MyWebReceipts 1.00 Setup Guide

Installing & running MyWebReceipts 1.00.

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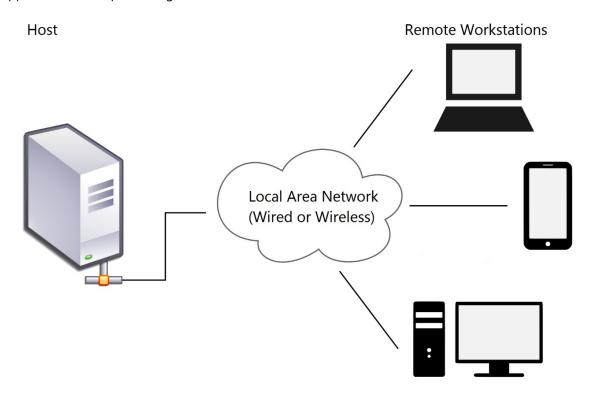
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About MyWebReceipts

MyWebReceipts is a browser-based web application for collecting fees on any number of workstations. It consists of a host that provides web and database hosting services, and can be used as a standalone fee collection station, or serve as a host for any number of remote machines. Both host & remote machines support credit card processing via local USB credit card readers.



Setup programs are available for both host & remote workstation installations. They are hosted on the TES web site (<u>https://tessoftware.com/downloads</u>) or may be downloaded from the links below.

Please select the appropriate setup program for your installation.

 Host
 https://files.tessoftware.com/SetupMyWebReceiptsHost1.00.exe

 Remote
 https://files.tessoftware.com/SetupMyWebReceiptsRemote1.00.exe

Before You Begin

Before installing MyWebReceipts, make sure each workstation you plan on installing it on is up to date with all device drivers and patches via Windows Update. Several third-party drivers require Windows features not available with the base releases of the operating system, particularly versions prior to Windows 10.

Using your Windows Update feature, make sure all suggested patches, drivers, and service packs are installed prior to installing the MyWebReceipts software.

Using Pre-Existing Instances of SQL Server

MySchoolReceipts utilizes an SQL Server Express database to store its data. If you don't have an instance of SQL Server Express installed, the setup application will download and install one for you.

If you already have an instance of SQL Server Express installed, you may direct Setup to use it, providing the following requirements are met:

- SQL Server Express version 2012 or later.
- SQL Server Command Line Utilities are installed.

Setup MyWebReceipts Host

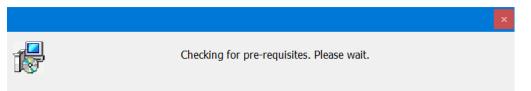
The MyWebReceipts host provides web & database hosting services, and optionally can be used to collect fees, as well. It is typically the computer where MySchoolAccounting is installed, but MySchoolAccounting is not required to run MyWebReceipts.

The MyWebReceipts host does require several third-party products, all of which can be downloaded & installed via the setup program. Required 3rd party software includes:

- Microsoft SQL Server Command Line Utilities
- Microsoft SQL Server 2012 (or later) (Express edition is fine)
- .NET Framework 4.5
- .NET Framework 2.0
- Universal C Runtime
- Ingenico USB Drivers (for use with Ingenico EMV chip readers)
- Paywire OCX Driver

The following provides detailed help on using the MyWebReceipts Host setup program to install & configure all required software.

- 1. Download & run the SetupMyWebReceiptsHost1.00.exe application from the TES Software web site: https://files.tessoftware.com/SetupMyWebReceiptsHost1.00.exe
- 2. Setup first performs a check for required software. Be patient as it searches your system for required components.



3. Carefully review the Pre-Requisites to determine what 3rd party components need to be installed. The column to the right indicates whether a 3rd party component was found on the system, or not.

For each component not already on your system, select the underlined blue link to download & install the software.

See the appropriate sections of this document for help with any of the 3rd party installers.

As you work through the list, the Not Found indicator will update to show you have installed the software.

Install Pre-Requisites	– 🗆 X
Pre-Requisites	
Download & install required software packages. Clic	ck Next when ready.
Click on the links below to install any required softwa	are.
Setup will automatically download and install the sel	ected software.
Microsoft SQL Command Line Utilities	Found
Microsoft SQL Server	Found
Microsoft .NET Framework 4.5	Found
Microsoft .NET Framework 2.0	Found
Universal C Runtime	Found
Ingenico USB Drivers	Not Found
Paywire OCX Drivers	Not Found
	<u>N</u> ext > <u>C</u> ancel

When complete, click Next to continue.

