TransAct

Scale Data Management Program

Installation & Operation Guide

NATIONAL CONFERENCE ON WEIGHTS AND MEASURES NTEP

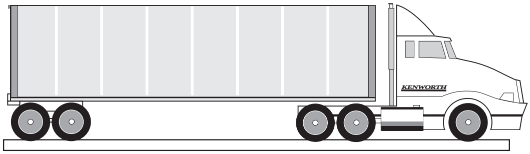
RICE LAKE WEIGHING SYSTEMS

Industrial Solutions on a Global Scale®

ISO 9001 REGISTERED

37882

Contents



Overview and Menu Structure

Thank you for purchasing TransAct™ for Windows®. This program will reduce labor costs, minimize human error and increase data-handling capabilities in your truck scale operations. Both the standard Transact program, and the financial accounting version, Transact Plus, contain the following features:

- Automatic ticket processing
- Fault-tolerant data recovery to protect from system crashes
- Multilevel password protection
- Stores and combines up to three tares per transaction—truck, trailer, and container
- Four configurable categories to customize your application
- Configurable product rates
- Unlimited configurable ticket formats
- Interfaces to ticket, tape, journal, thermal, and laser printers
- Summary or detailed reports by customer account, tonnage, material category, date, and transaction
- Compatible with barcode, magstripe and RF interfaces

Additional features in Transact Plus:

- Prints customer invoice statements with detailed transaction data
- Complete payment tracking and financial reporting capabilities

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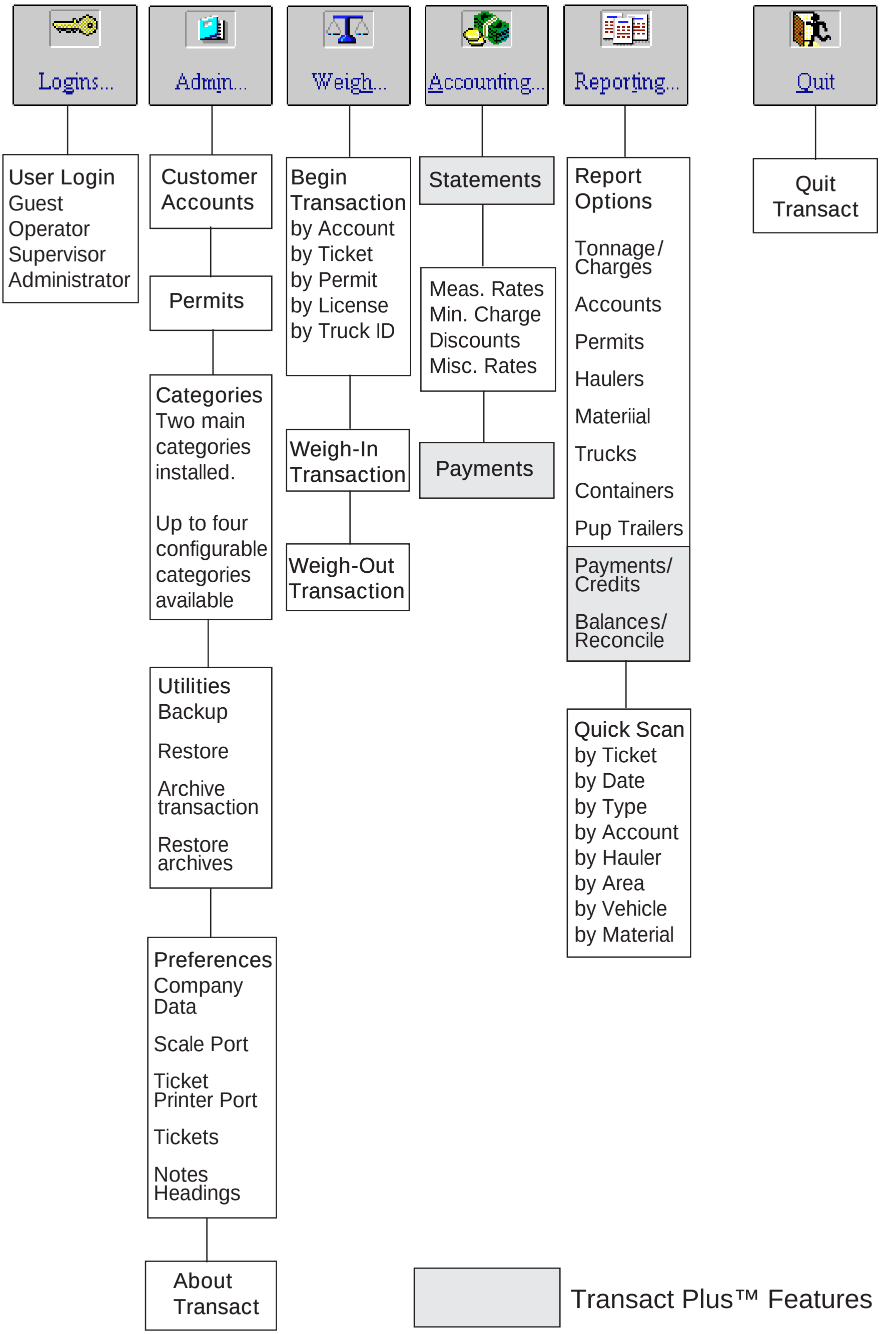
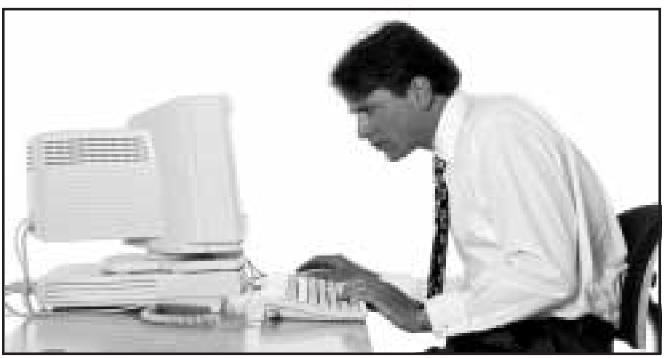
Menu Structure of Transact and Transact Plus



QuickStart for Experienced Windows Users

If you have used Windows 3.1 or Windows 95 extensively, this chapter will be a review for you and can be skipped. Jump ahead to *Installing Transact for Windows* on page 13.

Windows Navigation Tools



If you are new to Microsoft Windows, this section is for you. You'll become familiar with the navigation techniques and terms used in the manual. We'll describe using the mouse, using menus, using dialog boxes, and navigating within a window. The section ends with a table of symbols and terms used in Windows and Transact for Windows.

Basic Concepts

Microsoft Windows is a graphical software environment that makes using the computer easier. Windows uses icons, pull-down menus, and dialog boxes to help the user interact with the computer. With Windows, multiple applications can run at once.

When running Windows, the computer screen becomes a *desk-top*. The desktop contains programs and utilities in boxes called windows. Windows can be arranged on the desktop to suit individual needs. Windows can be sized and moved to anywhere on the desktop. Windows can be minimized into an icon, or maximized to fill the entire desktop (screen). When a window is shrunk to an icon, Windows places the icon in the lower left hand corner of the desktop, until it is restored to a window again.

When an application is shrunk into an icon on the desktop, the program continues to run in memory, but does not take up space on the desktop. In the meantime, other applications can be used.

Using the Mouse

Moving the mouse moves the pointer on the screen. The shape of the pointer will change to reflect the kind of work you are doing. The most common pointer shape is the arrow.

- **Pointing** to an object is usually only the first step in performing a mouse routine. Point to an object by moving the tip of the pointer on top of the object to be selected.
- **Clicking** or click means to press the mouse button and release it immediately while pointing to an object. Clicking starts an action like starting a transaction, or saving a new customer account.

- **Double clicking** is pressing the mouse button twice in rapid succession. Double clicking is usually used as a shortcut. For example to open Transact, double click the icon instead of selecting it with a single click then pressing **Enter** or using the Open command.
- **Dragging** is pressing the mouse button and holding it down while moving the mouse. Drag the mouse to select an area or move an object.

Using the Menus

The row of icons found at the top of the Transact screen is called the menu bar. Each of the icons represents a pull-down menu which lists all available Transact commands or implements a section of the program.

Producing a pull-down menu and selecting commands can be done using the mouse or keyboard.

With the Mouse

To select a menu command using a mouse:

1. Point to one of the icons in the menu bar and click the mouse button.

   The menu drops down and stays open until another icon is selected, or an item from the pull-down menu is selected.
2. Point and click the command to use.

With the keyboard

To select a command using the keyboard:

1. Press and hold the **Alt** key to activate the menu bar.

   One letter in each icon that appears on the menu bar is underlined. The underlined letter is the menu's hot key. Each command has an underlined hot key. Press the underlined letter to display the pull-down menu or execute the command.
2. To select an item from a pull-down menu use the UP and DOWN arrow keys to select one of the commands on the pull-down menu and press **Enter**. Or press the underlined hot key to execute the command.

Closing a Menu

To close a pull-down menu, move the pointer back up to the menu bar and pull down a different menu.

Menu Standards

All Windows applications follow certain standards when listing menu items. The following lists various standards found when using Transact menu items and other Windows applications.

