be **GREEN**

TRNG will be **BLUE**

1.3. Assumptions and Limitations

- To properly take advantage of the user interface of CSMART and the majority of its functions a dual monitor set-up is recommended.
- Determine if the machine in which CSMART is being installed is a 32-bit or 64-bit architecture.
- All of the installation web sites must be accessed through Internet Explorer v 8.0 or less.
- Some program installations require a restart. Always restart your machine before installing or using other applications.
- Users have their City of Houston required log-in and/or access.
- This installation process is relative to ALL user roles.

2. Prerequisite Installation

CSMART and iNovah both require the installation of two applications in order to function: Microsoft SQL Server and .Net Framework. To ensure that the process goes smoothly, **these applications should be installed before the CSMART installation process begins.**

2.1. Installing SQL Server 2008 R2- Express

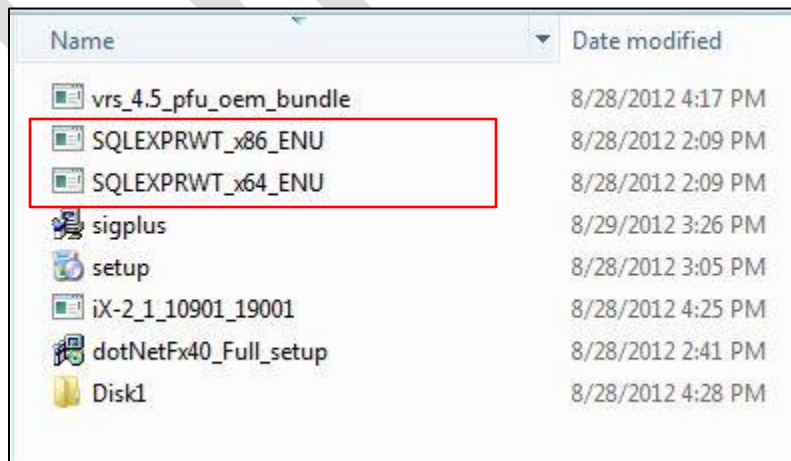
This will provide instructions on how to install the SQL Server 2008 R2 - Express. If downloading, make sure it is the **R2 version of SQL Server 2008- Express.**

Note: The installation packages will differ depending on if the machine is a 32-bit or a 64-bit architecture.

Step 1: Find the correct SQL Server 2008 R2 installation file in the applications folder and run the file:

For 32-bit: **SQLEXPR_x86_ENU.**

For 64-bit: **SQLEXPR_x64_ENU.**



Download:

Note: Make sure it reads version 10.50.4000.0 or greater.

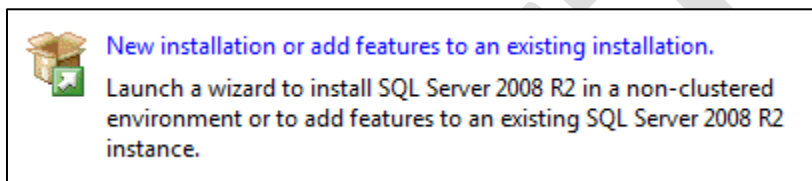
For 32-bit:

http://download.microsoft.com/download/0/4/B/04BE03CD-EAF3-4797-9D8D-2E08E316C998/SQLEXPRESS_x86_ENU.exe

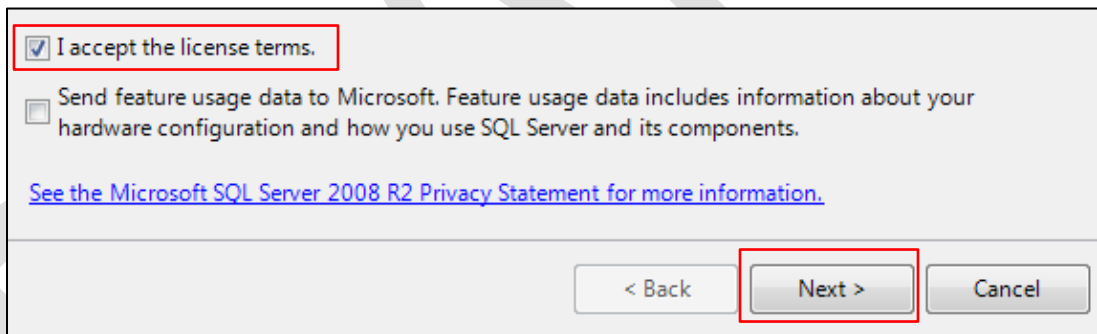
For 64-bit:

http://download.microsoft.com/download/0/4/B/04BE03CD-EAF3-4797-9D8D-2E08E316C998/SQLEXPRESS_x64_ENU.exe

Step 2: After the application is done extracting all files for the installation, a window will appear providing options for the SQL installation. Select, “**New installation or add features to an existing installation:**”



Step 3: On the next window, select the check box next to “**I accept license terms**” and click on “**Next:**”



Step 4: The program will begin to setup the support files on its own. Once the setup is complete, the Features Selection menu will appear. Make sure all the check boxes are selected or click on the “**Select All**” button and click “**Next:**”

Features:	Description:
<p>Instance Features</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Database Engine Services <ul style="list-style-type: none"> <input checked="" type="checkbox"/> SQL Server Replication <input checked="" type="checkbox"/> Full-Text Search <input checked="" type="checkbox"/> Reporting Services <p>Shared Features</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Business Intelligence Development Studio <input checked="" type="checkbox"/> Management Tools - Basic <input checked="" type="checkbox"/> SQL Client Connectivity SDK <input checked="" type="checkbox"/> Microsoft Sync Framework <p>Redistributable Features</p>	<p>Server features are instance-aware and have their own registry hives. They support multiple instances on a computer.</p>
<div> <input type="button" value="Select All"/> <input type="button" value="Unselect All"/> </div>	
<p>Shared feature directory: <input type="text" value="c:\Program Files\Microsoft SQL Server\"/> <input type="button" value="..."/></p> <p>Shared feature directory (x86): <input type="text" value="c:\Program Files (x86)\Microsoft SQL Server\"/> <input type="button" value="..."/></p>	
<div> <input type="button" value=" < Back"/> <input type="button" value=" Next >"/> <input type="button" value=" Cancel"/> <input type="button" value=" Help"/> </div>	

Step 5: For the next five instances, leave all the settings as they are and press “Next:”

Note: Disk Space Requirements is an automated process and does not require any action.

Instance Configuration

Disk Space Requirements

Server Configuration

Database Engine Configuration

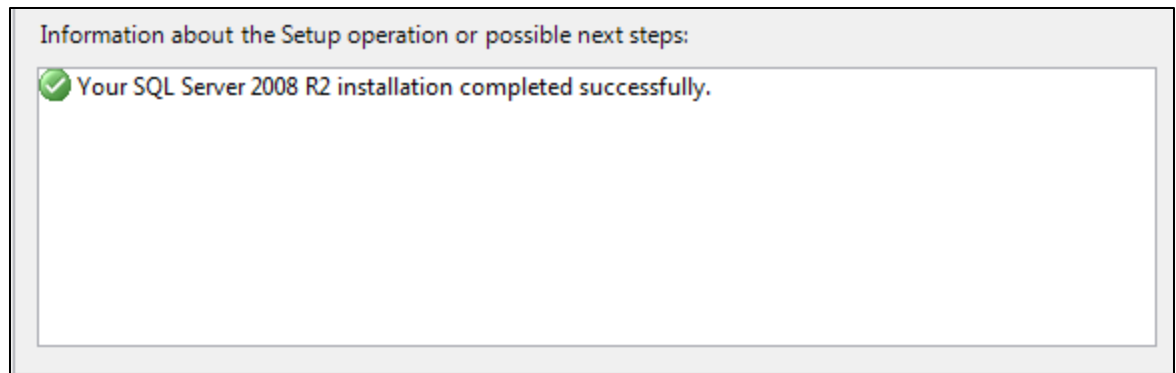
Reporting Services Configuration

Error Reporting

Installation Configuration Rules

Shortly after, it will begin the installation process.

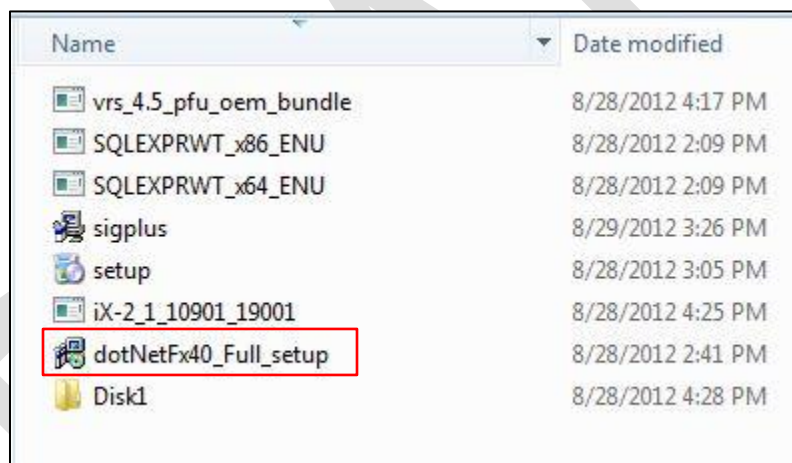
Step 6: Once the installation is complete a notice will appear in the window. Click on “Close” to close the window:



2.2. Install .Net Framework 4.0

.Net Framework 4.0 is required to run the iNovah application. The majority of Window 7 machines come pre-installed with .Net Framework, check to see if it is already installed before continuing with this process. Make sure you are installing version 4.0 as it is the only version compatible with iNovah.

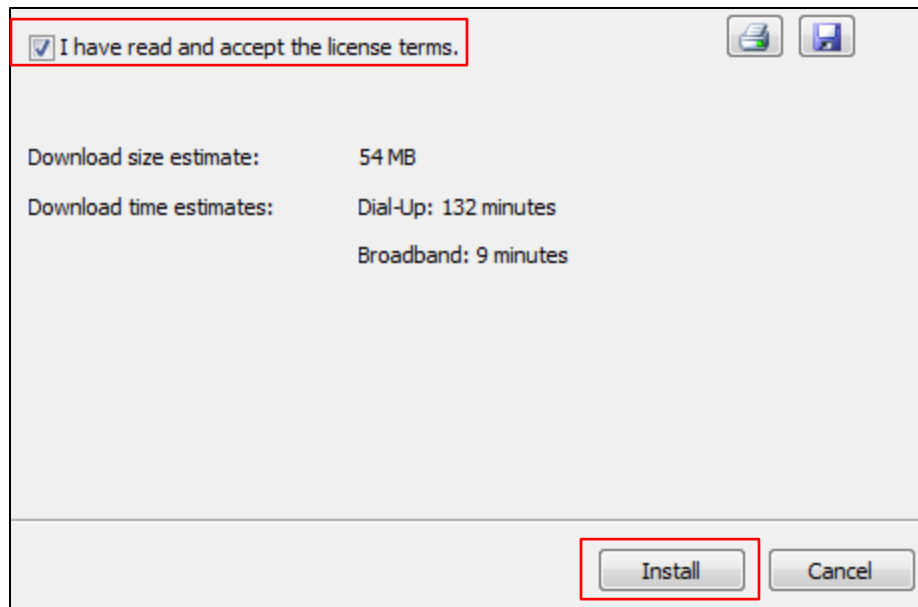
Step 1: Find the file titled, “dotNetFx40_Full_setup” in the applications Folder and run it:



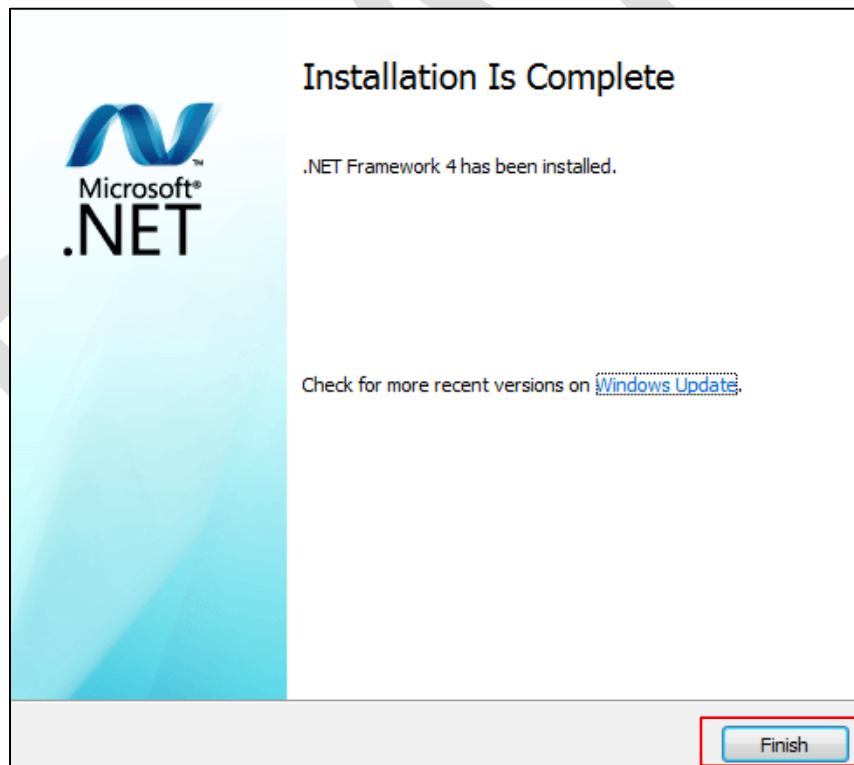
Download: [LINK](#)

Note: This is a web based installer, therefore an internet connection is required at all times in order for the installation to complete properly.