4. Select folders for the installation. Do not select folders on a network drive.

Folders	—	
Set Folders		
Set folders used by TES programs.		<u>ک</u>
TES Home Folder:		
C:\TES		
MyWebReceipts Folder:		
C:\TES\MyWebReceipts		
Log Files Folder:		
C:\TES\Setup\Logs		
Database(s) Folder:		
C:\MSSQL\Data .		
(Do not place databases in any folder located within your TES Hom	ne folder.)	
< Back	Next >	<u>C</u> ancel

TES Home Folder	The home folder for TES products.	
MyWebReceipts Folder	The MyWebReceipts application folder.	
Log Files Folder	The folder to place log files in.	
Database Folder	The folder to place database files in.	

5. Enter Database Connection information.

Connect to Database	—		×
Database Connection Click Next to connect to SQL Server, or edit the selections below.			
Please provide the connection information for your SQL Server host.			
Server:			
Use Integrated Windows Authentication (Use Only if SQL Server is o	n this ma	achine.)	
User Name:			
Password:			
< Back Next	t >	Ca	ncel

Server

Enter the computer name\instance name of the database to connect to.

For the default SQL Server 2012 Express database installed with MyWebReceipts, use ".\SQLEXPRESS".

Use Integrated Windows Authentication

If your database is on the current machine and the current Windows user has rights to create and update databases, you can use Integrated Windows Authentication to connect to it.

Otherwise, enter an administrative user (sa) & password to connect to your database host with in the User Name / Password fields.

User Name / Password

Enter an administrative user (typically 'sa') & password to connect to your database host with. If you used the provided SQL Server 2012 Express setup, enter the user name & password you entered during setup.

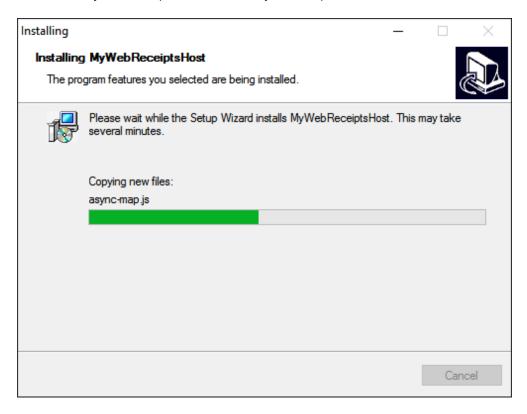
6. Select any shortcuts you want installed.

Select Shortcuts –	-		×
Install Shortcuts			
Select Next to install the selected shortcut(s), or edit the selections below.			
Select the application shortcuts to install on your system.			
	ß		
Programs			
Desktop			
QuickLaunch			
		_	
< Back Next >		Car	ncel

7. Review your selections and select Next when you are ready to begin. You may use the Back button to go back & change any of your selections.

Ready to Begin	_		×
Ready to Begin The wizard is ready to begin.		Ģ	
If you want to review or change any of your installation settings, click E the wizard. Current Settings:	ack. Click	c Cancel to	o exit
Destination Folder C:\TES\MyWebReceipts Disk Space Requirements 59,504K SQL Server Create Database Database Folder C:\MSSQL\Data			
< <u>B</u> ack <u>N</u> ex	t >	<u>C</u> an	cel

8. Wait while MyWebReceipts is installed on your computer.



9. Click Finish on the Setup Wizard Complete page. You can optionally select Run MyWebReceipts to immediately open the web application.

Shortcuts are also available on your desktop, as well as your Start menu for opening the MyWebReceipts web application.

Finish	- 🗆 ×
	Setup Wizard Complete
Su	The Setup Wizard has successfully installed MyWebReceiptsHost. Click Finish to exit the wizard.
auphuider	Run MyWebReceipts
	Finish Cancel

Remote Workstation Setup

MyWebReceipts remote workstations connect to the web application on the host using any web browser. As such, you can use any computer, laptop, tablet or other device with a network connection to collect fees throughout your district.

For credit card processing, you must use a Windows device with a USB port.

To enable credit card processing, MyWebReceipts remote installation require a few third party products, all of which are included with the setup program.