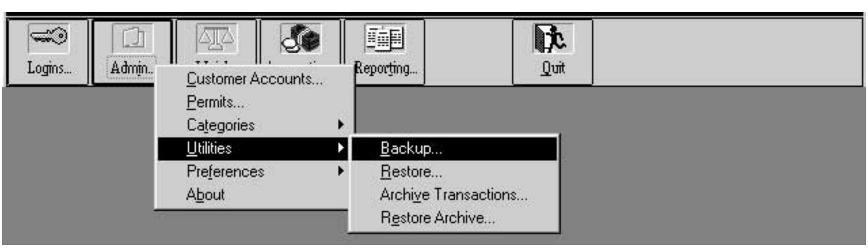
- **Dimmed commands** appear when the command is unavailable at the current time.
- **Cascading menu indicator** When a command that has a triangle after it is selected, another menu appears with more commands. These menus are called cascading menus. In Transact, the Utilities command on the Admin menu is a cascading menu.

Using Dialog Boxes (Windows and Tables)

Transact was written to use dialog boxes for the entire program. For simplicity, all dialog boxes are referred to as windows throughout this manual. All of the information necessary to run Transact is entered into these dialog box windows.

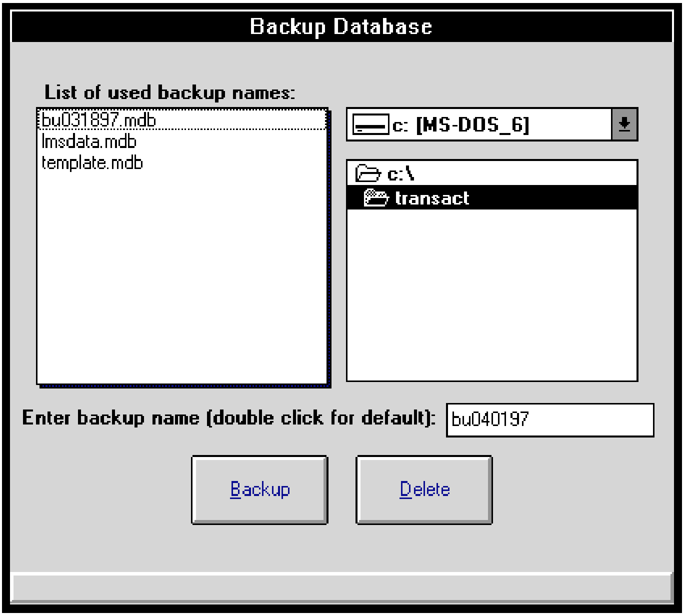
Moving within Dialog Boxes

Selecting a command from the menu bar or a pull-down menu brings up a dialog box. For example, selecting Backup from the cascading Utilities command on the Admin... pull-down menu...



Using Dialog Box Windows

brings up the Backup Database window (dialog box) as shown following:



Backup Window (Dialog Box)

Dialog box windows are often separated into different groups. The following methods explain how to move from option to option or to another group. Current options are highlighted or have a dotted rectangle placed around it. There are several ways to move from one option to another.

- With the mouse, click the option or group.
- Use the **Tab** key to move from option to option or to another option group.
- Hold down **Shift** and press **Tab** to move the opposite direction.
- Use the arrow keys to move among options in a group.
- Press **Alt** plus the underlined hot key in the option name.

Selecting Options

Check Boxes

Check boxes turn options on and off. An X in the box indicates the option is on; an empty box means the option is off.

Click a check box with the mouse to toggle between on and off, or press **Tab** to move to the desired check box and press the **Spacebar** to toggle between on and off.

Command Buttons

Command buttons carry out an action. Most windows contain at least two command buttons. One to execute the command or save the settings, and the other to cancel the command.

Dimmed command buttons are unavailable. When a command button is selected it appears to be depressed, and has a darker border than the other buttons.

Drop-Down List Boxes

Drop-down list boxes appear when a dialog box is too small to list all options. Drop-down list boxes initially appear as a rectangular box with a single option. At the far right end of the box is a down arrow. When the arrow is clicked, a list of options appears. If there are more options than can fit in the box, a scroll bar appears for moving through the list.

Transact was written to use field descriptions as it’s primary sort field. When using the keyboard, information within drop-down boxes can be selected by typing the field description. For example, instead of clicking the single down arrow to produce the drop-down list of customer accounts, use the **Tab** key to move to the field and type the customers name.

Working with Windows

This section explains how to move windows, dialog boxes, icons, and how to move within windows. For simplicity the techniques used to work with windows are described for use with the mouse.

Scroll Bars

When a window or dialog box cannot show all of the information it contains, scroll bars appear. Scroll bars appear at the right side and the bottom of a window. Use the vertical scroll bar to move the window up or down, and the horizontal scroll bar to move from side to side.

Each scroll bar has a scroll arrow at each end and contains a small square box called a scroll box. The position of the scroll box in the scroll bar represents your position within the information.

Click the mouse on the gray area of the scroll bar to move the viewing area by one full window.

Click the direction arrows to move in smaller steps.

Drag the scroll box to move to a certain location and view the contents of the window more quickly.

Moving a Window

Windows can be moved to anywhere on the desktop. Icons and dialog boxes with title bars can also be moved.

1. Point to a windows’s title bar, an icon, or the title bar of a dialog box.

2. Click and hold down the left mouse button and drag the pointer to the new location.

3. As the pointer moves, an outline of the window or dialog box moves with it. When moving icons, the pointer changes to a black and white outline of the icon.

4. When the window, icon, or dialog box is in the new location, release the mouse button.

Press Escape (**Esc**) anytime before releasing the mouse button to cancel the move.

Resizing a Window

1. Select the window to resize.

2. Move the pointer to the side or corner of the window until the pointer changes to a two-headed arrow.

3. Hold down the mouse button and drag until the window is the desired size. An outline of the window moves with the pointer.

Shrinking, Enlarging, Restoring, and Closing a Window

The following table specifies the different symbols found in the upper right hand corner of a window. These symbols are used to shrink, enlarge, restore, and close windows. Symbols for Windows 3.1 and Windows 95 are documented.

Windows 3.1

Windows 3.1 Window Symbols

	Shrinks the Window into an icon into the lower left hand corner of the screen.
	Increases the application window to full screen.
	Restores the application window to original window size.

Windows 95

Windows 95 Window Symbols

	Shrinks the window onto the Windows 95 menu bar at the bottom of the screen.
	Increases the application window full screen.
	Restores the application window to original window size.
	Exits or Quits the application.

Quick Reference Table for Windows Navigation

Term	Definition
Select	Select or activate an item to change.
Record	Set of information within a table.
Field	Individual items within a record.
Icon	A button with a picture representing the button's function.
Pull–Down Menu	A list of commands found under the menu bar icon.
Point	Action used to move the mouse arrow to a desired menu name, command name or graphic object or to move the I-beam within text to where the cursor should be placed.
Pointer	An on-screen symbol controlled by the mouse.
I-beam	This mouse pointer symbol allows the user to position the cursor within text.
Mouse Button	The mouse usually has two buttons (some genetically mutated versions have three). The Left button will complete most actions. Clicking the right mouse button on Transact forms will display the Admin pull-down menu.
Click (Single)	Refers to a single click of the mouse button. Allows you to reposition the cursor within text, select a menu or menu item, or select a graphic object.
Drag	Click and hold down the left mouse button to move a window, icon, or dialog box, or to select multiple text characters.

Continued

Term (continued)	Definition (continued)
Double Click	Press the mouse button twice in rapid succession. Usually done to perform a shortcut. For example, to open Transact, double-click the program icon.
Shift + Click	This action allows you to select multiple consecutive items in a list. Click to select the first item. Press and hold down the Shift key on the keyboard while clicking the left mouse button on the last item.
Ctrl + Click	This action allows you to select multiple nonconsecutive items in a list. Press and hold down the Ctrl (control) key on the keyboard while clicking the left mouse button.
Alt + letter	While pressing and holding down the Alt key on the keyboard press the underlined letter to open a menu or select an command.
Arrow key	A standard 101 or 104 Enhanced keyboard provides 4 directional keys for navigating.
Enter	Execute the selected command.
Esc	Press Esc once to close a current item without making a choice, twice to deactivate the Menu Bar.
Tab	Select the next field or button.
Shift + Tab	Select the previous field or button.
Space Bar	Used to turn on/off a check box or execute a selected command.

Installing TransAct for Windows

TransAct for Windows requires the following hardware and software:

- An IBM-compatible computer, 486-75 MHz or higher CPU
- At least 8 MB of RAM (16 MB RAM is highly recommended)
- A fixed hard disk with a minimum of 4 MB of available disk space to install the program files
- VGA, SVGA, or higher resolution monitor
- DOS version 5.0 or higher
- Windows Version 3.1 or later running in enhanced mode

When installed, the Setup program installs all of the files to run TransAct, initialization files, and all icons associated with the program.

These instructions explain how to install TransAct on an individual workstation using Windows 3.1 or Windows 95. Before the Setup program can be run, Windows 3.1 or higher must currently be running on the system. It is important to be familiar with the basic navigation techniques of using Windows. If you are not familiar with moving around in Windows, review *Getting Started Using Windows* beginning on page 3 of this manual.

NOTE! Before beginning the installation, log off any networks your computer may be a connected to, and quit any open programs.