Step 2: Select the check box for “I have read and accept the license terms” and click on “Install” to begin the installation process:



Step 3: Once the installation is complete, click on **"Finish"** to close the application:



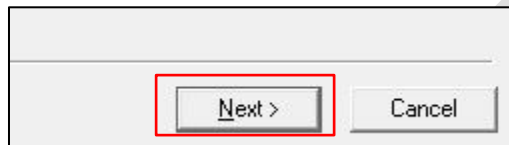
2.3. Installing Topaz Signature Pad

Step 1: From the application folder, run “sigplus.exe:”

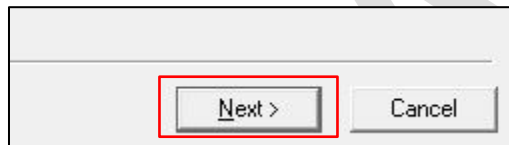


Download: [LINK](#)

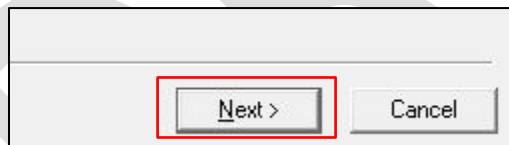
Step 2: Click “Next” on the Welcome Screen:



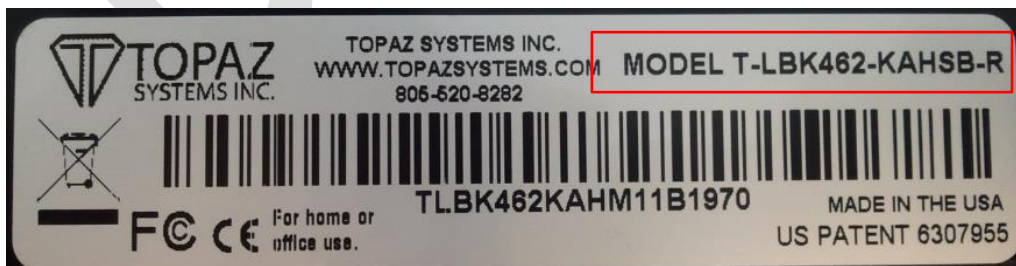
Step 3: Click “Next” on the Read Me:



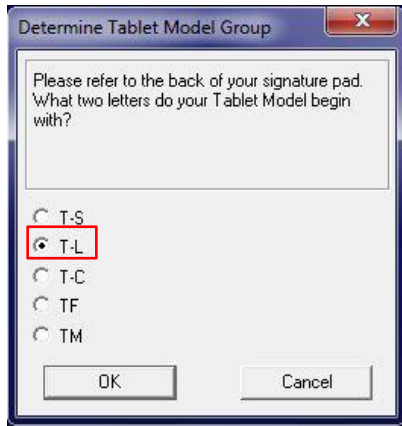
Step 4: Click “Next” on the Destination Folder screen:



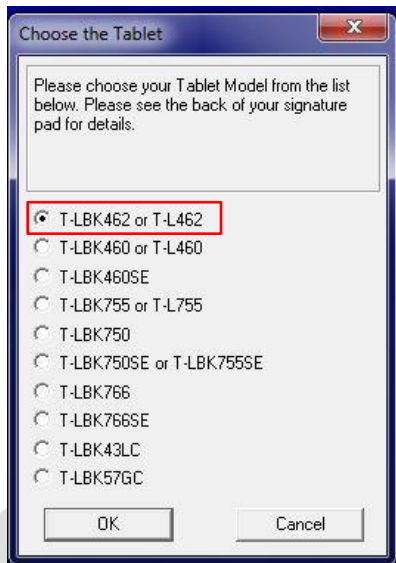
Note: Find the model number on the bottom of your signature pad:



Step 5: Select the model group of the signature pad:



Step 6: Select the tablet model number:



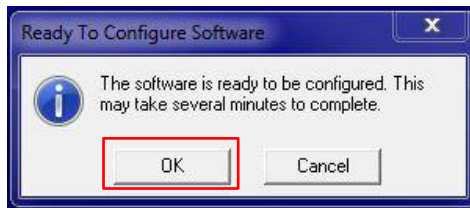
Step 7: Select "HSB (USB type):"



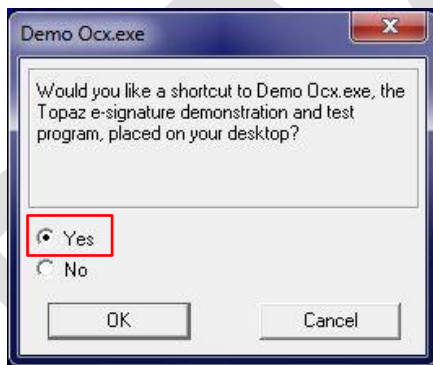
Step 8: Click "Agree" on the License Agreement screen and a small installation will follow:



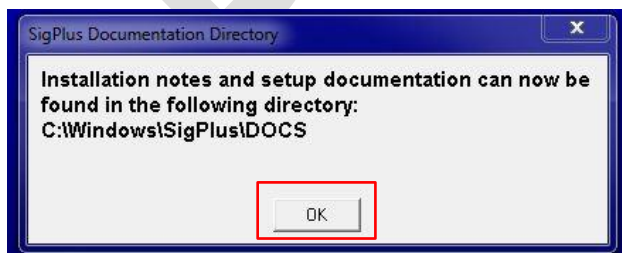
Step 9: A notice will pop-up informing the software is ready to configure. Click **"Ok:"**



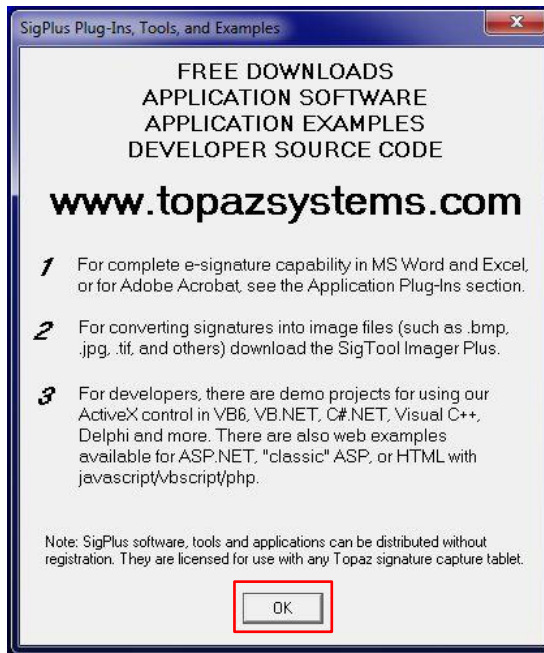
Step 9: Select **"Yes"** on the creating a shortcut and click **"Ok:"**



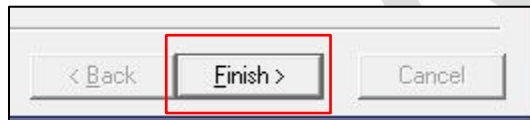
Step 10: Click on **"Ok"** on the documentation directory and the installation will begin:



Step 11: Click “Ok” on the Topaz Screen:



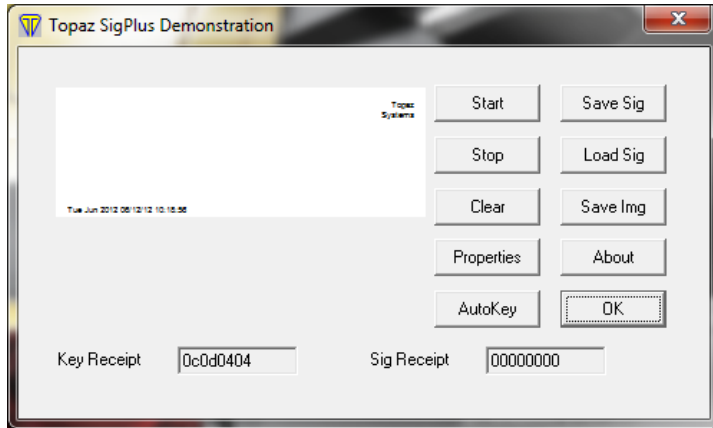
Step 12: Click on finish to exit out of the application:



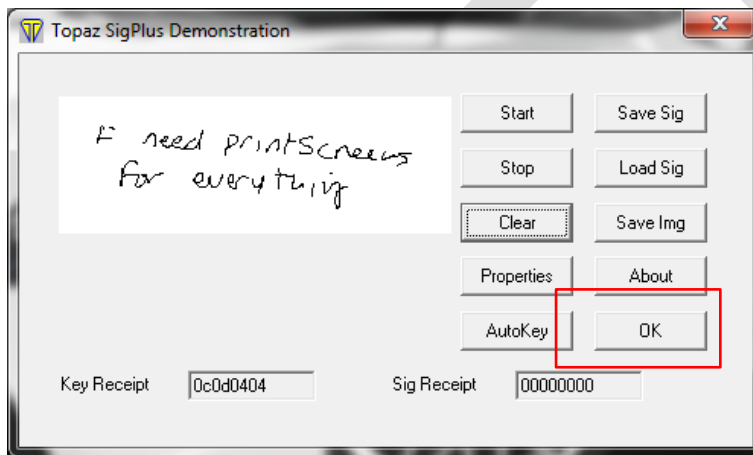
Step 13: Once the installation is complete. Open “DemoOCX” from the desktop to test the device:



Step 14: After the application opens, click on “Start:”



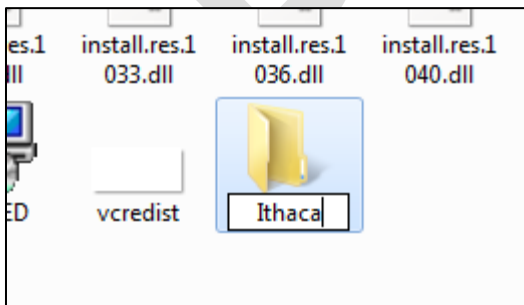
Step 15: Begin writing on the signature pad. The results should display in the application. Click “OK” to close the application:



2.4. Installing Ithaca Printer (Receipt Printer)

The Ithaca printer is used to print out receipts, through iNovah, of payment transactions used in the court system.