Required 3rd party software includes:

- .NET Framework 2.0
- Universal C Runtime
- Ingenico USB Drivers (for use with Ingenico EMV chip readers)
- PaywireReceiver

The following provides detailed help on using the MyWebReceipts Remote setup program to install & configure all required software.

1. Download & run the SetupMyWebReceiptsRemote1.00.exe application from the TES Software web site:

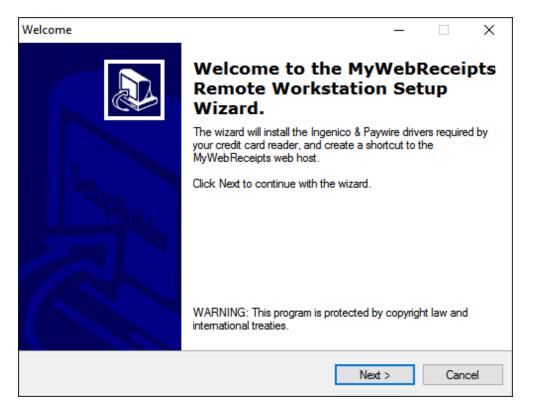
https://files.tessoftware.com/SetupMyWebReceiptsRemote1.00.exe

2. Setup first performs a check for required software. Be patient as it searches your system for required components.



Checking for pre-requisites. Please wait.

3. Click Next on the Welcome page.



4. Carefully review the Pre-Requisites to determine what 3rd party components need to be installed.

The column to the right indicated whether a 3rd party component was found on the system, or not.

For each component not already on your system, select the underlined blue link to download & install the software.

See the appropriate sections of this document for help with any of the 3rd party installers.

As you work through the list, the Not Found indicator will update to show you have installed the software.

Install Pre-Requsites		—		×
Pre-Requisites Download & install required software pack	kages. Click Next when read	ly to continu	Je. (
Click on the links below to install any requ	ired software.			
Setup will automatically download and ins	tall the selected software.			
Microsoft .NET Framework 2.0	Found			
Universal C Runtime	Found			
Ingenico USB Drivers	Found			
Paywire Receiver	Found			
	< Back Ne	ext >	Can	cel

When complete, click Next to continue.

5. Setup next creates shortcuts to the MyWebReceipts host on the computer's desktop, as well as the Start menu. This makes it easy to load the MyWebReceipts application.

Enter the address and port number of your MyWebReceipts host. Omit the http:// prefix. For example: DebbiesPC : 5000

ComputerName.DistrictName.org : 5000

Note that the default port number used by MyWebReceipts is 5000. Unless your IT administrator changed it, leave the port number set to 5000.

If you omit the web address, no shortcut will be created, but you can manually open a browser and connect to the web site later.

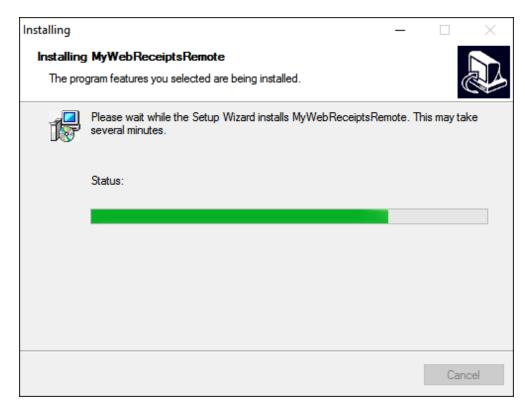
Consult with your IT department if you are unsure of the address.

Create Shortcut				\times
Create MyWebReceipts Short Enter the address to your MyWe	tcut bReceipts host, or select Next to	continue.	(
Enter the address port number o A shortcut to the MyWebReceipt Menu.	of your MyWebReceipts host. ts web application will be created	l on your Deskto	op & Start	
Leave the http address empty to	skip the shortcuts.			
http://		: 5	000	
	< Back	Next >	Can	cel

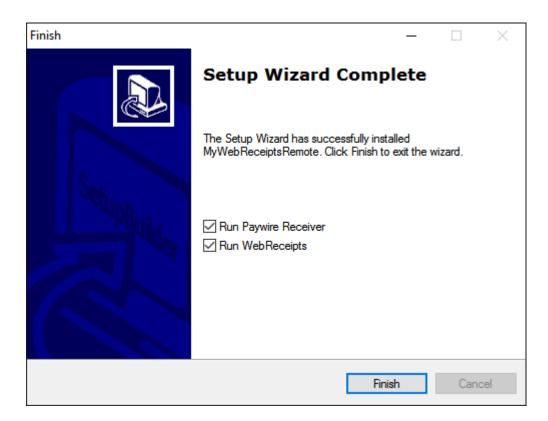
6. Review your selections and select Next when you are ready to begin. You may use the Back button to go back & change any of your selections.