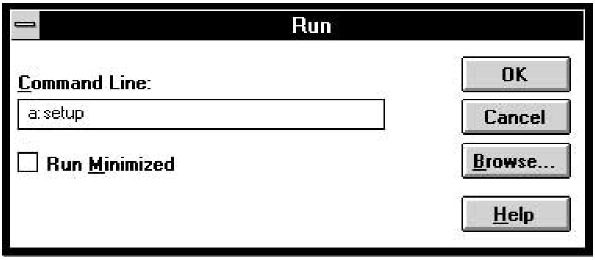
Windows 3.1 Installation

Insert the TransAct diskette labeled **Disk: 1 of 2** in drive A or B.

Choose **File | Run** from the Program Manager menu.

Starting Installation from Program Manager

In the Command Line field, type **a:setup** or **b:setup** depending on the drive you are using.



Install Command

Click **OK** to start the installation program.

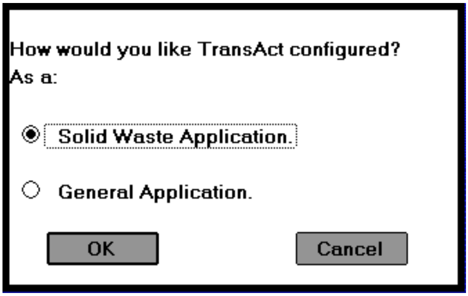
A brief installation explanation is displayed.

Installation Welcome

Click **OK** to continue with the installation.

TransAct automatically installs two category tables with common industry standards. Solid Waste default categories are applicable for a landfill or recycling operation. General default categories are more suited to gravel, concrete, and similar operations. These tables can be edited, and more categories can be added later to match your application more closely.

Select the type of application (Solid Waste or General) which more closely relates to your type of business.

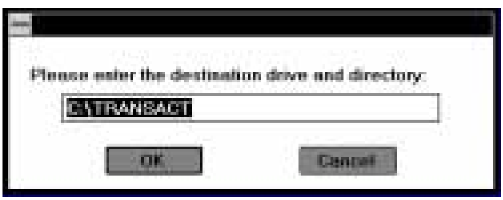


Selecting Industry Type

Solid Waste Application has categories for Hauler and Refuse.

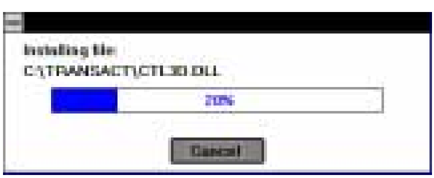
General Application has categories for Hauler and Material.

The setup program looks for any previously installed versions of TransAct and recommends installation to that same directory. For a first time installation, the setup program recommends installation to the directory C:\TRANSACT. Unless there is a particular reason, do not change the directory.



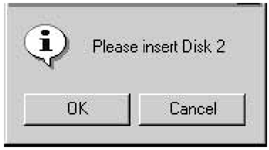
Default Installation Directory

Click **OK** to continue and accept the default directory for installation. The TransAct setup program starts installing the program files.



Program Installation

When prompted, insert the remaining TransAct disk.



Disk 2 Prompt

Click **OK** to continue with the installation.

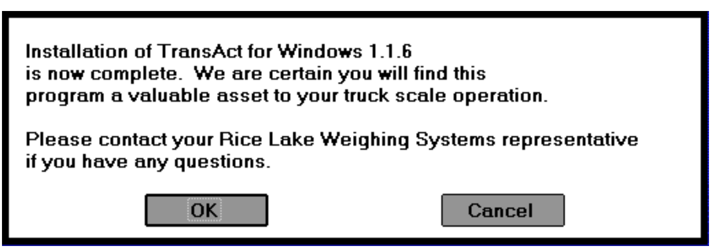
The AUTOEXEC.BAT configuration file must include the command SHARE /F:5100 /L:500 for TransAct to run. If this command needs to be added, the following message appears:

Update AUTOEXEC.BAT File

The Windows 3.1 and Windows 95 Share program installs file-sharing and locking capabilities. Windows for Workgroups uses the VSHARE command instead of the SHARE command. If this command needs to be added, an additional message will appear.

Click on **Yes** to make the necessary changes and continue.

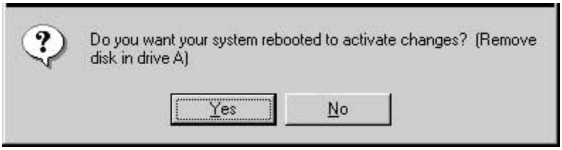
The following message will appear when installation is complete:



Installation Complete

Click **OK** to continue.

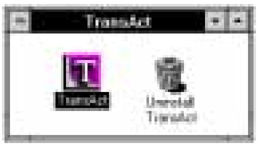
A final dialog box will ask if you want to reboot (restart) the system.



Reboot Message

Remove the disk in drive A. Click **Yes** to reboot your computer system and allow the changes to take effect.

Installation is now complete. Once the computer re-boots, double click on the TransAct icon in the Program Manager to start the program.



TransAct Icon

Windows 95 Installation

Insert the TransAct diskette labeled **Disk 1 of 2** in drive A or B.

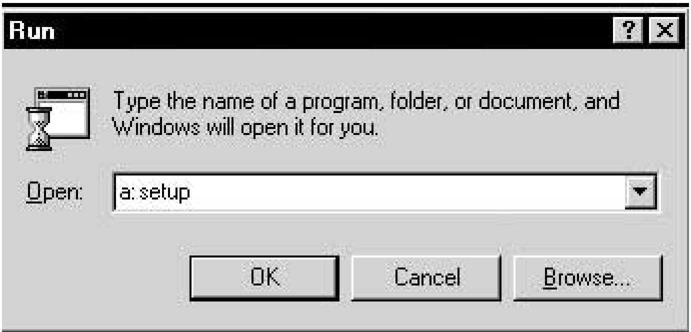
Select 

Start in the lower left-hand corner of the Windows 95 desktop.

Select 

Run from the Start menu as shown below.

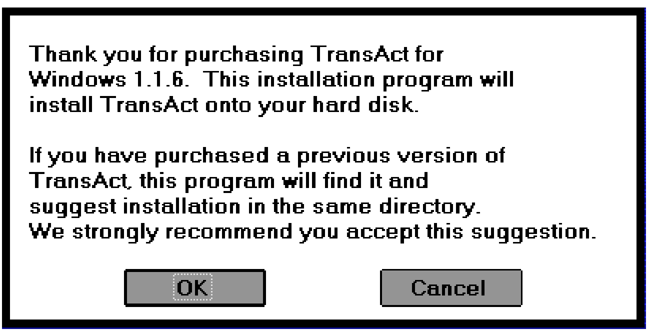
The Run dialog box appears. In the Open field, type **a:setup** or **b:setup** depending on the drive you are using.



Install Command

Click **OK** to start the installation program.

A brief installation welcome and explanation is displayed.



Installation Welcome

Click **OK** to continue with the installation.

TransAct automatically installs two main category tables with common industry standards. You can add two more category tables later. These tables can be later renamed and edited to more closely fit your industry standards.

Select the type of application which most closely relates to your type of business.

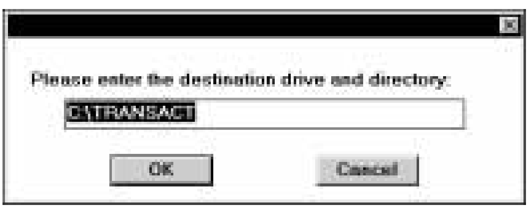
Selecting Industry Type

Solid Waste Application provides category tables for Hauler and Refuse.

General Application provides category tables Hauler and Material.

The setup program looks for any previously installed versions of TransAct and recommend installation to that same directory.

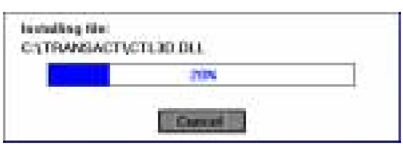
For a first time installation the setup program recommends installation to the default directory C:\TRANSACT. Unless there is a particular reason, do not change the default directory or path name.



Default Installation Directory

Click **OK** to continue and accept the default directory for installation.

The TransAct setup program starts installing the program files.



Program Installation

When prompted, insert the remaining TransAct for Windows disk.

Disk 2 Prompt

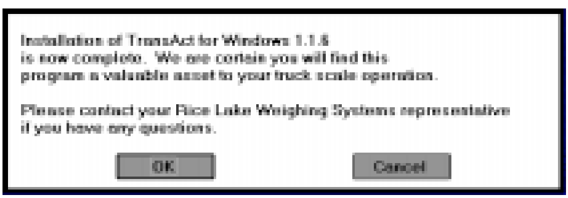
Click **OK** to continue with the installation.

The AUTOEXEC.BAT configuration file must include the command SHARE /F:5100 /L:500 for TransAct to run. If this command needs to be added, the following message appears.

Update AATOEXEC.BAT File

Click **Yes** to make the necessary changes and continue.

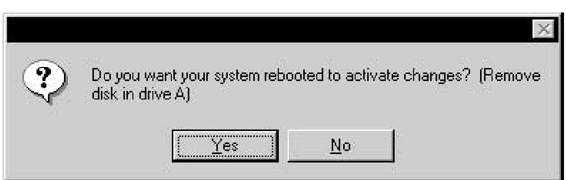
The following message appears when installation is complete.



Installation Complete

Click **OK** to continue.