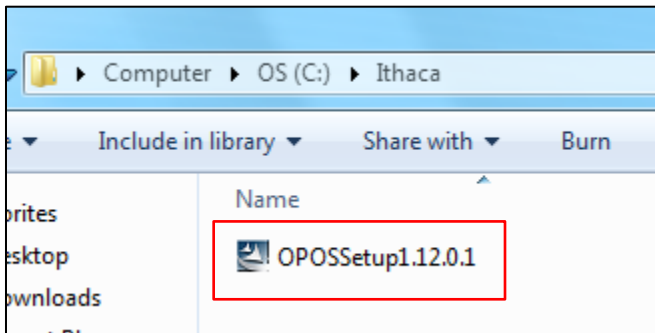
Step 1: Create a folder on the root of the C: Drive (or whichever is the primary drive) and title it “Ithaca”:



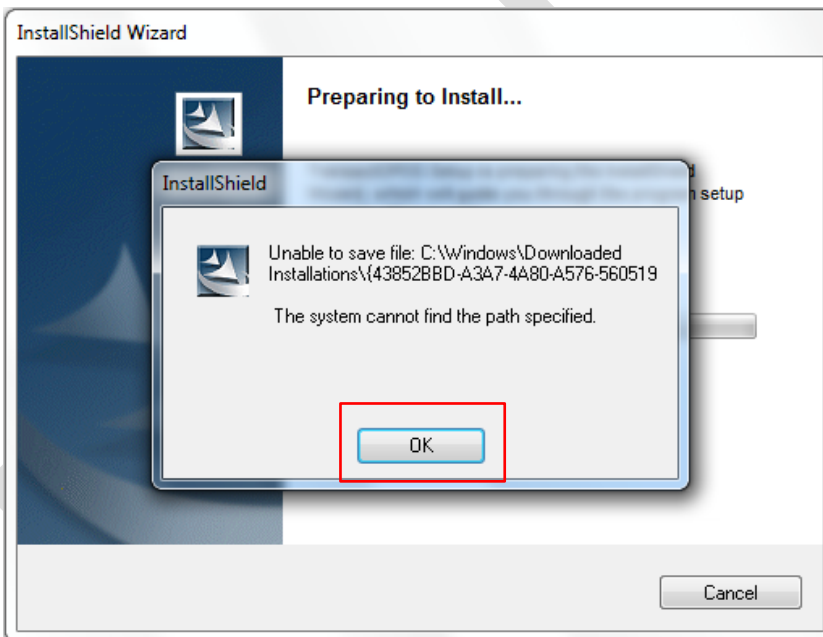
Step 2: Find the file “OPOSSetup1.12.0.1.exe” in the application folder or download it:

Download:

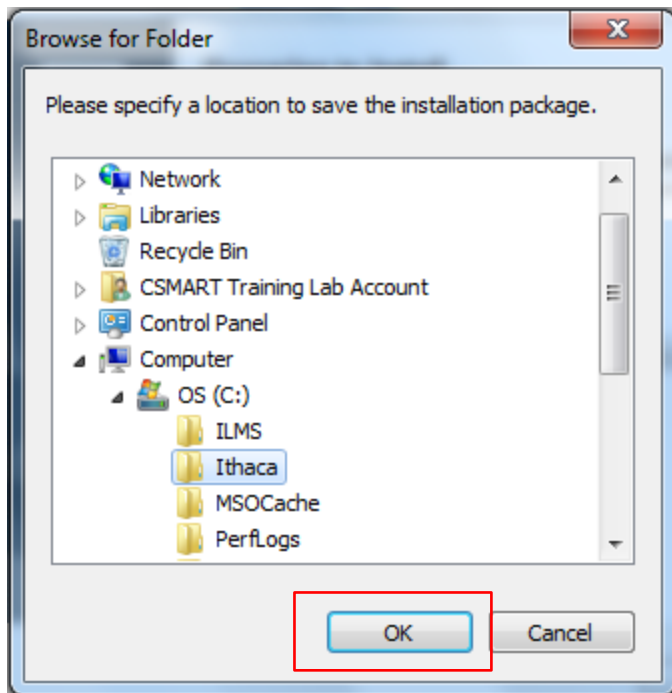
Step 3: Place the OPOSSetup1.12.0.1.exe file in the Ithaca folder and run it:



Step 4: The program will begin to configure. If a notice pops up saying “Unable to save file...” click “Ok:”



Step 5: The setup is looking for a location to extract the installation files. Select the Ithaca folder created earlier and click “Ok:”



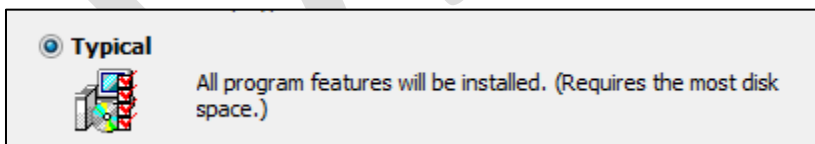
Step 6: Click “Next” on the Welcome Screen:



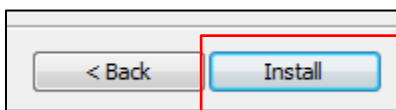
Step 7: Click “Next” on the ReadMe Information:



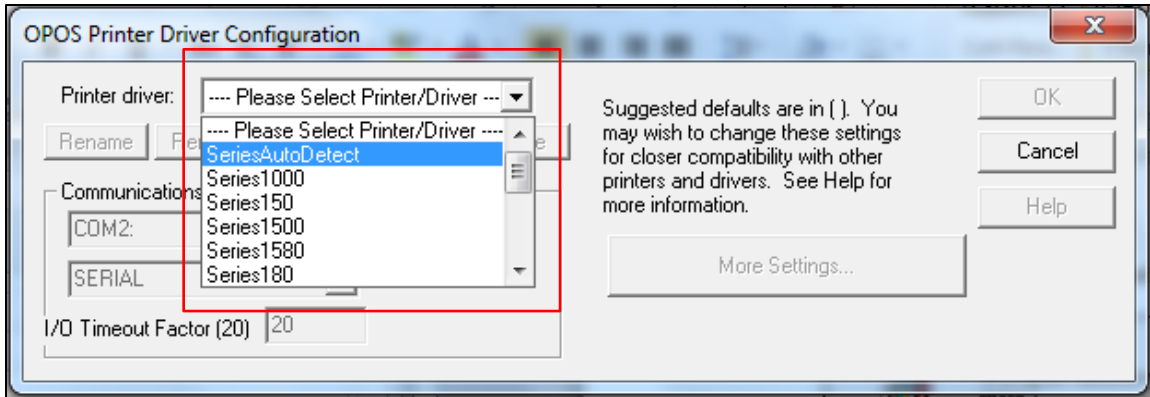
Step 8: Select the Typical Installation and click on “Next:”



Step 9: On the next window, click on “Install” to begin the installation:

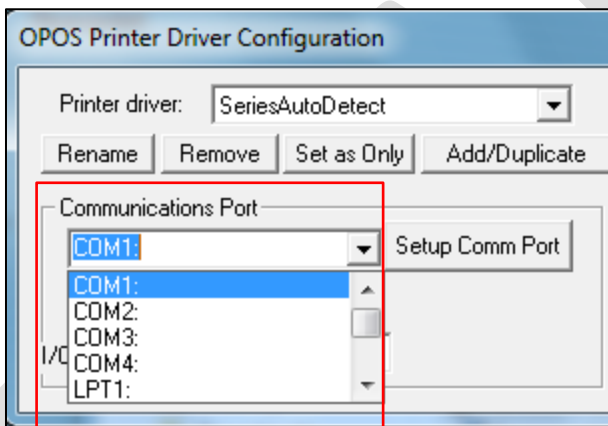


Step 10: After a while, the OPOS Printer Driver Configuration window will appear. In the Printer Driver dropdown, select “SeriesAutoDetect:”

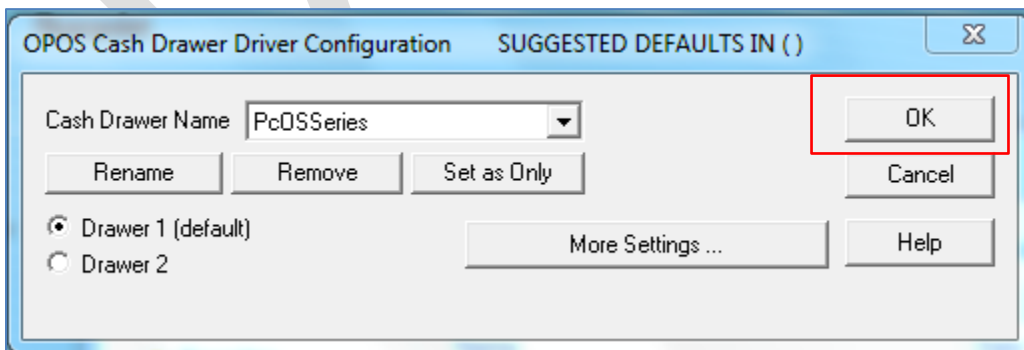


Step 11: In the Communication Port section, select the Com port the printer will be connected to and click **“Ok:”**

Note: If the program asks you to configure the com port, click on Setup Com Port button in the Driver Configuration Window and click OK on the pop-up window. It will automatically configure the com port.



Step 12: Click **“Ok”** in the OPOS Cash Drawer Driver Configuration:



Step 13: Click “Finish” to complete the installation:

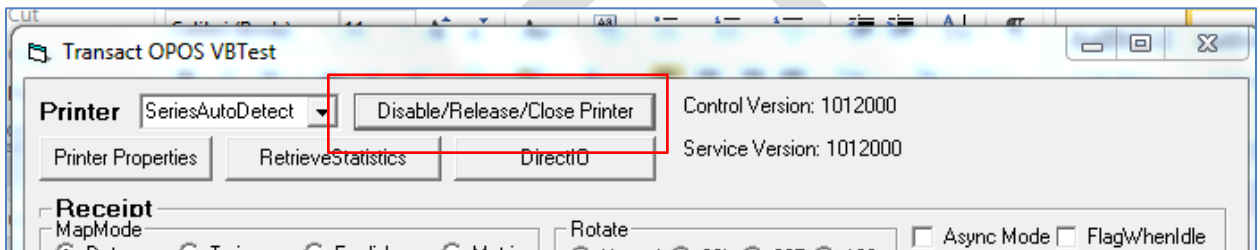


2.4.1. Testing Receipt Printer

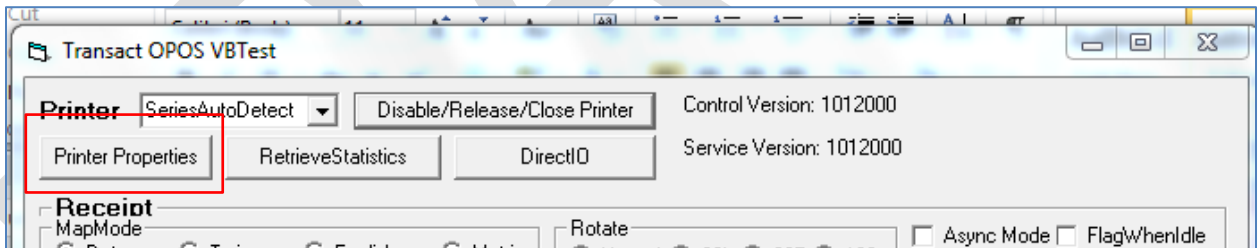
In order to test the printer, use the VB Test application which was installed with the OPOS installation executable.

Step 1: Open the “VB test” application from the State menu:

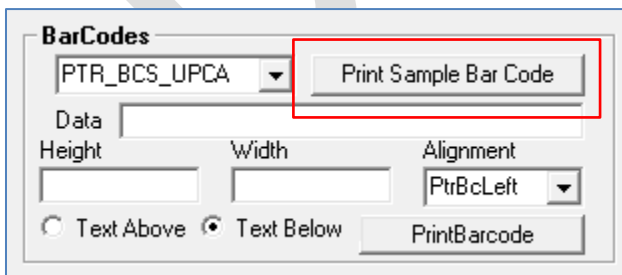
Step 2: Once the Transact OPOS VB Test window appears, click on “Open/ Claim/ Enable Printer.” On the right side, Control Version and Service Version will populate some numbers:



Step 3: To test the printer, click on “Printer Properties:”



Step 4: Under the Bar Code section, click on the “Print Sample Bar Code” button:



Result: The Receipt printer will print a sample bar code indicating the printer is installed correctly.

3. Installing CSMART

This is the installation of the primary program in which all other programs will support. This will install the Quality Assurance (QA) environment version of CSMART. Demonstrated here is the simplified method with ClickOne installation. The ClickOne installation will also install two other mandatory components: SOA Agent for WCF and SOA Agent Config. To install these components manually, refer to the Troubleshooting section of this guide.

Note: This requires access to the City of Houston network. This is also a web based installation.

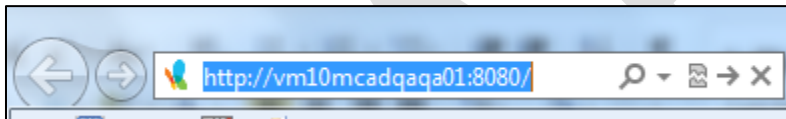
NOTE: These screenshots were taking from the QA installation. The UAT version will say STG and the TRNG environment will say TRNG in place of QA.