Ready to Begin	_		×
Ready to Begin			\sim
The wizard is ready to begin.		6	
If you want to review or change any of your installation settings, click Ba the wizard.	ack. Click	Cancel to	o exit
Current Settings:			
Destination Folder C:\TES\MyWebReceipts			
Disk Space Requirements 0K			
< <u>B</u> ack Next	>	Can	cel

7. Wait while MyWebReceipts is installed on your computer.



8. To start using MyWebReceipts right away, select the Run Paywire Receiver and Run WebReceipts check boxes on the Finish page & click Finish.



Important: Make sure you set the following PaywireReceiver options to ensure proper operation of your credit card reader in MyWebReceipts.

Important: Do not click on the Update button when setting PaywireReceiver options.

P Paywire Receiver - Adva	nced Preferences		×
Service Activation	VPOS Service	O Services Off	
Transaction Setting			
Allow EMV Swipe	Allow Debit Card	Allow ACH	
Reader Configuration			
Version 1.3.4.2	ОК	Cancel Apply	′

Microsoft SQL Server 2012 Express Setup

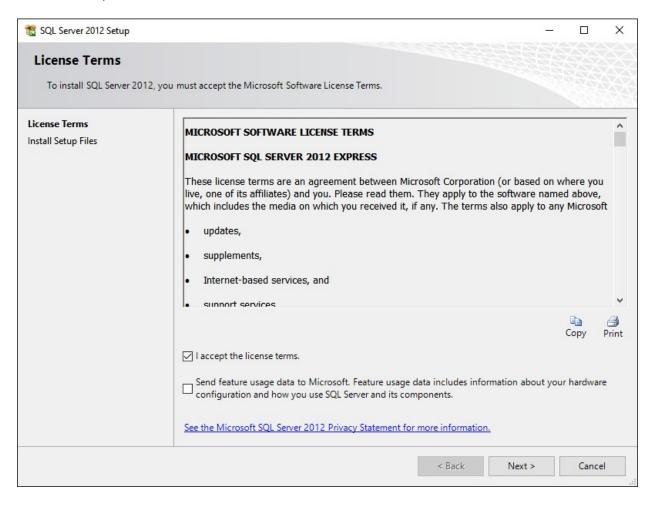
MyWebReceipts utilizes a dedicated Microsoft SQL Server Express database engine for its data storage. The MyWebReceipts setup application provides a pre-packaged installer for SQL Server, and executes the program with pre-configured settings required by MyWebReceipts.

Microsoft SQL Server 2012 Express can be safely installed on systems running other SQL Server instances.

1. SQL Server Setup first checks your system for required components. This scan can take some type, be patient as it executes.

Work through any reported problems, if applicable, and click OK to begin installation.

2. Review & accept the license terms.



Select Next to continue.

3. Any required setup files are next installed on your computer. Be patient.

4. Work through the wizard, ensuring the following options are set on each page. The majority of options are pre-selected for you, with the exception of the Database Engine Configuration > Data Directories page.

Feature Selection

- ✓ Database Engine Services
- ✓ SQL Server Replication
- ✓ SQL Client Connectivity SDK

Instance Configuration

✓ Named instance: SQLExpress

Server Configuration

Service	Account Name	Password	Startup Type
SQL Server Database Engine	NT Service\MSSQL\$SQLEXPRESS	(blank)	Automatic
SQL Server Browser	NT AUTHORITY\LOCALSERVICE	(blank)	Disabled

Database Engine Configuration Server Configuration

- ✓ Mixed Mode (SQL Server authentication and Windows authentication)
- ✓ Specify the password for the SQL Server system administrator (sa) account.
- ✓ Specify SQL Server administrators BUILTIN\ADMINISTRATORS

Select Add Current User to add your user account to the list.