A final dialog box will ask if you want to reboot the system.

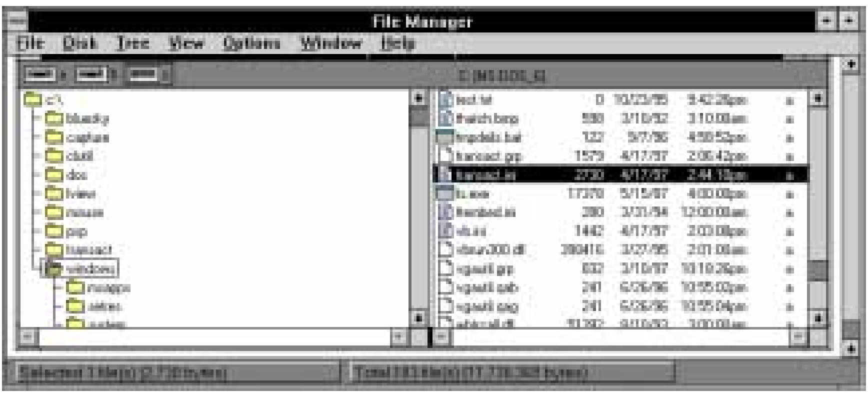


Click **Yes** to reboot your computer system and allow the changes to take effect. Don’t forget to remove the disk first in Drive A or B as the dialog box recommends.

After restarting, the TransAct program is ready to run by double clicking on the TransAct program icon in the Program Manager.

Customizing TransAct with transact.ini File

During installation, the program creates the transact.ini file, located in your hard drive C:\Windows directory as shown below.



Hard Drive Location of transact.ini *file*

This file contains the program defaults for category names, category setup, ticket formats, and other information used to run TransAct. After you become familiar with TransAct, you may wish to change some of these defaults to customize the program better for your business and your customers.

Directions for modifying the transact.ini file to change these defaults are found in *Editing the TransAct Initialization File* in the Appendix.

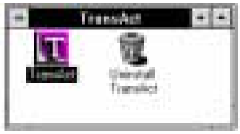
Caution

DO NOT DELETE OR MOVE the transact.ini file. If deleted or moved to another directory, TransAct will not be able to run.

Starting and Exiting the Program

Starting the Program for the First Time

To start TransAct for Windows, double click the TransAct program icon from the TransAct program group in the Program Manager.



TransAct Program Icon

When initially starting TransAct, the following message appears.

End User Agreement Dialog Box

When running TransAct for the first time, you must view and accept the terms of the licensing information before TransAct will open. Use the mouse to point and click on the **View Agreement** button.

The license agreement is a Windows Write file. TransAct automatically opens the Write application and the license file—but it does not automatically exit the Write program.

So an informational message appears to remind you to exit Write from the pull-down **File** menu once you have read the license agreement. Click the **OK** button to continue and read the license agreement. Once you have read the license agreement select **File | Exit** to quit Write and continue with TransAct.

After reading the license agreement you must choose to accept the agreement before continuing. Click on **Accept Agreement** to continue.

If you select the **Reject Agreement** button, TransAct will close and you will return to the program manager.

Creating a Customer Database

The final step before using TransAct is to create the customer database. After accepting the license agreement, you will be asked if you wish to build a database. This database will provide the forms on which you will enter your customer accounts and other data.

Click on the **Start Build** button. Another message pops up and asks if you would like your database to contain sample information.

Sample Database Dialog Box

A sample database with fictitious customer accounts, trucks, and transactions could be helpful until you become familiar with entering your own information. If you have never used a data management program like TransAct, installing this sample database is recommended to allow you to learn how to use the program. All of the information in the sample database can be overwritten or deleted.

After you've spent some time learning the program using the sample database, you'll be ready to start entering your own customer data. Rather than overwriting each fictitious customer account in the sample database with your actual customer accounts, we recommend that you quit out of the TransAct program, then delete (uninstall) the entire program. The Uninstall program will search out and delete all TransAct files in your system. With a "clean slate," you may then reinstall TransAct onto your system. You will use the same install procedure as described previously in this chapter, but with one major change—this time you will *not* choose to have sample data put into your database.

The procedure for uninstalling and reinstalling TransAct is found in the Appendix. When you've learned the TransAct program and you're ready for this step, turn to that section and follow the instructions.

Click on the **Yes** button to install the sample database now.

Click on the **No** button to install an empty database.

If you click **Yes** to install the sample database, a TransAct Database Utility screen appears with a graphic progress box so you can monitor the database installation.

When the database installation is 100% completed, a message with a single **OK** button is displayed alerting you to the successful installation.

Click **OK** to continue. The TransAct program login screen appears and you are ready to begin.

To continue with login directions and establishing security access for all planned users, turn to the Security Logins and Passwords section on page 27 now.

To learn how to quit the TransAct program, or how to recover a database from an incorrect shutdown, power outage, or system error, continue reading in this section.

Quitting the Program

Click on the **Quit** button from the main menu toolbar.

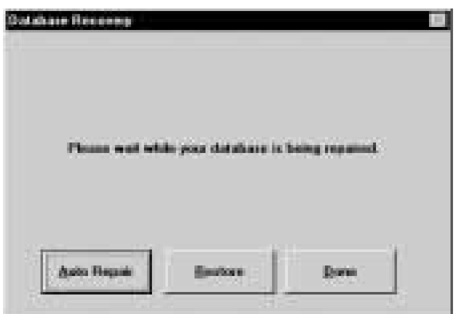
Database Recovery and Restoration

If TransAct is not exited correctly due to a power outage or system error, the database may become damaged. TransAct has a built in tolerant structure to help prevent losing information. By storing mini-backups of the database, TransAct can recover damaged databases.

The next time TransAct is started after a power outage or system error, the following message will appear.

Database Recovery Needed

Click on **Continue** to bring up a window with repair choices.



Database Recovery in Progress

Click on the **Auto Repair** button to retrieve information from the last mini-save. While the repair is being done, a progress screen is displayed so you can monitor the repair process.

Caution

DO NOT use your computer while the database is being repaired.

Once the database has been repaired the following message will appear.

Database Recovery Complete

Click **Done.** Review the repaired database. If it is not correct, you may wish to restore your last backup. For information, see the Restore Backup section under Preferences in the chapter, *Setting up TransAct—Administration*.

If you have any questions about the database recovery utility, call your distributor or Rice Lake Weighing Systems software support line at (715) 234-2003.

Creating Security Logins and Passwords

The first time TransAct is opened, the person acting as the administrator can set up logins, passwords, and access levels for everyone who uses the program. Once the administrator has established those security items, only a user with administrator-level security access can view or change those logins, passwords, and access levels.

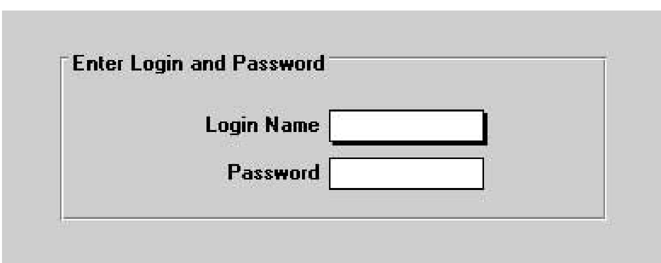
Users with lower levels of security have restricted access to items in the TransAct program.

TransAct recognizes four access levels of users and restrictions:

Level 3	Administrator	Read, set up, and update everything
Level 2	Supervisor	Read, update all except security logins
Level 1	Operator	Read all tables, add scale transactions
Level 0	Guest	Read selected tables only

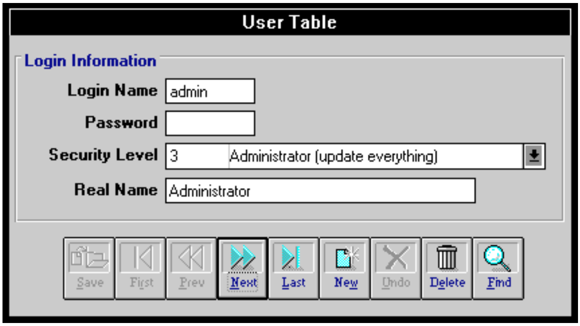
Establishing User Access Levels and Logins

When opening TransAct for the first time (after the License Agreement has been accepted) a prompt appears asking for a login name and password. The program assumes that this first user is the program administrator, so the access level for this screen is by default at the Administrator level.



Login and Password Request

Type in “admin” for the login name and press your computer’s **Enter** key. No password is needed for this initial set up, so simply press **Enter** twice. The next screen appearing is the User Table where you can establish user logins, passwords, and access levels for others.



Login User Table

If the User Table does not appear on your screen automatically, you can manually call up the User Table to enter or modify logins:

Click on **Login...** from the menu bar to call up the User Table.

User table entries consist of a login name, password, security level, and real name. Use the **Tab** key to move to the next entry dialog line, or press the **Enter** key to both enter an item in the user table and to move to the next entry dialog line.

Click the **New...** button in the User Table to create a new user screen.

Login Name

Enter a login name for the first user. The login name can be up to eight characters long. Information in this field is not case sensitive. For example, if the Login Name is Admin with a capital A, the user does not have to type Admin when logging into the system, he can type admin with a lowercase “a” and still get into the system using the Admin account. Press **Enter**.