Step 1: Open a browser and in the URL type in:

UAT (STG): <http://vm02mcdstapp01.houtx.lcl:8080/>

QA: <http://vm10mcdqaga01.houtx.lcl:8080/>

TRNG: <http://vm01mcdtrapp01.houtx.lcl:8080/>



Step 2: Click on the "Install" button on the bottom of the page:

City of Houston - QA CSMART-QA

Name: CSMART-QA

Publisher: City of Houston - QA

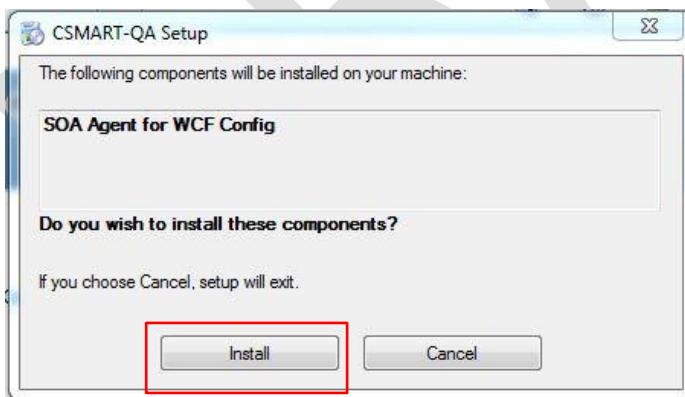
Published By: tfsbuid

Published At: 08/25/2012 11:28

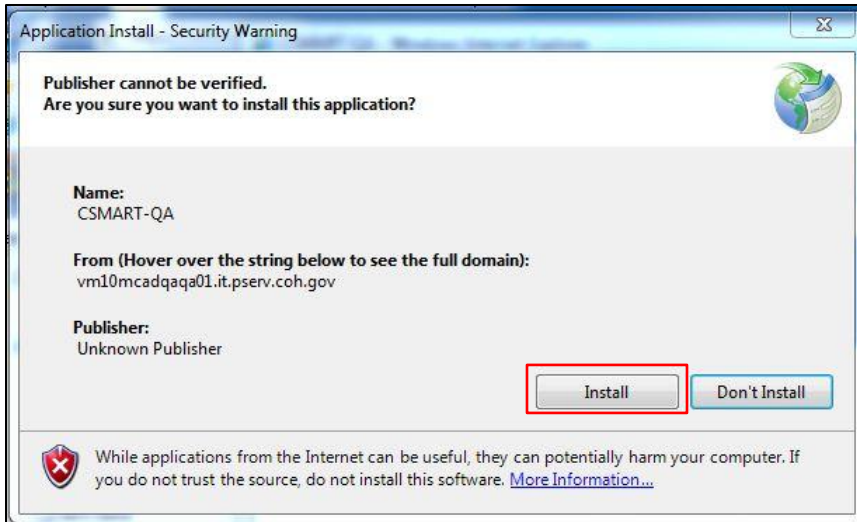
The following prerequisites are required:

- Microsoft .NET Framework 4 (x86 and x64) and Update for .NET Framework 4 (KB2468871)
- .NET Framework 3.5 SP1 Client Profile
- .NET Framework 3.5 SP1
- Windows Installer 3.1
- SOA Agent for WCF
- SOA Agent for WCF Config

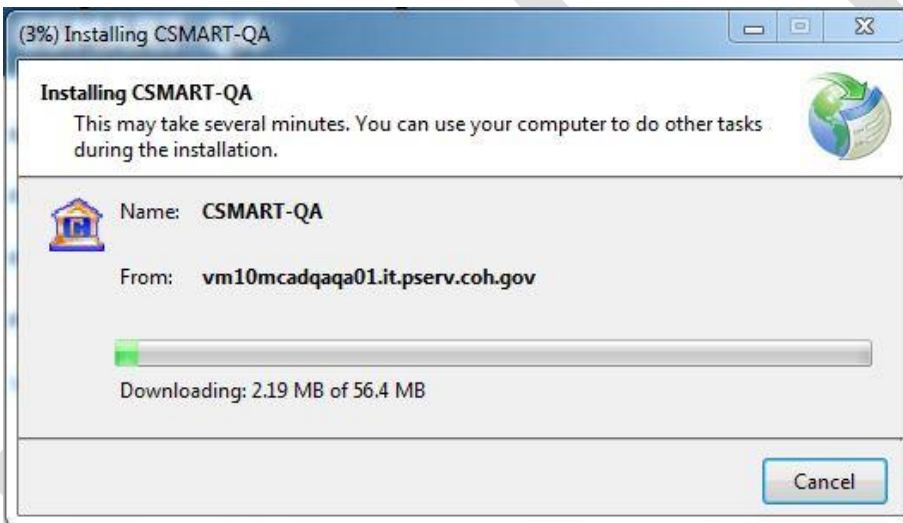
Step 3: A window will pop-up listing the software the program will install. Click **“Install”** to continue:



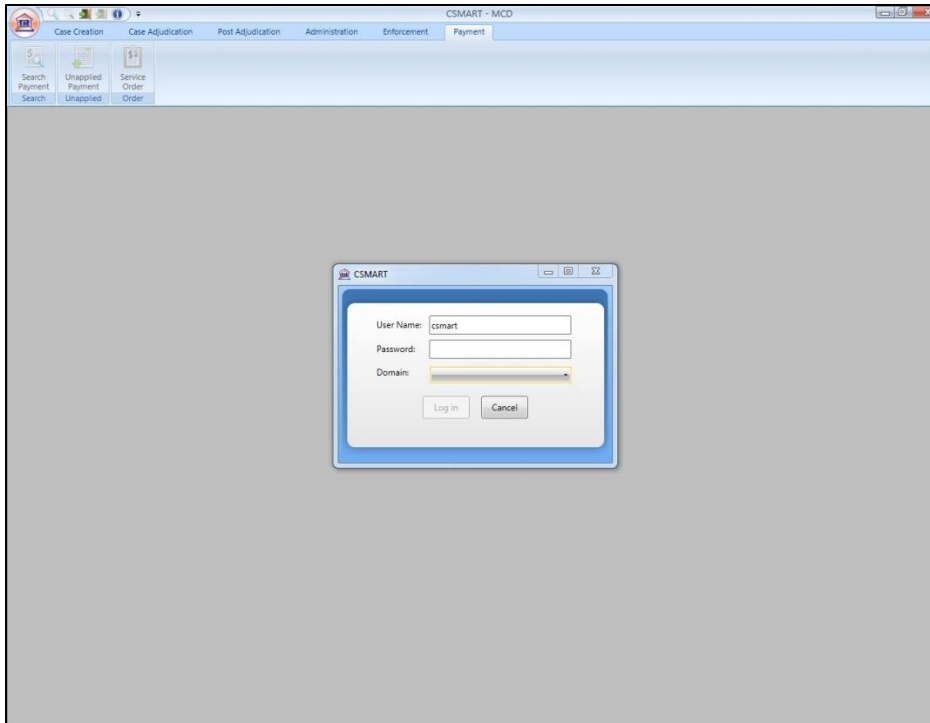
Step 3: A window will pop-up indicating the publisher cannot be verified for this program. Click on **“Install”**:



Step 4: The application will begin to download and install:



Result: Once the application completes the process, CSMART will launch itself:



4. Installing Kofax and Scanner Drivers

Kofax is the software used for scanning in CSMART. Due to the specific nature of the scans, two different types of drivers for the scanner need to be installed. There are two primary scanners: fi- 6230 flatbed which is used for smaller scans and the fi- 6670 which is used for larger number of scans, also known as batch scanning. There's also fi- 6670A which requires different configuration.

The two drivers that need to be installed are the **ISIS drivers** and the **VRS drivers**. Each model has its own drivers which are provided in the applications folder.





4.1. Installing ISIS Drivers

The installation process for both fi-6230 and fi- 6670 scanners are similar.

Step 1: Locate the application file for the scanner drivers are being install for.

Fi-6230: **iX-2_1_11206_21001**

Fi-6670 A: **iX-2_1_11205_9001**

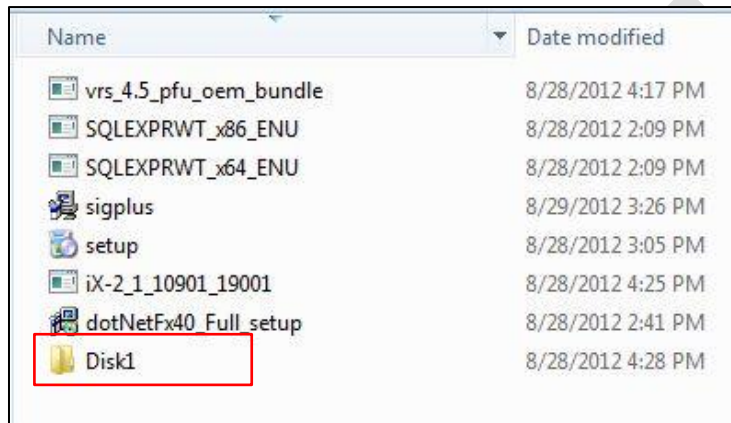
 iX-2_1_11205_9001_R	8/30/2012 1:36 PM
 iX-2_1_11206_21001	8/30/2012 1:35 PM
 setup	8/28/2012 10:38 AM
 snagitup	8/27/2012 2:41 PM

Download:

Fi-6230: http://www.fujitsu.com/downloads/IMAGE/driver/iX-2_1_11206_21001l.exe

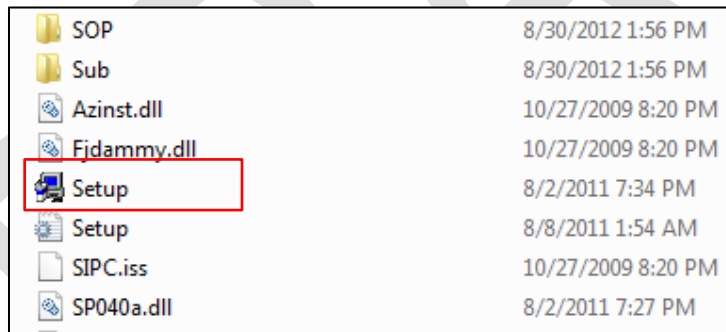
Fi-6670 A: http://www.fujitsu.com/downloads/IMAGE/driver/iX-2_1_11205_9001.exe

Step 2: Run the application and it will extract a folder titled “**Disk 1**” into the same location as the installation file:



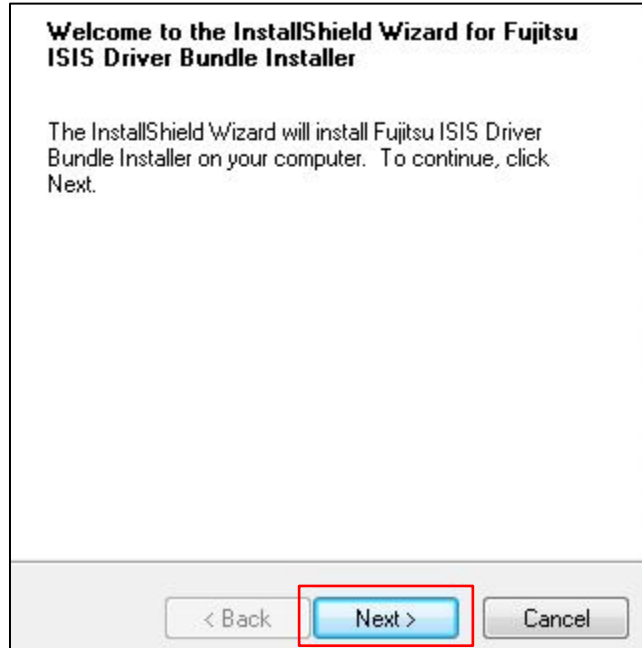
Name	Date modified
vrs_4.5_pfu_oem_bundle	8/28/2012 4:17 PM
SQLEXPRWT_x86_ENU	8/28/2012 2:09 PM
SQLEXPRWT_x64_ENU	8/28/2012 2:09 PM
sigplus	8/29/2012 3:26 PM
setup	8/28/2012 3:05 PM
iX-2_1_10901_19001	8/28/2012 4:25 PM
dotNetFx40_Full_setup	8/28/2012 2:41 PM
Disk1	8/28/2012 4:28 PM

Step 3: Open the “**Disk 1**” folder and run “**setup.exe.**” Make sure to Run as Administrator:

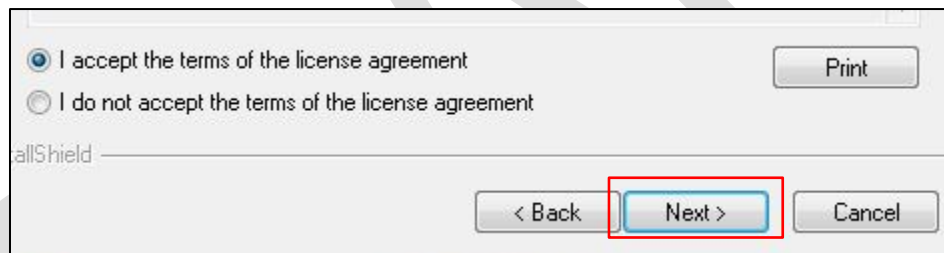


SOP	8/30/2012 1:56 PM
Sub	8/30/2012 1:56 PM
Azinst.dll	10/27/2009 8:20 PM
Fidammy.dll	10/27/2009 8:20 PM
Setup	8/2/2011 7:34 PM
Setup	8/8/2011 1:54 AM
SIPC.iss	10/27/2009 8:20 PM
SP040a.dll	8/2/2011 7:27 PM