Data Directories

Data root directory:	(use the default)
User database directory:	C:\MSSQL\DATA (TES data folder)
User database log directory: C:\MSSQL\DATA (TES data folder)	
Temp DB directory:	(use the default)
Temp DB log directory:	(use the default)
Backup directory:	C:\MSSQL\BACKUP (TES backup folder)

User Instances

✓ Users are allowed to run a separate instance of the Database Engine

FILESTREAM

★ Do not Enable FILESTREAM for Transact-SQL Access

Error Reporting

- * Do not enable error reporting.
- 5. Once the installation starts, be patient as the setup program works.

When complete, select Close to return to the MyWebReceipts setup program.

髋 SQL Server 2012 Setup		- 0	×
Complete Your SQL Server 2012 installati	ion completed successfully.		
Your SQL Server 2012 installat Setup Support Rules Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error Reporting Installation Configuration Rules Installation Progress Complete		Status Succeeded Succeeded for SQL Server to view and manage the documentation for SQL Server have	
	SQL Server, you can use the Help your local computer. For more infor < <u>http://go.microsoft.com/fwlink/?Lin</u> 224683) Summary log file has been saved to the	Viewer component uses the online library. After installing Library Manager component to download documentation to mation, see Use Microsoft Books Online for SQL Server hkID=224683> (http://go.microsoft.com/fwlink/?LinkID= following location: http://go.wicrosoft.com/fwlink/?LinkID=	•
		Close Help	

Ingenico USB Drivers Setup

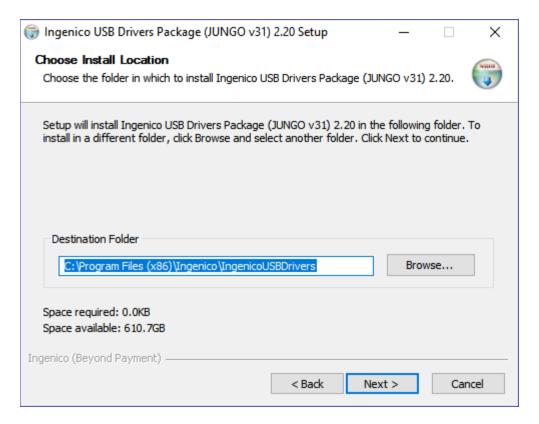
The Ingenico USB Drivers Setup application installs the required USB drivers for your Ingenico credit card reader.

1. At the Welcome screen, select Next to start the installation wizard.



Use the options indicated below on each page of the wizard.

Choose Install Location



Destination Folder: C:\Program Files (x86)\Ingenico\IngenicoUSBDrivers

S

Ingenico USB Drivers Package (JUNGO v31) 2.20 Setup	□ ×
Usb Driver parameters This page allows to set parameters used by USB Driver.	
Force COM Port Feature enabled	
Force COM Port List - PID based Virtual COM Port Product ID (PID)	-
Product ID (PID) (decimal range 1	1-256)
~	
Force COM port - Order of connection based (Enter decimal Value of COM port)	
5 4 3 2	1
Ingenico (Beyond Payment)	
< Back Next >	Cancel

- ✓ Force COM Port Feature enabled
- * Force COM Port List PID based

Leave both the Product ID (PID) & Virtual COM Port (decimal range 1-256) columns blank.

Force COM port - Order of connection based (Enter decimal Value of COM port)

5	4	3	2	1
---	---	---	---	---

Advanced Parameters

🌍 Ingenico USB Drivers Package (JUNGO v31) 2.20 Setup 🦳 🗌	\times
Advanced parameters	NUMB
This page allows to set advanced options. Select if old versions of Usbser driver will be deleted.	4
Advanced Options	
Uninstall Microsoft Usbser drivers(s) Command line:	
Ingenico (Beyond Payment)	
< Back Next > Canc	el

* Do not select Uninstall Microsoft Usb driver(s).

Leave the Command Line option blank.

Choose Start Menu Folder

🌍 Ingenico USB Drivers Package (JUNGO v31) 2.20 Setup 🦳 🗌	\times
Choose Start Menu Folder	NUMBER
Choose a Start Menu folder for the Ingenico USB Drivers Package (JUNGO v31) 2.20 shortcuts.	4
Select the Start Menu folder in which you would like to create the program's shortcuts. You can also enter a name to create a new folder.	
Ingenico \Ingenico USB Drivers Package (JUNGO v31) 2.20	
Accessories	^
Accessibility Accessories	
Administrative Tools	
Android SDK Tools	
Basketball Playbook 011	
BoxSoft Super Templates	
Capesoft CCleaner	
Citrix	
Clarion	¥
Do not create shortcuts	
Ingenico (Beyond Payment)	
< Back Install Cance	el

Accept the default: Ingenico \Ingenico USB Drivers Package (JUNGO v31) 2.20

- 2. Select Install to install the software.
- 3. Once the installation completes, select Finish to return to the MyWebReceipts setup program.