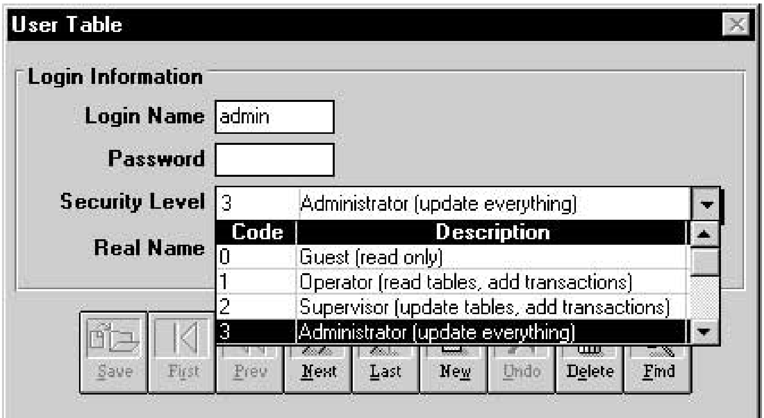
Password

Passwords are optional, but recommended to ensure a secure environment. Without password protection, any user could sign in as the administrator and make unauthorized changes to the database. Passwords can be up to eight characters long. The password is not case sensitive.

When entering a password, only an asterisk (*) appears to symbolize a character. Press **Enter**.

Security Level

Use the single down arrow next to the Security Level box to display a drop down box listing valid security levels. Use the mouse to point and click on the desired security level for the user. TransAct provides four different levels of security.



Security Levels

Level 3 is the Administrator level. Only the administrator can add or delete users and reset passwords. TransAct is packaged with an “admin” login set to the administrator level. The “admin” login is not password protected as shipped. Because the administrator level has access to everything in the program, it should be password protected with your own unique password.

Level 2 is the Supervisor level. The supervisor level allows access to everything in the TransAct program except logins. This level is not allowed to add or delete users or reset passwords.

Level 1 is the Operator level. The operator level is given access to read, but not update, all tables. This level provides access to the Weigh form and allows an operator to view Quick Scan results, run reports, and perform all functions under Utilities.

Level 0 is the Guest level. A guest is only allowed to view tables such as Customer Accounts, Categories, and Permits, in the program. A guest is not permitted to edit tables, view weigh transactions, or create transactions.

Real Name

Type in the user's first and last name. This field is used to help the administrator identify the logins in the future.

Press **Save** when all entry lines have been completed.

Password Verification

When the complete user table entry is saved, an additional window pops up and ask for the password to be verified.

Password Verification

Type in the password identically as it was entered in the User Table window. Press **Enter** on the keyboard to continue.

If the password was incorrect, the following window will appear.

Click **OK** and enter the correct password.

If the password was entered correctly, the following window appears:

Click **OK** to continue.

Viewing Valid User List

Click on the **Find** button to view a list of all users set up.

List of Valid Logins and Users

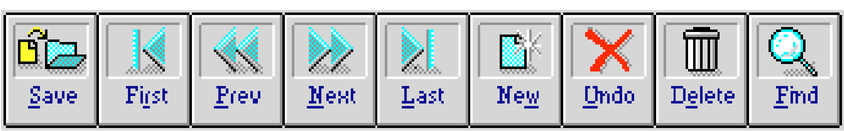
Click on any item to see (and/or change) the user table for that entry.

Click on the **Done** button when the list is finished and correct.

Click on the **Print** button to print the user list.

Function Buttons in Tables

The bottom of the User Table window contains a row of function buttons to quickly move around in the table.

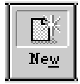


Function Buttons

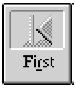
This is a feature common to many of the tables in TransAct. The *Table of Function Buttons* following describes each of these buttons.

Table of Function Buttons

Save changes to the item.



Create a new item.



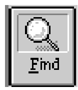
Display the first item.

Undo unsaved changes to item.

Display the previous item.

Delete the item from the list.

Display the next item.



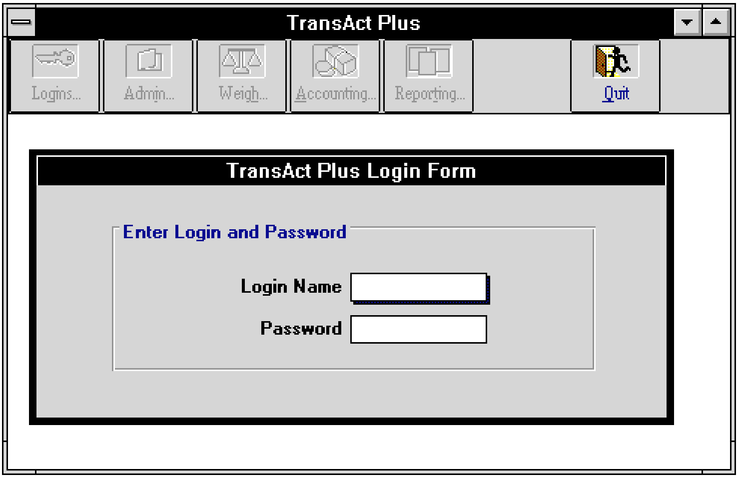
Show a list of all items.

Display the last item.

Many of the TransAct tables have a similar row of function buttons at the bottom of their tables. The buttons are a convenient navigation shortcut to move around within the tables. All of these function buttons operate the same as the buttons above. In some tables, certain buttons are not needed and will be inactive (greyed out).

Operator Login Directions

After logins and passwords have been established by the administrator, a login prompt screen will appear each time anyone starts the TransAct program. Notice that all menu buttons are inactive (greyed out) until a login is entered. Depending on the login entered, and the access level of that login, some or all menu buttons will become active when the program opens.



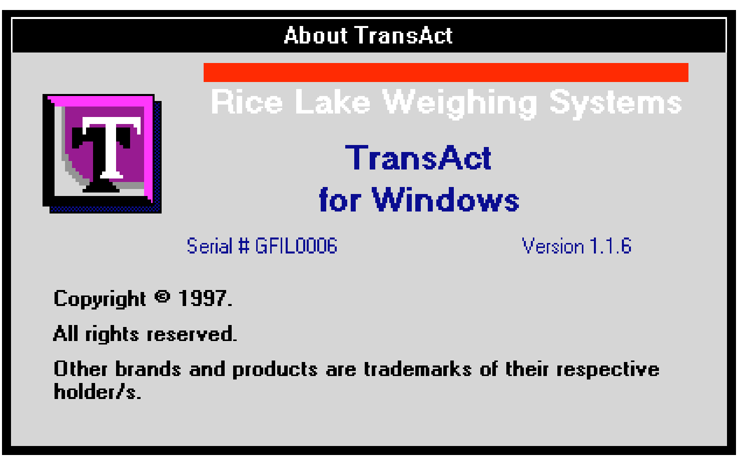
Program Login Prompt

To login:

Enter the Login Name. Press **Enter**.

Enter the Password. Press **Enter**.

TransAct opens with the About TransAct screen. Any active menu item (not greyed out) can now be opened by clicking on it.



About TransAct Screen

Guest access level menu bar:

Guest Menu Bar (active items are read-only)

Operator access level menu bar:

Operator Menu Bar (some active items are read-only)

Supervisor access level menu bar:

Supervisor Menu Bar (active items can be edited)

Administrator access level menu bar:

Administrator Menu Bar (all items can be edited)

Setting Up TransAct—Administration

This section describes commands and sub-menus under the **Admin...** button of the main menu toolbar.

Click **Admin...** to view the sub-menus available.

In the sub-menus you can create detailed Customer Accounts for your database, complete with IDs and tares for each customer’s fleet of trucks, trailers, and containers. You can build tables for each customer’s selected Categories and create Permits for others who may be authorized to use a customer’s account.

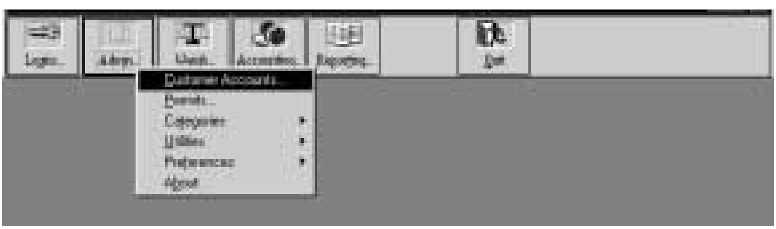
Admin... also has database Utilities to save, backup, restore, and archive files.

You will use the Preferences sub-menus to set up tickets and establish communication between your scale, printer, and computer.

Setting Up Customer Accounts

Use Customer Accounts to create and edit customer accounts. All weigh transactions are attached to a customer account in some way.

To begin creating or editing customer accounts, point and click on the **Admin...** button from the toolbar. Select **Customer Accounts...** and click the left mouse button.