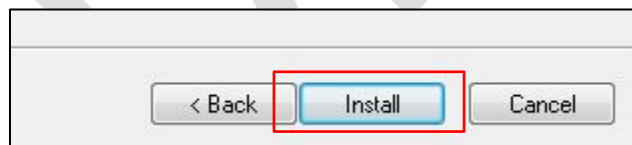
Step 4: Click **“Next”** to go past the Welcome window:



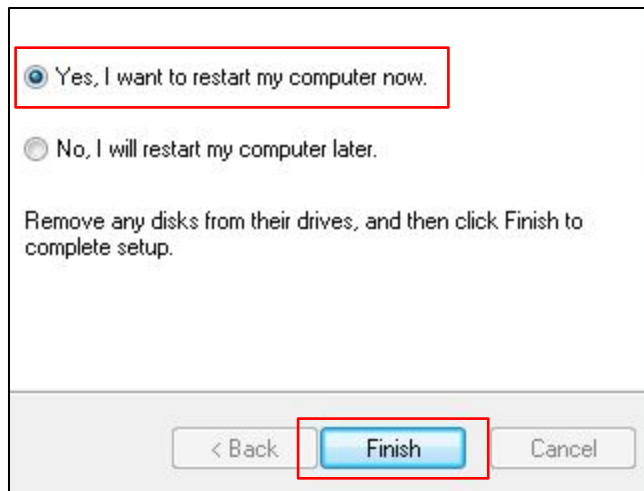
Step 5: Select the **“I accept the terms of the license agreement”** box and click on **“Next:”**



Step 6: Click on **“Install”** to begin the installation:



Step 7: Once the installation is complete, select, **“Yes, I want to restart my computer now”** and click **“Finish:”**



4.2. Installing VRS Software

The Virtual Rescan Software (VRS) is to be used in conjunction with Kofax. It examines the documents and applied the proper settings to deliver high quality scanned images.

Step 1: Find the applications titled, “**vrs_4.5_pfu_oem_bundle**” and Run as Administrator:

Download:

http://www.fujitsu.com/downloads/COMP/fcpa/scanners/drivers/vrs_4.5_pfu_oem_bundle.exe

Note: The “vrs_4.5_pfu_oem_bundle” application works for both fi-6230 and fi-6670(A) models.

setup	8/28/2012 3:05 PM
sigplus	8/29/2012 3:26 PM
SQLEXPRWT_x86_ENU	8/28/2012 2:09 PM
SQLServer2008R2SP1-KB2528583-x86-ENU	8/28/2012 1:45 PM
vrs_4.5_pfu_oem_bundle	8/28/2012 4:17 PM

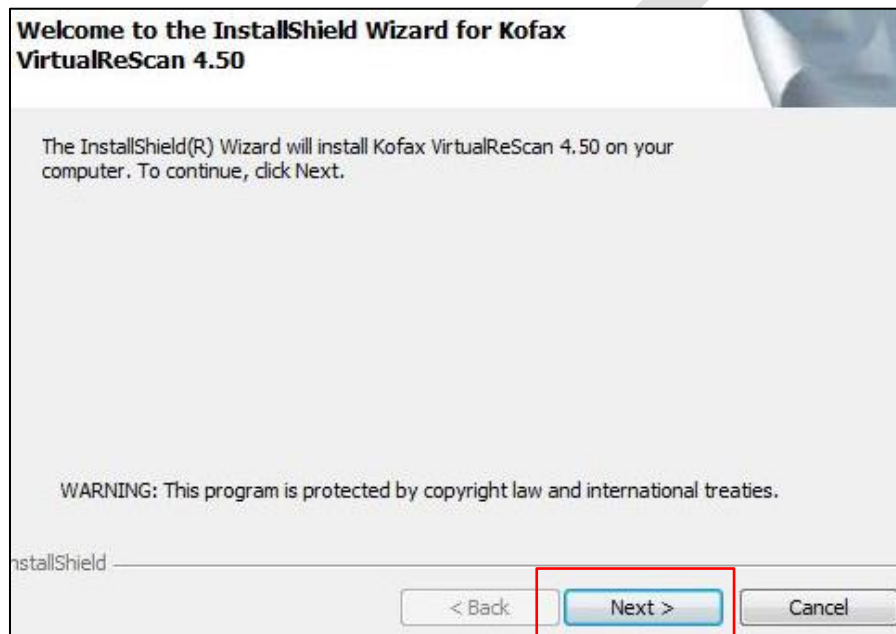
Step 2: It will extract a folder titled “**VRS4.5_SVRS**” into the same location as the installation file:

SCAAgent	8/30/2012 1:56 PM
VRS4.5_SVRS	8/31/2012 8:35 AM
dotNetFx40_Full_setup	8/30/2012 10:17 AM
iX-2_1_11205_9001_R	8/30/2012 1:36 PM
iX-2_1_11206_21001I	8/30/2012 1:35 PM

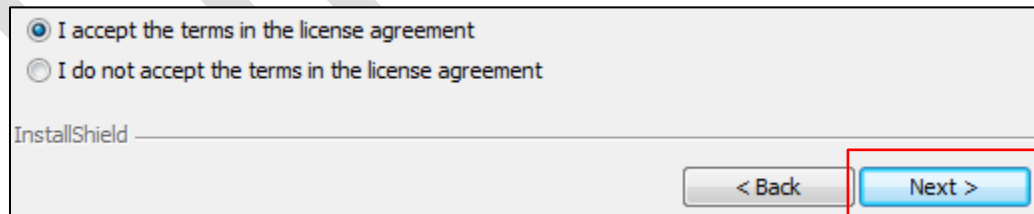
Step 3: Open the folder and launch “Setup.exe” as administrator:

oem	9/14/2009 5:55 AM
Setup	4/28/2009 2:36 AM
setup	9/14/2009 5:34 AM
setup	9/14/2009 5:35 AM
THIRDPARTYLICENSEREADME	7/27/2007 1:39 AM

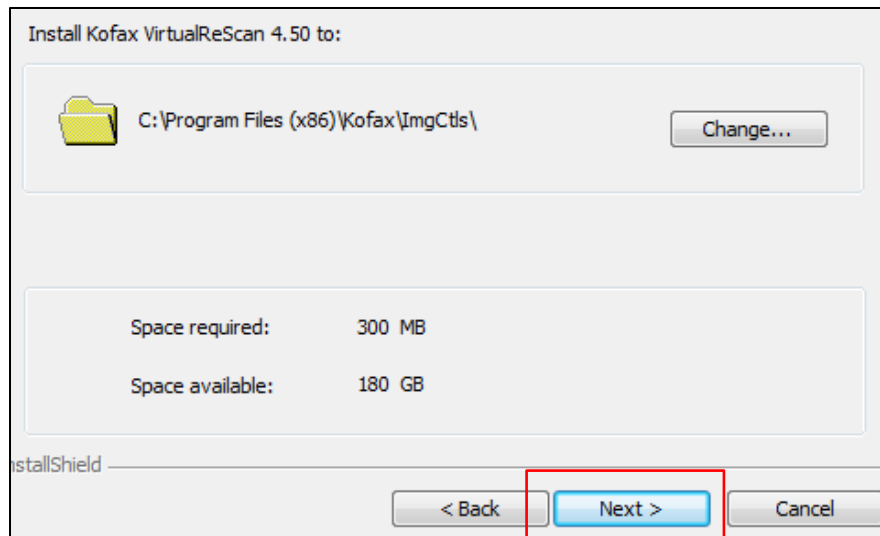
Step 4: Click “Next” to pass the Welcome screen:



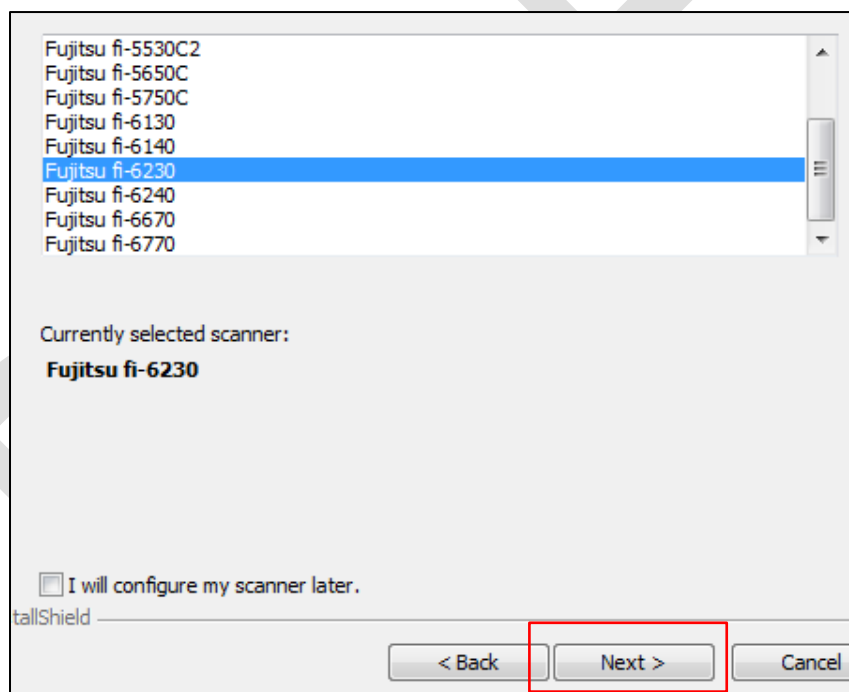
Step 5: Select “I accept the terms and license agreement” and click “Next:”



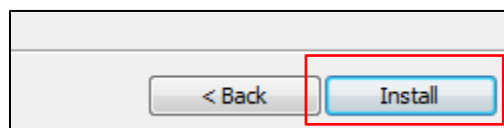
Step 6: Click “Next” on the folder destination page:



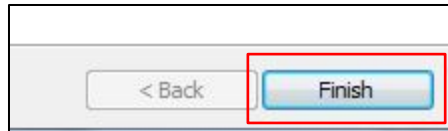
Step 7: Select the model number of the scanner from the list. Once it's highlighted, click "Next:"



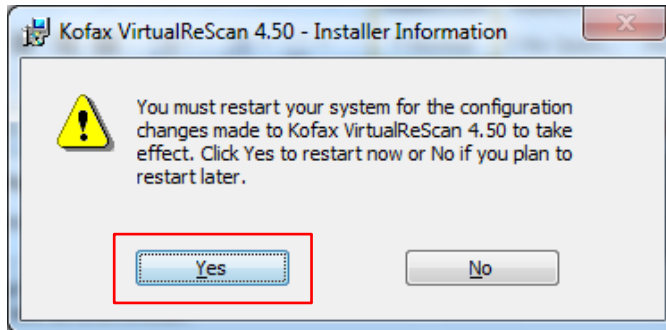
Step 8: Click on "Install" to begin the installation process:



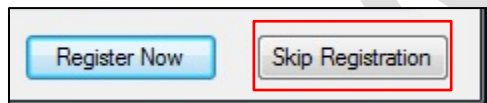
Step 9: Once the process is complete, click "Finish" to close the application:



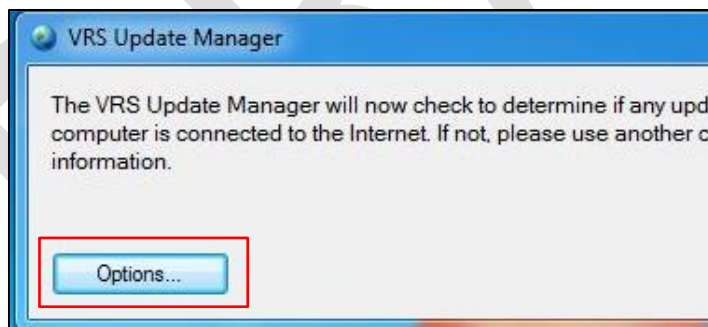
Step 10: A restart is necessary for this installation. When the message prompt pops up asking to restart your computer, select **"Yes:"**



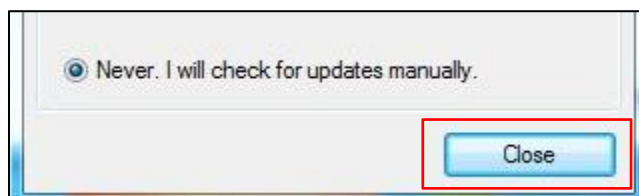
Step 11: The installation will continue when the computer starts up. A notification will appear asking you to register. Select, **"Skip Registration"** then select **"Yes"** at the next window. The product will be registered during production:



Step 12: The VRS Update Manager will appear. Select **"Options:"**



Step 13: A new window will appear. Select, **"Never, I will check for updates manually"** and click on **"Close."** When returned to the VRS Update Manager, select **"Close"** to end this part of the installation:

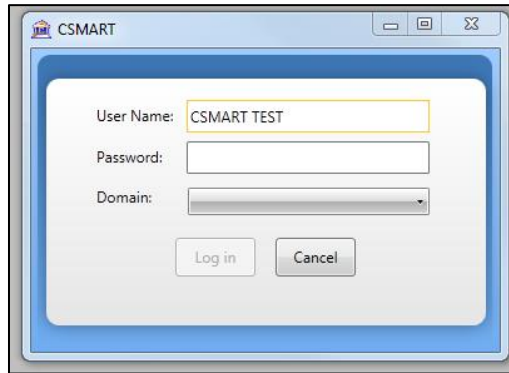


4.3. Testing Scanner

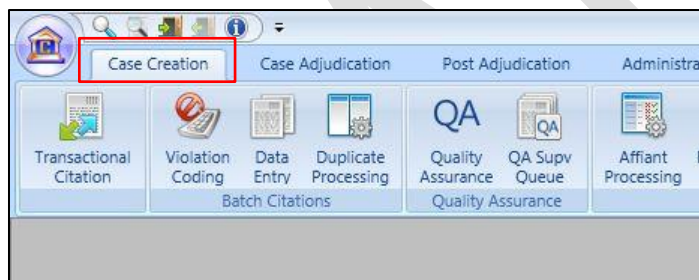
There are two ways to test the scanner, through CSMART and through the VRS Test application. Use both programs to ensure the scanner is working properly.