PaywireReceiver Setup

PaywireReceiver provides Paywire credit card processing support for the MyWebReceipts application.

4. Review & accept the license agreement.



Select Next to continue the setup wizard.

5. Use the default installation folder & options on the Select Installation Folder page.

👹 PaywireReceiver		_		\times
Select Installation Folder				
The installer will install PaywireReceiver to the following I	older.			
To install in this folder, click "Next". To install to a differe	nt folder, enter it bel	ow or c	lick "Brov	vse".
<u>Folder:</u> C:\Program Files (x86)\Paywire\PaywireReceiver\			B <u>r</u> owse	
		[<u>D</u> isk Cost.	
Install PaywireReceiver for yourself, or for anyone who	uses this computer:	:		
● <u>E</u> veryone				
◯ Just <u>m</u> e				
Cancel	< <u>B</u> ack		<u>N</u> ext	t>

Select Next to continue the setup wizard.

6. Select Next on the Confirm Installation page to install the software.

PaywireReceiver			_		×
Confirm Installation					
The installer is ready to install PaywireRe	ceiver on your com	puter.			
Click "Next" to start the installation.					
	Cancel	< <u>E</u>	<u>l</u> ack	<u>N</u> e	ext >

When complete, select Close to return to the MyWebReceipts setup application.

Starting MyWebReceipts & Required Components

MyWebReceipts requires several 3rd party components to be started before it can successfully run. These components, along with the MyWebReceipts application itself, are configured to automatically start with Windows by the setup application.

To manually start or troubleshoot any of the programs in the software stack, follow the procedures below in the order listed, and verify each piece is up & running before moving onto the next.

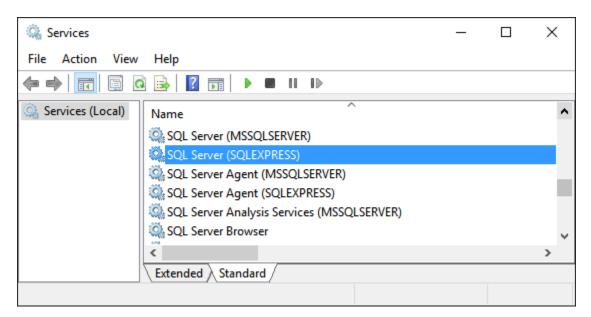
Microsoft SQL Server 2012 Express

SQL Server Express can be started via the Services console in Windows.

1. Open the Services console:

Start > Control Panel > Administrative Tools > Services

2. Scroll through the list of services and fine the SQL Server (SQLEXPRESS) service.



3. Make sure the service is selected, and select the start b button.

PaywireReceiver

PaywireReceiver is required for remote workstations that will be accepting credit card payments (it should not be run on the host), and can be started via the Start menu.

4. Select Start > All Programs > Paywire > PaywireReceiver

Once started, the application appears in your system tray with the following icon.

Important: When you first run PaywireReceiver, make sure you set the following options to ensure proper operation of your credit card reader.

Important: Do not click on the Reader Configuration Update button when setting PaywireReceiver options.

Ρ	Paywire Receiver - Adva	nced Preferences		×
	Service Activation C Ctrix Service	 VPOS Service 	C Services Off	
	Transaction Setting Allow EMV Swipe	Allow Debit Card	Allow ACH	
	Reader Configuration			
	Version 1.3.4.2	ОК	Cancel Apply	

MyWebReceipts Service

P

MyWebReceipts runs as a standard Windows Service on the host machine, and is started automatically when the computer starts up. You can manually start & stop the service, if needed, using the Windows Services Manager plugin.

- 1. Select Start, and type services.msc into the search bar and press Enter.
- 2. Find the MyWebReceipts service in the list of installed services.
- 3. Right-click the entry with your mouse to see the Start / Stop commands, as well as other commands available for managing the service.