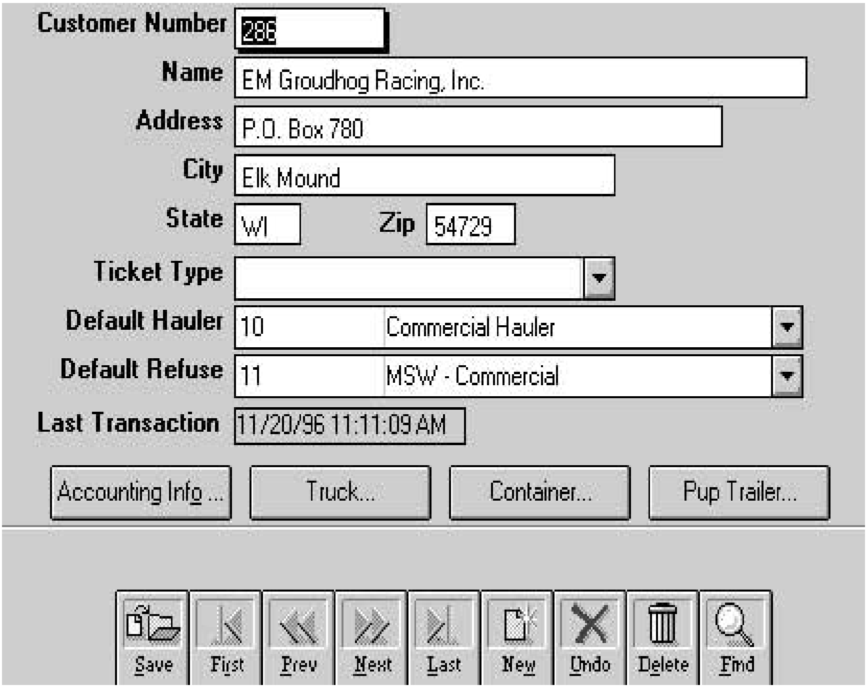


Selecting Customer Accounts

The Customer Accounts Table appears, showing information for the first customer in the customer account table. If you have chosen to install a sample database, information for the customer will be filled in.

If you have not installed the sample database, there are no customers yet. The customer account window will show customer number 0 and all fields will be blank. Begin entering information for your first customer in the customer account fields.

Click **New** to create a new customer account.



Customer Account Table: General Information

Customer Number, Name, and Address

Every customer account must have a Customer Number and Name. The number cannot be larger than 9999999999 (10 numeric characters). The name cannot be longer than 40 alphanumeric characters.

Address information can be entered for the customer, but is not required. Enter the address information in the Address, City, State, and Zip fields of the customer account window.

Ticket Type

Each customer account can default to a specific ticket format which you can design. TransAct comes with a ticket format pre-designed for you, named *default.gtk*. The format of this ticket is shown following.

```
      Stillson County Landfill

Ticket:  3777

T & J Services
Vehicle:  4
Container:  101
Time In:     04/18/97 11:14:22 AM
Time Out:    04/18/97 11:18:05 AM
In:  7740 lb
Out: 7300 lb
Net: 440 lb = 440.0 lbs
Non-Hazardous Asbestos
    @ $0.02 per lb
Total Charge:  $8.80
Amount Paid:   $0.00


           [Special Ticket Info]


[Notes Info]
```

Default.gtk ticket format

Other ticket formats may be created, saved, and assigned to various customer accounts. For information on designing custom ticket formats, see *Creating Custom-Format Print Tickets* in the appendix.

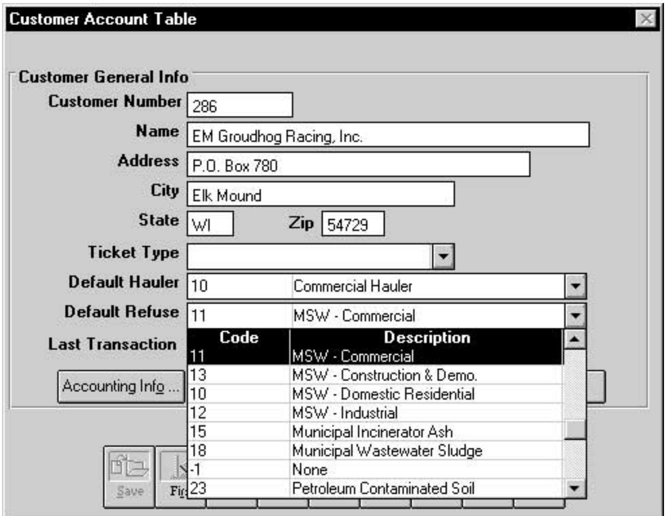
Default Categories

When creating customer accounts, default items can be set for each category. Default categories are intended to simplify weigh form processing. For example, if a customer brings garbage into a solid waste landfill 95% of the time, Garbage should probably be used as his default category. It will then be automatically entered into the categories text box on the weigh forms. Setting the default category item to Garbage eliminates the need to select Garbage as the main category each time the customer comes into the landfill.

Click on the single down arrow to the right of the main category name to display a drop-down box containing all of the items in a main category. Click on the item that will be the default for the customer account. All category fields will automatically fill with item None which has a code of -1. Default items will be used when transactions are created in the Weigh form, unless changed by the operator.

TransAct permits four main categories to be assigned to each account. For simplicity, only two categories are initially installed. There is no limit to the number of items that can be entered under each main category. See page 48 for more information on setting up categories.

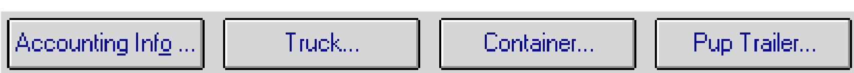
Main categories can be modified and assigned different names to make TransAct more appropriate for your application. This is a procedure that should only be done by an administrator with computer experience, as it entails opening special initialization (.ini) files in the TransAct folder on the hard drive. See *Editing the TransAct Initialization File* in the appendix for more information about using .ini files.



Selecting Items in Refuse Category

Hotlinked Buttons in Customer Account Tables

From the Customer Account Table, you can jump directly to the screens needed to set up accounting information, truck ID's and tares, container ID's and tares, and pup trailer ID's and tares. You make those jumps by clicking the blue hotlinked buttons near the bottom of the Customer Account Table.



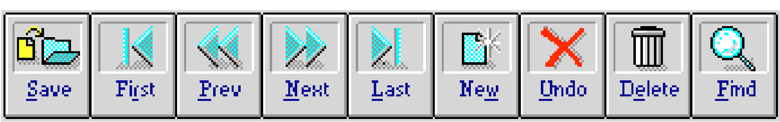
Accounting Info...

The Accounting Info button displays accounting information for the customer account. Note that this button only appears in TransAct Plus. This window allows the user to adjust previous and current balances, revoke an account, activate account invoicing, require the customer to pay in cash, or select to have the customer account tax exempt.

Customer Account Table Window

If an account is revoked, the system warns the operator. If the scale is in unattended mode, a vehicle from a revoked account cannot activate a weigh transaction.

The Customer Account Table window contains a row of function buttons that navigate you within the table similar to the function buttons in other TransAct tables. See page 31 for information on using function buttons.

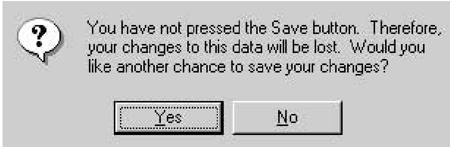


Function Buttons for Navigating within Tables

Note that the **New** button is not available in this table. Customer accounting tables are generated from completed transactions, not set up manually.

Click on the **Save** button to save all changes made to items in the Customer Account Table.

If any changes have been made and not saved, the following warning will appear when trying to continue.



Unsaved Changes Warning

Click **Yes** to save the changes.

Click **No** to not save changes before continuing.

Click **General Info...** to return to the main customer account window.

Notes on Truck, Container, and Trailer Tare Handling

TransAct allows each account to use three different tare types. When TransAct was installed, the three tare types were defined as Truck, Container, and Pup Trailer. These tare names can be changed in the TransAct initialization file. For example, “Container” could be changed to “Boxes”. See *Editing the TransAct Initialization File* in the Appendix for more information.

When tare weights are used during a transaction, the total of all tares for the transaction is calculated and applied toward the net weight.

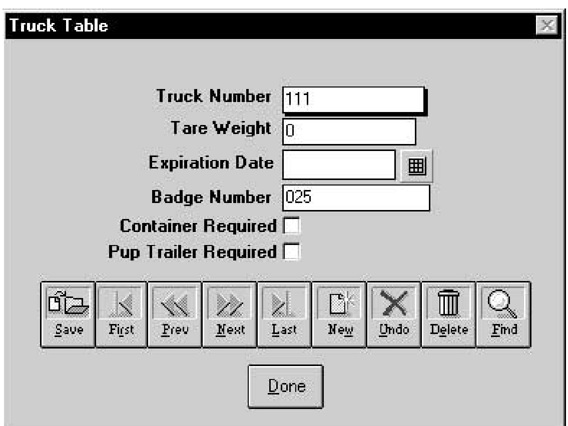
Truck Tare Weights

Each customer account can have a list of trucks with their recorded tare weights attached to the account. When one of the trucks with a recorded tare enters the scale, the tare is automatically used for the transaction. It shows as Weight Out for an incoming transaction, and as Weight In for an outgoing transaction.

Click the **Truck...** hotlink button to view a list of truck numbers and tare weights.

Truck List

To begin creating a list of trucks and tare weights, click on the column headings. To edit an existing truck from the sample database, click on the truck number. The truck table as shown below appears:

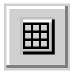


Truck Table

Each truck must have an alpha-numeric number. It may be up to 10 characters in length. The tare weight may be up to 999999999.

Optional fields include: Expiration Date, Badge Number, Container Required, and Pup Trailer Required.