4.3.1. Testing through CSMART

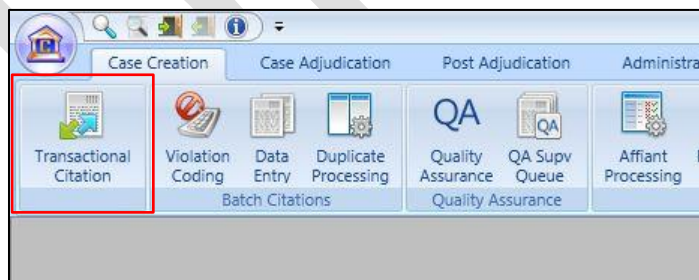
Step 1: Launch the CSMART application and log-in:



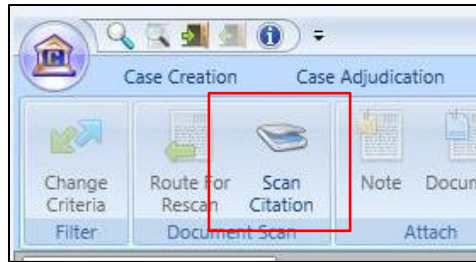
Step 2: Click on the “Case Creation” tab:



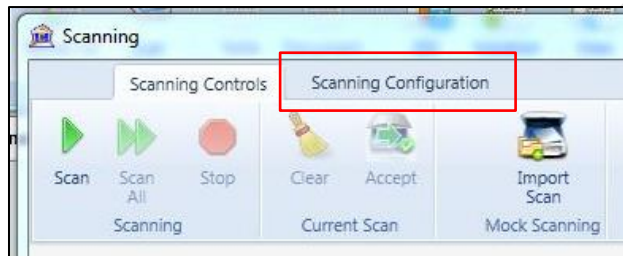
Step 3: Select the “Transactional Citation” button in the ribbon:



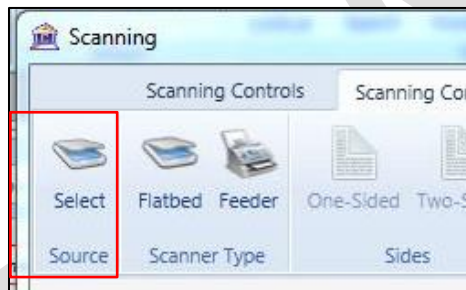
Step 4: Select “Scan Citation:”



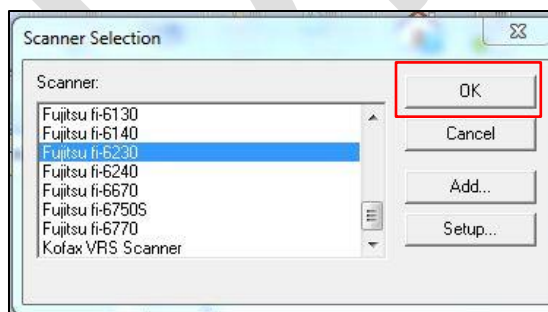
Step 5: A window will pop-up titled “Scanning.” From there select the “**Scanning Configuration**” tab:



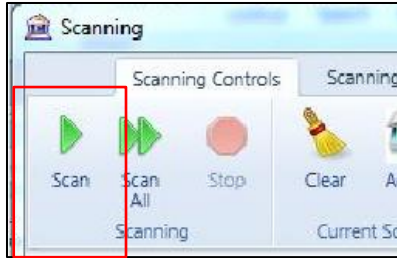
Step 6: Click on “**Select Source:**”



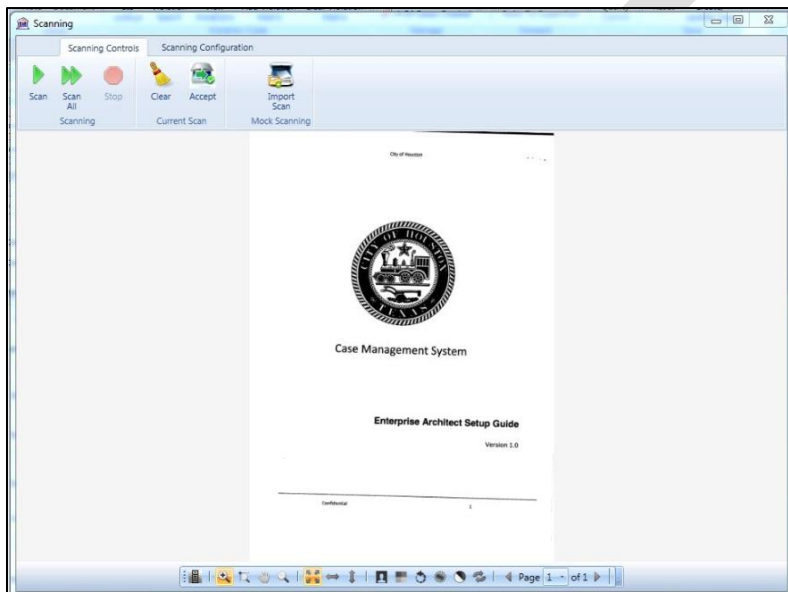
Step 7: A small window will pop-up with a list of scanners. Select the designated scanner for the machine and click “**Ok:**”



Step 8: Go back to the “**Scanning Controls**” tab and click on the “**Scan**” button to test the scanner:



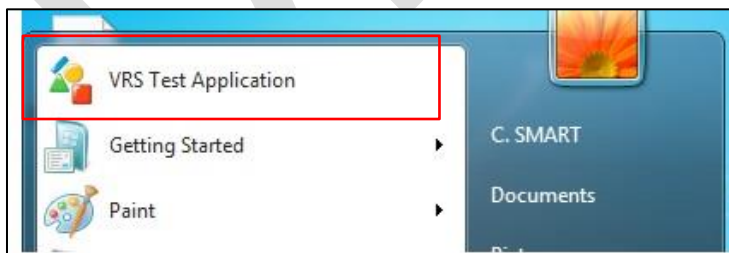
Result: The scanned image will appear in the scanning window. This confirms that the scanner is working properly with CSMART:



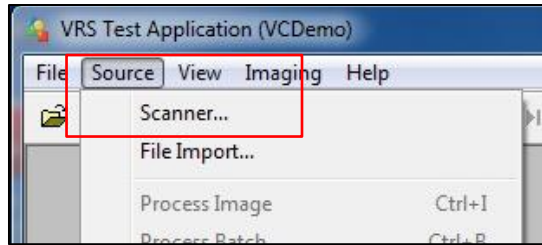
4.3.2. Testing using VRS Test Application

Some settings need to be tweaked in order for the scanner to scan the documents properly.

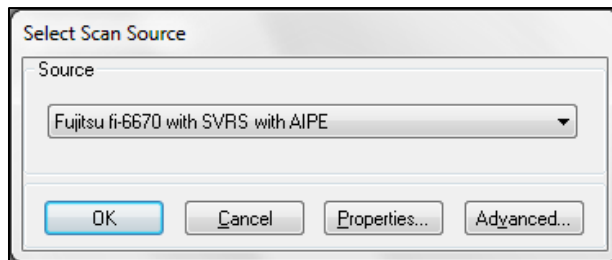
Step 1: Open VRS Test Application from the Start-bar:



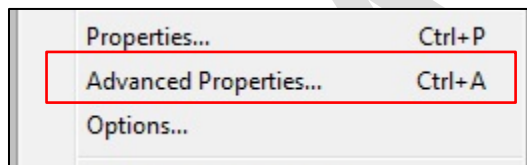
Step 2: From the “Source” drop down menu, select “Scanner:”



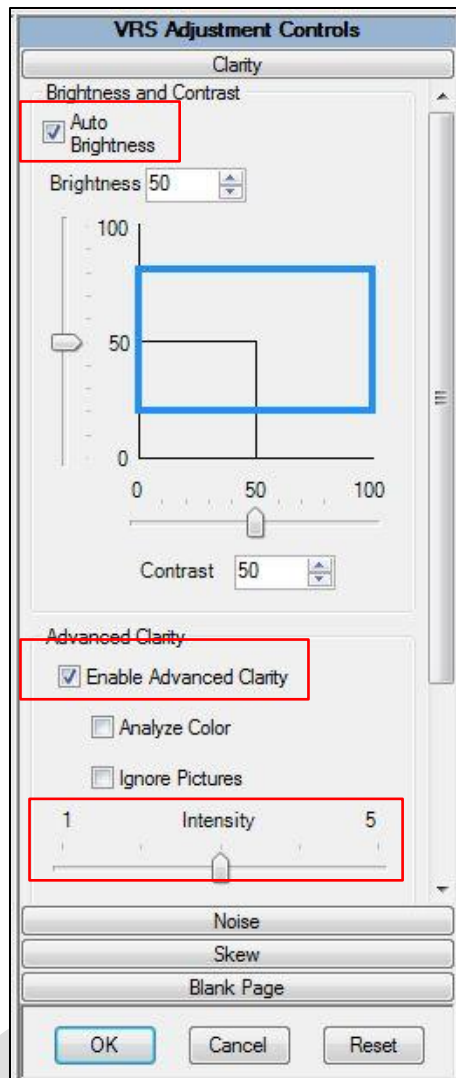
Step 3: Select the scanner from the drop down menu that is connected to the machine and click **“Ok:”**



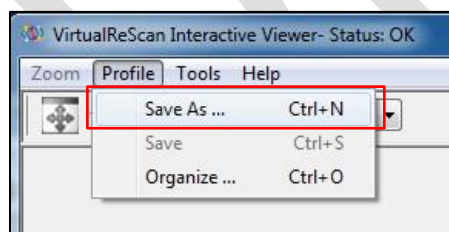
Step 4: Go to the **“Source”** drop down again and select **“Advance Properties:”**



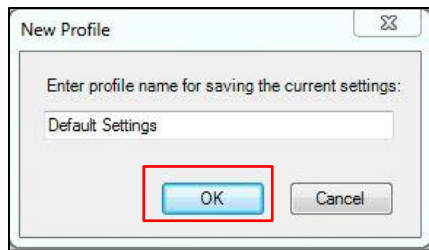
Step 5: The VirtualReScan Interactive Viewer will open. On the right side, under **“VRS Adjustment Controls”**, check Auto-Brightness, enable Advance Clarity and set intensity to 3. After that click, **“Ok:”**



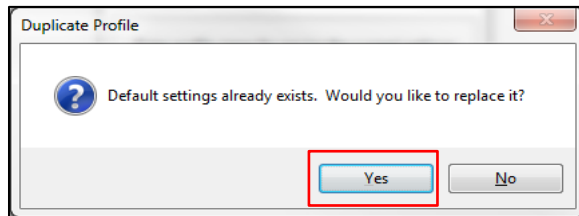
Step 6: Click on the **“Profile”** drop down and select **“Save As:”**