A truck with a passed expiration date activates a warning to the operator and cannot be weighed. To change an expiration date, enter the new date using the keyboard.

You can also click the  calendar button to the right of the expiration date box. When the calendar button is used, click the single down arrow next to the current month to select a different month. Use the left/right arrows to select the year. Click on the day of the month you want the truck number to expire. Click on the calendar button again to close the calendar window and display the selected date.

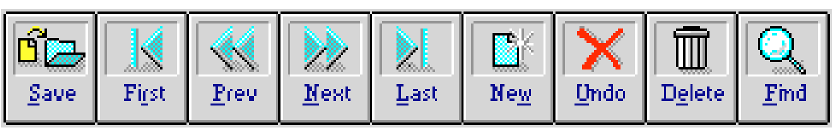
The Badge Number may be up to 10 characters in length.

When an x appears in the boxes to the right of Container and Pup Trailer Required, the scale operator will be prompted to select a container or pup trailer before completing a weigh transaction.

Click on **Save** to record each completed truck table screen.

Click on **New** to create a new truck table screen.

The other function buttons at the bottom of the Truck Table window operate in the same manner as in other TransAct lists and tables.



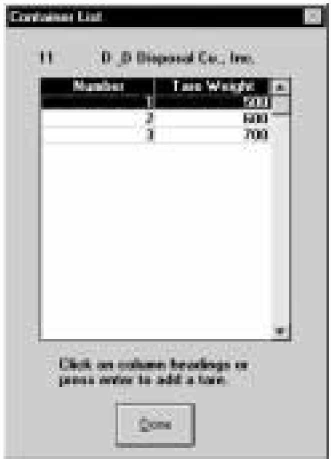
Click **Done** to return to the Trucks List.

Click **Done** again to return to the main Customer Account window.

Container and Pup Trailer Tare Weights

Each customer account can have a list of both Containers and Pup Trailers with stored tare weights. Container and pup trailer tare weights are added to the truck's tare weight to generate the total tare weight for the transaction.

Click either the **Container** or **Pup Trailer** button to view existing numbers and tare weights for the account.



Container List

To begin creating a list of container or pup trailer tare weights, click on the column headings. To edit existing information, click on the number and the Container Table or Pup Trailer Table appears.

Container Window

Each item must have an alpha-numeric number. The container or trailer number may be up to 10 characters in length. The tare weight, if used, may be up to 999999999.

If an expiration date is used and it has passed, the container or pup trailer function will not be activated until its expiration date is changed to active status. Enter an active date using the keyboard.

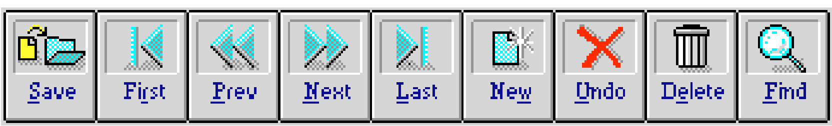
You can also click the calendar button to the right of the expiration date box. When the calendar button is used, click the single down arrow next to the current month to select a different month. Use the left/right arrows to select the year. Click on the day of the month you want the truck number to expire. Click on the calendar button again to close the calendar window and display the selected date.

Calendar

Click **Save** to save a Container or Pup item

Click **New** to create a new item.

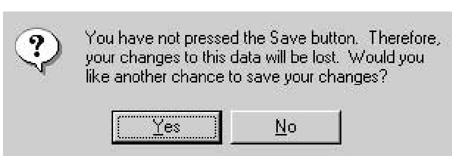
The function buttons at the bottom of the Container or Pup Trailer windows operate in the same manner as in other TransAct tables.



Click **Done** to return to the truck list.

Click **Done** again to return to the main Customer Account window.

If any changes have been made and not saved, the following warning appears when trying to continue.



Unsaved Changes Warning

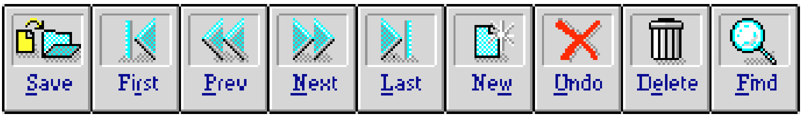
Click **Yes** to return to the Container or Pup Trailer List window and save the changes.

Click **No** to not save changes before continuing.

Click **Done** to return to the Customer Account Table.

Function Buttons in Customer Account Tables

The function buttons at the bottom of the Customer Account window operate in the same manner as in other TransAct lists and tables. See *Function Buttons in Tables* on page 31 for a description of each.



Click **Find** to view a list of all customer accounts.

View and Select Account List

To select a customer account to edit, click on the customer account.

Click **Print** to print the customer account list.

Click **Done** to return to the customer account window.

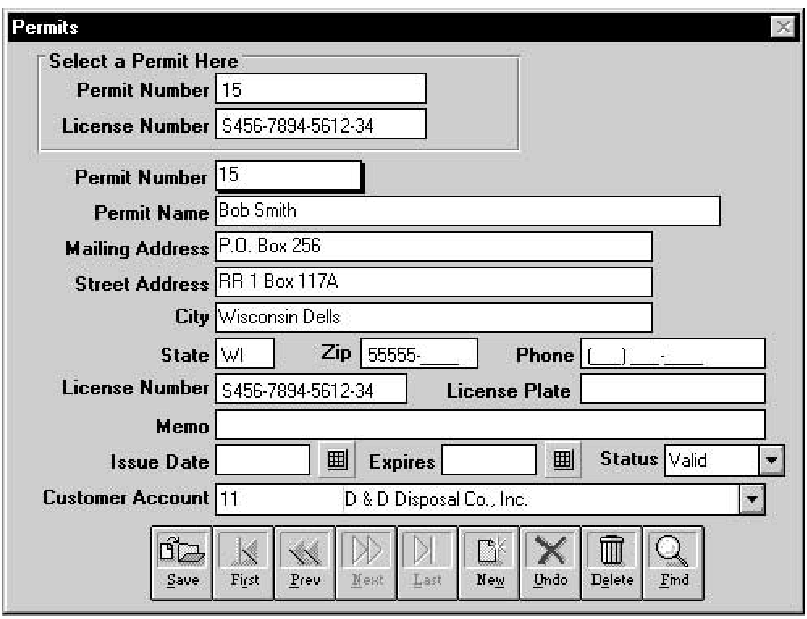
Permits

Use Permits to setup individual “sub” accounts within a customer account. For example, a township may allow several of its residents to use the landfill under the township’s customer account. However the township would like to keep track of the residents using the landfill under their account. Using the Permits section, individual permit numbers can be assigned to each township resident using the township's customer account. The resident's name, address, driver's licenses, license plate number, and issue/expiration date can be included in Permits.

To begin creating or editing permits, point and click on **Admin...** from the toolbar. Select **Permits...** and click the left mouse button.

Selecting Permits

The Permits window appears. This window shows information for the first permit in the permit table. If there are no permits created yet, the permit window will show a permit number of 0 and all fields will be blank. Begin entering permits in the blank fields.



Click **New** to create a new permit.

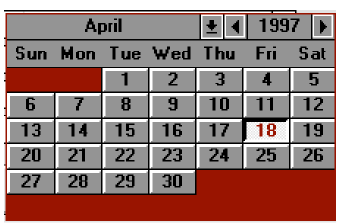
To enter a permit:

Every permit must have a Permit Number and Name. The permit must also be attached to a Customer Account. The Permit Number cannot be larger than 999999999 (9 numeric characters). The Name cannot be longer then 40 alpha/numeric characters. Select the Customer Account the permit is attached to by clicking on the single down arrow to the right of the Customer Account field. Point and click to select the desired Customer Account.

The address, driver's license, and memo fields are optional. When entering a driver's license, the first character must be a letter. Forty characters of text is provided for the Memo field.

Record a permit issue date and expiration date in the issue and expiration date fields.

To select a date, use the **Tab** key until the box is highlighted and enter the date using the keyboard. Or click the calendar button to the right of the date boxes. When the calendar opens, click the single down arrow next to the current month to select a different month, and the left/right arrows to select the year. Click on the day of the month the permit is being issued or set to expire. Click on the calendar button again to close the calendar window and display the selected date.



Calendar

Use the Status field to manually set a permit to be valid or invalid. When a permit expires or is invalid, the system will warn the operator at the time a transaction is started. Only a system administrator or supervisor will be able to renew or validate the permit.

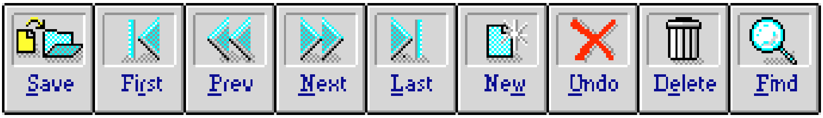
Click **Save** to save a permit.

If any changes have been made and not saved, a warning appears when trying to continue.

Click **Yes** to save the changes.

Click **No** to not save changes before continuing.

Function buttons at the bottom of the Permit window are used to navigate around the permit table. See page 31 for operating directions for function buttons.



Categories

Use the Categories command to create and edit items in a category. A category groups transactions for reporting purposes. For example, a category could be Material and items in this category could be compost, tires, yard waste, etc. for solid waste applications. For aggregate applications, they could be sand, gravel, cement, etc. Categories also serve as a means for applying rates.