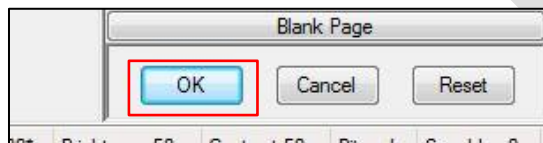
Step 7: Enter the profile name as **“Default Settings”** and click **“Ok:”**



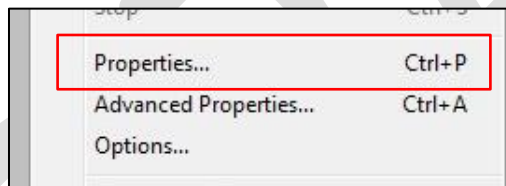
Step 8: When asked to replace default settings click **“Yes:”**



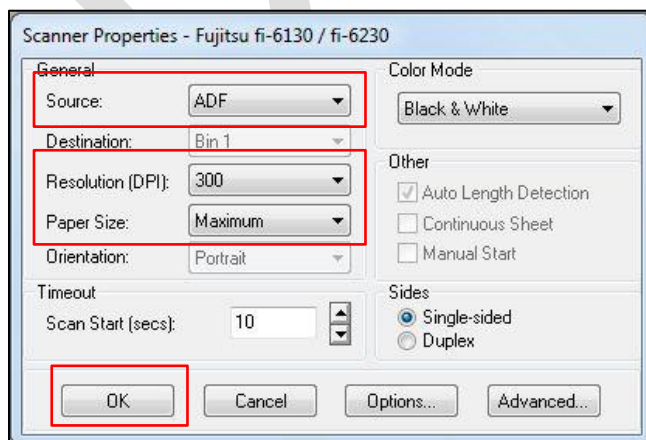
Step 9: Click **“OK”** to close the interactive view:



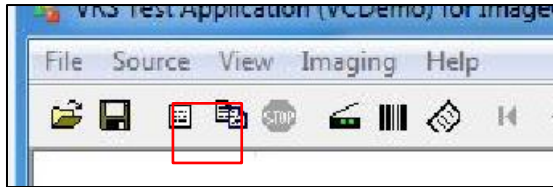
Step 10: Go to the **“Source”** tab again and select **“Properties:”**



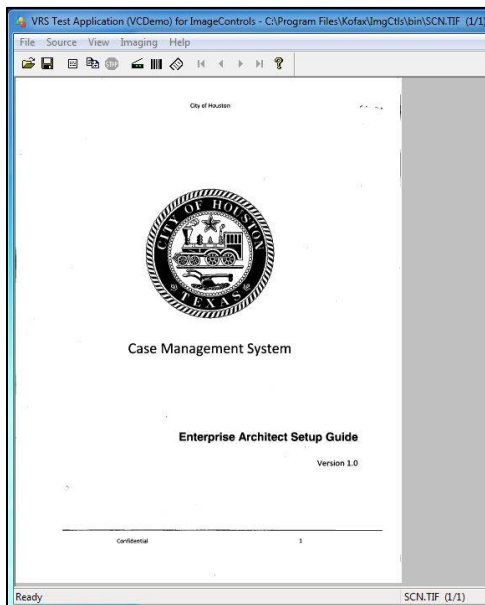
Step 11: Make sure Source is ADF, Resolution (DPI) is 300, and paper size is Maximum. Once that’s complete, select **“Ok:”**



Step 12: Now it's time to test the scanner. Return to the VRS Test Application and put a sheet in the tray of the scanner. Click on the **"Process Image"** icon to begin the scan:



Result: The scanned sheet should appear in the window:



4.4. Installing Kofax

Kofax is an application that works in conjunction with CSMART for its scanning processes. This will install Kofax v10.

Note: Any older version of Kofax needs to be uninstalled.

Step 1: Find the file titled **"Setup NoVRS"** in the application folder and Run as Administrator:

You can also access it from the server:

Kofax UAT:

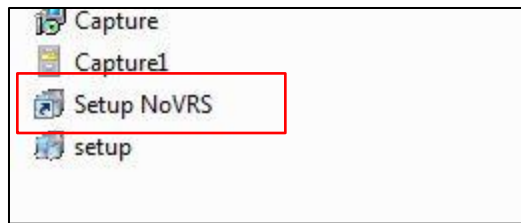
<\\vm02mcadstapp01.houtx.lc\CaptureSV\WrkInst> or <\\10.128.242.128\CaptureSV>

Kofax QA:

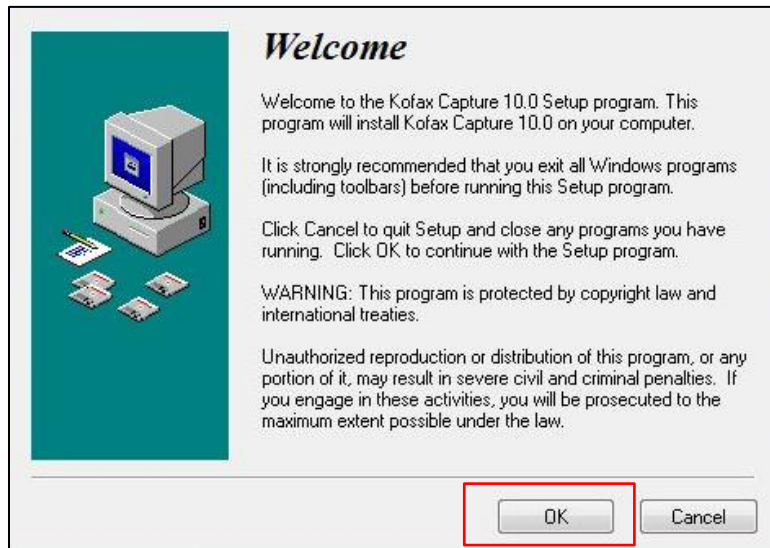
<\\Vm09mcadqakof02.houtx.lc\CaptureSV\WrkInst> or <\\10.128.226.61\CaptureSV>

Kofax TRNG:

<\\vm12mcadstt01\CaptureSV\WrkInst> or <\\10.128.241.186\CaptureSV>



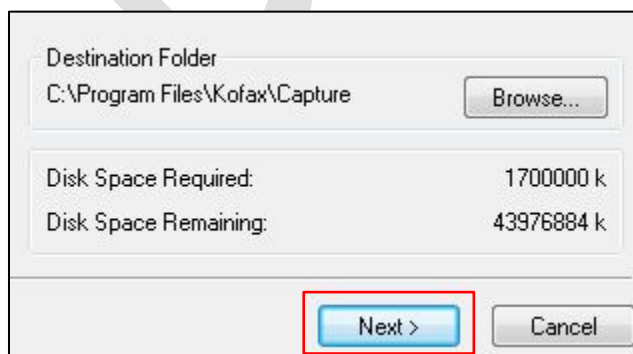
Step 2: Click “Ok” to get past welcome screen:



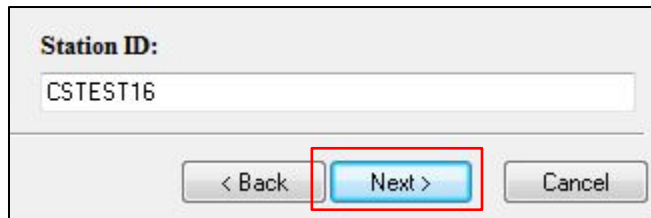
Step 3: Select, “I accept the license agreement” and click on “Ok:”



Step 4: Click “Next” on the destination folder window:

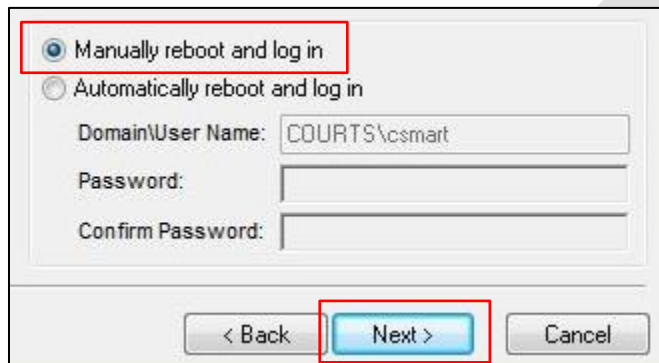


Step 5: The station ID should be named based on the machine being installed. If not, type in the assigned station ID and click **“Ok:”**



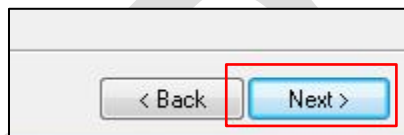
A dialog box titled "Station ID:" with a text input field containing "CSTEST16". Below the input field are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red rectangular box.

Step 6: Select **“Manually reboot and log in”** and click **“Next:”**



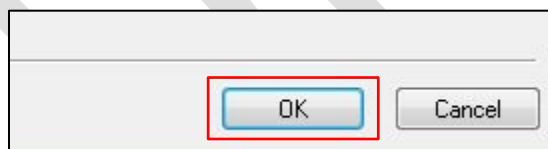
A dialog box with two radio button options: "Manually reboot and log in" (selected) and "Automatically reboot and log in". Below these are three text input fields: "Domain\User Name:" containing "COURTS\csmart", "Password:", and "Confirm Password:". At the bottom are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red rectangular box.

Step 7: Click **“Next”** to start the installation:



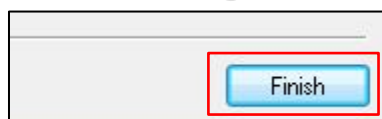
A dialog box with two buttons: "< Back" and "Next >". The "Next >" button is highlighted with a red rectangular box.

Step 8: This next window will update the system files, click **“Ok:”**



A dialog box with two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

Step 9: Click on the **“Finish”** button to complete the process:



A dialog box with a single button: "Finish". The "Finish" button is highlighted with a red rectangular box.

4.5. Installing Pixtran Files

CSMART uses Atalasoft Pixtran drivers that are required to scan documents. These files are not installed but rather “copied” to the Windows workstation. When installing the ISIS drivers a “**Pixtran**” folder is created in the “**C:\Windows**” folder. The installation requires copying certain Pixtran files from the Kofax server to the workstation. The steps are:

Step 1: Open Windows Explorer.

Step 2: Go to the desired Kofax server and find the Pixtran files:

For UAT installation:

<\\vm02mcadstapp01\CaptureSV\WrkInst\Scanner Drivers\Atalasoft Pixtran>

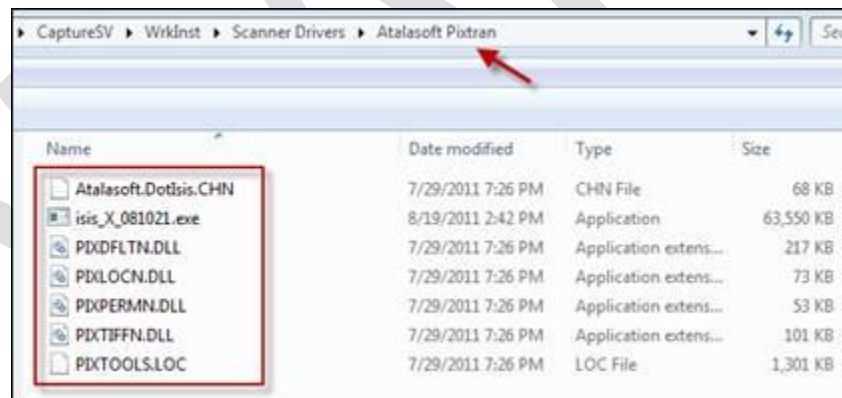
For QA installation:

<\\vm09mcadqakof02\CaptureSV\WrkInst\Scanner Drivers\Atalasoft Pixtran>

For TRNG installation:

<\\vm12mcadstt01\CaptureSV\WrkInst\Scanner Drivers\Atalasoft Pixtran>

Step 3: Copy all the files in the “**Atalasoft Pixtran**” folder



Step 4: Go to the workstation and navigate to the “**C:\Windows\PIXTRAN**” folder.

Step 5: Paste the files copied from the server.

Step 6: **DO NOT OVERWRITE ANY FILES THAT ALREADY EXIST**. Only copy the files that do not exist in the destination folder.

Step 7: Close Windows Explorer.

Step 8: Test by opening CSMART, go to Advanced Search, find a case, click the AdHoc Scan button.

Step 9: Scan a document (Mock Scanning or using a physical scanner).

4.6. Installing CSMART Coversheet Utility Program

Only the workstations that will process High Volume Scanning will have the CSMART Coversheet Utility Program. After scanning a batch of citations, the Coversheet Utility produces a printout (Coversheet) with the information of all the citations in the batch.

The installation is actually copying a folder from the Kofax server to the local computer. This document illustrates the 1st Method of Copying from Server to PC.

Please contact the Kofax Administrator or the Training Team if you have any questions regarding this document.

1st Method - Copying from Server to PC

UAT Environment:

Step 1: Open Windows Explorer and Browse to:

[\\vm02mcadstapp01\Program Files \(x86\)\CSMART\KofaxServices](\\vm02mcadstapp01\Program Files (x86)\CSMART\KofaxServices)

QA Environment:

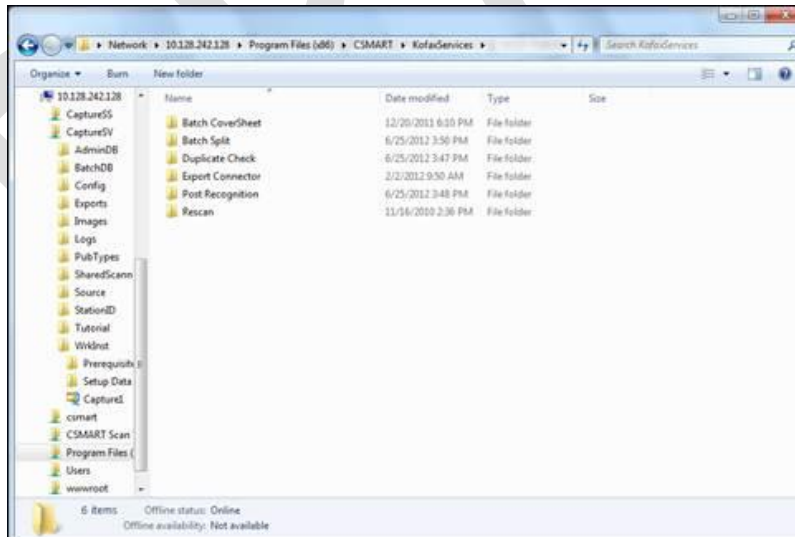
Step 1: Open Windows Explorer and Browse to:

[\\vm09mcadgkof02\Program Files \(x86\)\CSMART\KofaxServices](\\vm09mcadgkof02\Program Files (x86)\CSMART\KofaxServices)

TRNG Environment:

Step 1:

[\\vm12mcadstt01\Program Files \(x86\)\CSMART\KofaxServices](\\vm12mcadstt01\Program Files (x86)\CSMART\KofaxServices)

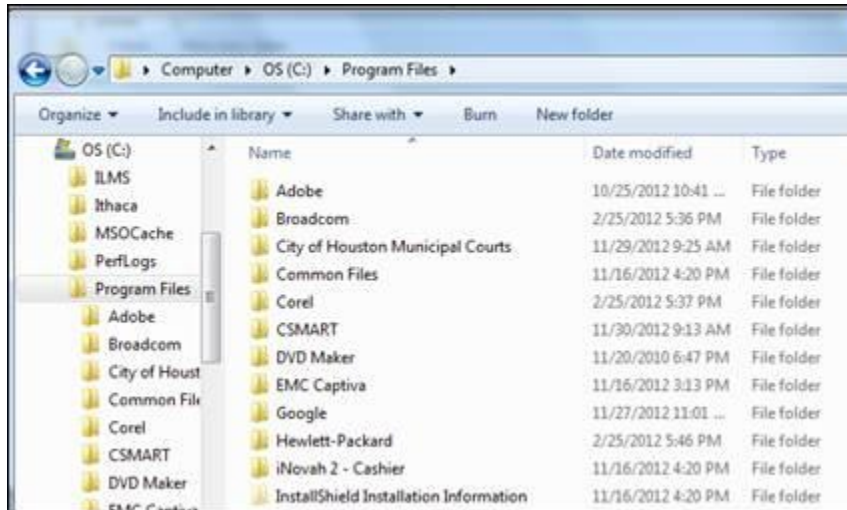


Step 2: Copy the “Batch CoverSheet” folder and its contents.

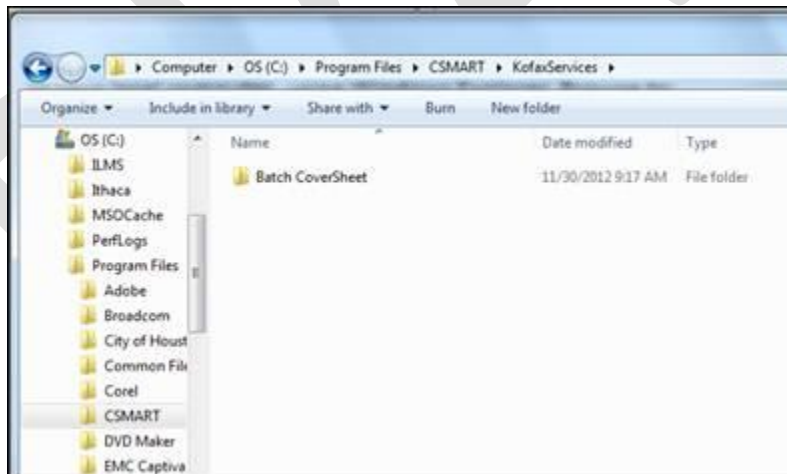
Step 3: In your local computer, using Windows Explorer, Browse to:
C:\Program Files (x86)\CSMART\KofaxServices\

Note: If the `\CSMART\KofaxServices\` folders don't exist, please create them under Program Files (x86).

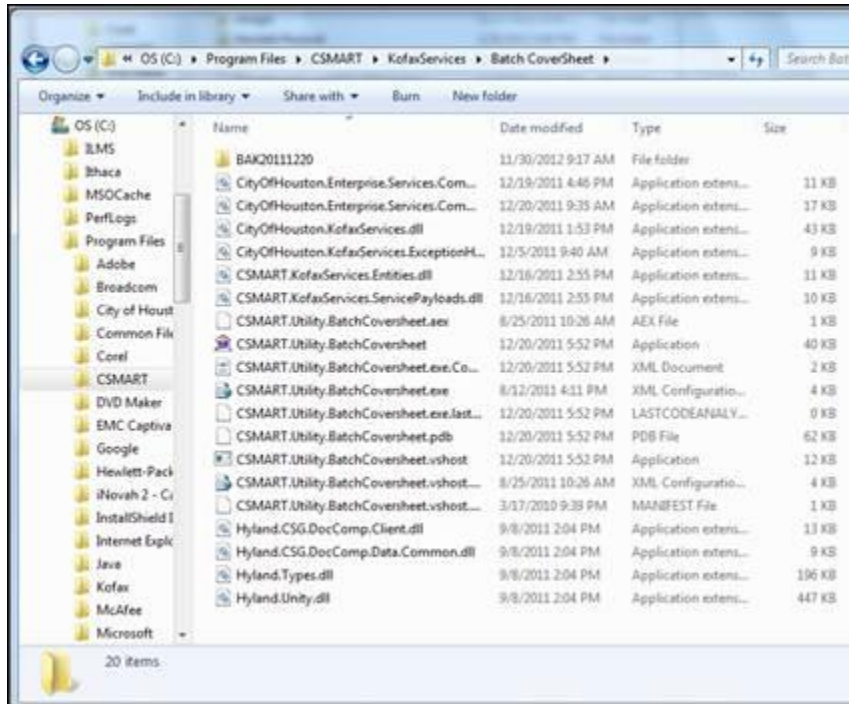
Note: If the computer doesn't have the **Program Files (x86)** folder, just use the **Program Files** folder.



Step 4: Make sure you are in the **KofaxServices** folder in your workstation. **Paste** the **Batch Coversheet** folder you copied from the server.



Step 5: Open the **Batch CoverSheet** folder in your workstation.



Step 6: Locate the **CSMART.Utility.BatchCoversheet.exe** application (with the CSMART icon) and make a shortcut of this application on the Desktop.



Optional: **Rename** the shortcut on the Desktop to **"Batch Coversheet Utility"**.

Step 7: Run the Batch Coversheet Utility to test.

5. Installing iNovah

iNovah handles all the payment transactions associated with CSMART.

Note: A log-in to iNovah is required in order to download the installation file.

Step 1: Open a browser and go to:

iNovah UAT:

<http://pweuposweb.pwe.pserv.coh.gov/iNovah2-CityUAT/Login.aspx>

iNovah QA (Test):

<http://pwetposweb.pwe.pserv.coh.gov/iNovah2-Test/Login.aspx>

iNovah TRNG:

<http://pwetrnposweb/iNovah2-Training/Login.aspx>

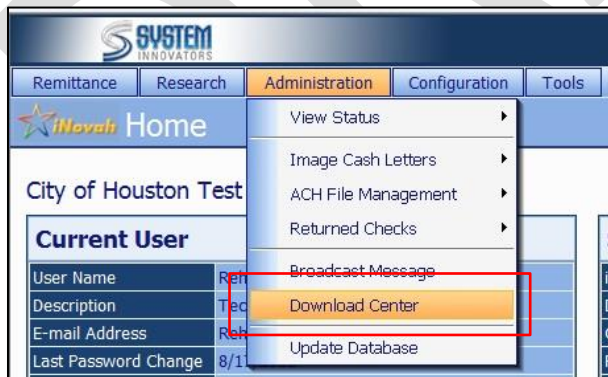
Step 2: Log-in to the iNovah system:



A screenshot of the 'System Login' window. It features a title bar with a small icon and the text 'System Login'. Below the title bar, there are two input fields: 'User Name:' and 'Password:'. To the left of the 'Password:' field is a link that says 'Forgot Password?'. To the right of the 'Password:' field is a button labeled 'Login'.

Note: Make sure all pop-up blockers are disabled before continuing.

Step 3: Click on the “Administration” tab and select “Download Center:”

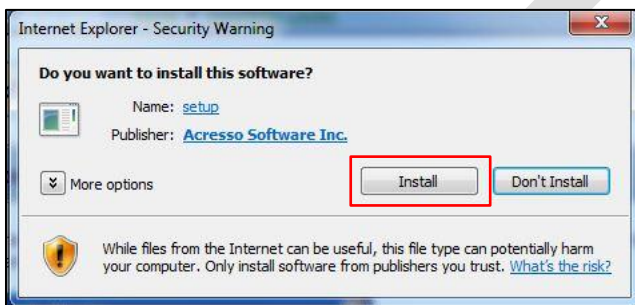


A screenshot of the iNovah system interface. At the top, there is a navigation bar with tabs: 'Remittance', 'Research', 'Administration', 'Configuration', and 'Tools'. The 'Administration' tab is selected and highlighted. Below the navigation bar, there is a 'Home' link with a star icon. To the left, there is a section for 'City of Houston Test' and 'Current User' with a table showing user details. On the right, a dropdown menu is open under the 'Administration' tab, showing options: 'View Status', 'Image Cash Letters', 'ACH File Management', 'Returned Checks', 'Broadcast Message', 'Download Center', and 'Update Database'. The 'Download Center' option is highlighted with a red box.

Step 4: There will be two installation products; choose **iNovah Cashier** . Click on the **“Install”** button next to iNovah – Cashier:



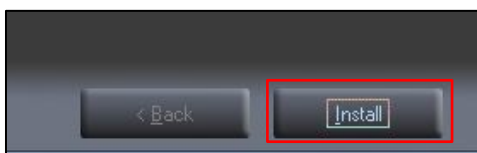
Step 5: Click on the **“Install”** button:



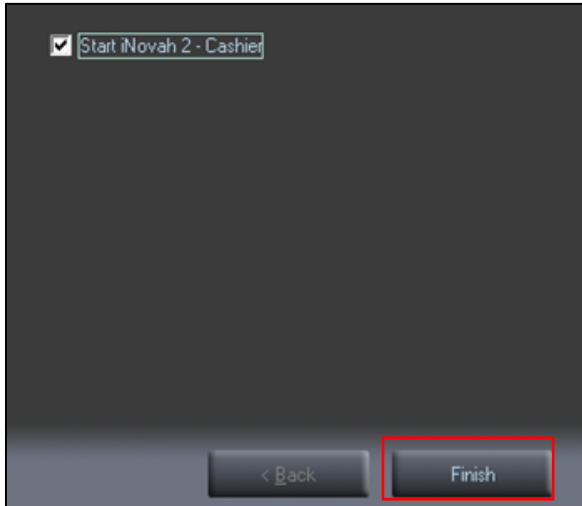
Step 6: In the Security Warning window, select **“I understand the security risk and wish to continue”** and click **“Ok:”**



Step 7: Click **“Install”** to begin the installation process:



Step 8: Make sure “Start iNovah 2 – Cashier” is checked and click on “Finished:”



Result: This should start-up the iNovah application. Enter the log-in information to access iNovah.

6. Trouble shooting

- a) Text here
- b) Text here
- c) Text here

7. Contact

E-Mail: mustbehyperlinked@email.com

Phone:

8. FAQ