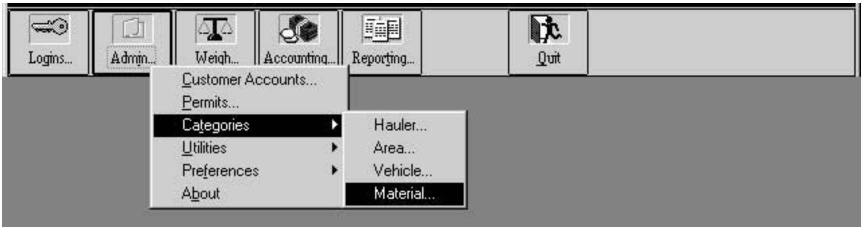
Categories are defined in the TransAct initialization file. For example, a solid waste location may refer to material as Refuse or simply Product. The Material heading could be changed to Refuse or Product by editing the initialization file. (Refer to the Appendix for more information on configuring the transact.ini file).

NOTE: TransAct installs two main categories by default. Two more main categories can be added using the transact.ini file.

Each category can have one or two subcategories. Subcategories are also defined in the initialization file. Subcategories help group category items for reporting purposes. For example, a solid waste landfill may wish to add a subcategory In/Out to their Material category. Each material item in the category can be classified as a material coming in to the landfill or going out of the landfill. Later this subcategory can be used to create reports for regulatory agencies on materials deposited in the landfill and materials moved out of the landfill.

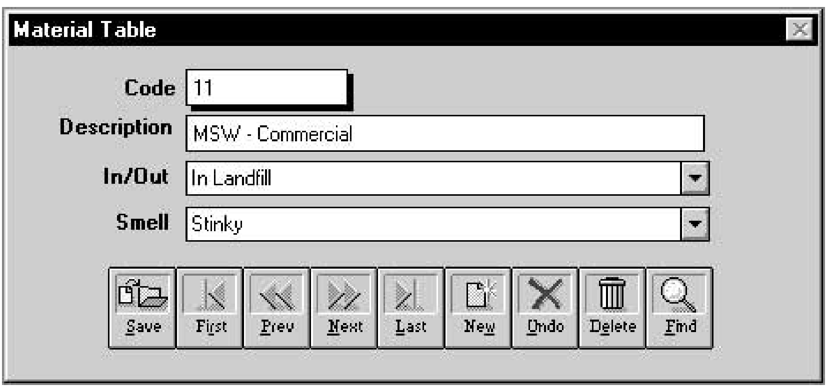
To begin creating or editing an item in a category, click on **Admin...** from the toolbar. Select **Categories** from the Admin pull-down menu. Select the desired category and click the left mouse button.

The following examples use the Material category.



Selecting Categories

After selecting a category, the category window appears. The category window shows the information for the first item in the category. If there are no items in the category yet, the category window will show a code of 0000 and blank description field. Begin entering items at this point in the blank boxes.

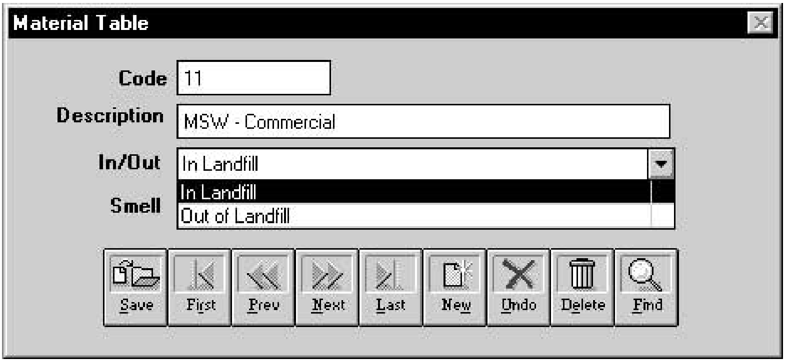


Example of a Category Window with Two Subcategories Added

Click **New** to create a new category item.

The category window has a Code and Description field. Each category item must have a numeric or alpha-numeric code and description. The code may be up to 4 characters in length. The description may be up to 30 characters in length.

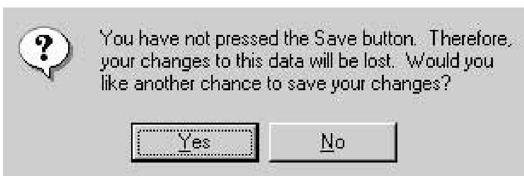
If subcategories are defined, they will appear as drop-down lists. Click on the single down arrow to view a list of subcategory items. Point and click on the desired item.



Selecting Subcategory Item

Click **Save** to save an item you created.

If changes have been made and not saved, you will see a warning that changes have not been saved.



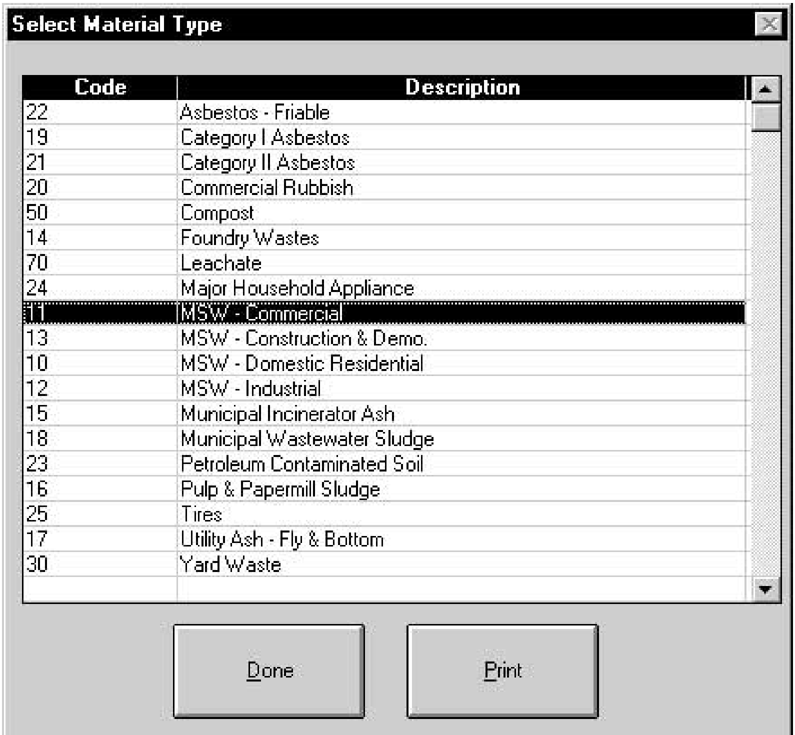
Unsaved Changes Warning

Click **Yes** to return to the category window, and save the changes.

Click **No** to not save changes before continuing.

Click **Find** to view a list of all items in the main category.

The window following shows a list of items in the main Material category of the sample database.



Select Material Type

Code	Description
22	Asbestos - Friable
19	Category I Asbestos
21	Category II Asbestos
20	Commercial Rubbish
50	Compost
14	Foundry Wastes
70	Leachate
24	Major Household Appliance
11	MSW - Commercial
13	MSW - Construction & Demo.
10	MSW - Domestic Residential
12	MSW - Industrial
15	Municipal Incinerator Ash
18	Municipal Wastewater Sludge
23	Petroleum Contaminated Soil
16	Pulp & Papermill Sludge
25	Tires
17	Utility Ash - Fly & Bottom
30	Yard Waste

Done Print

List of Items in the Material Category

NOTE: TransAct automatically generates a category item called None that has a code -1. The None item cannot be edited and is not shown in the item list, but is available elsewhere in the program. Do not create a category item called None.

To edit an existing item, click on the item from the item list. The item is brought into the category window for editing.

Click **Save** to save changes.

Click **Undo** to undo changes before they have been saved.

Click **Done** to return to the category window.

The other function buttons operate like those in other TransAct tables. See page 31 for Function Button operation.

Utilities

Backup

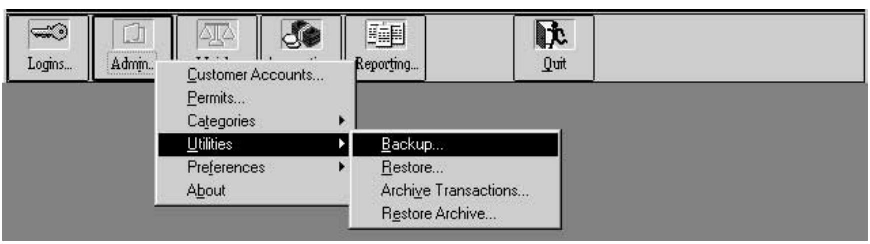
Why is it important to backup your data? Electronic data is very fragile. If your hard drive fails, everything on it is lost. It is important to create a backup plan and train users to follow the plan. Tape backup is the most commonly used type of backup.

A common backup plan is a weekly backup, where a week's worth of daily tapes are rotated Monday through Friday. Other companies utilize a monthly rotation using a different tape for each day of the month. Regardless of your backup method, be certain not to rely on a single tape.

TransAct provides a utility for backing up your database to your local hard drive. TransAct allows backup of the database to a floppy diskette if the database is small enough to fit on one floppy. Unfortunately, it rarely is, so tape backup is recommended. A database backup to your local drive should be performed daily prior to tape backup.

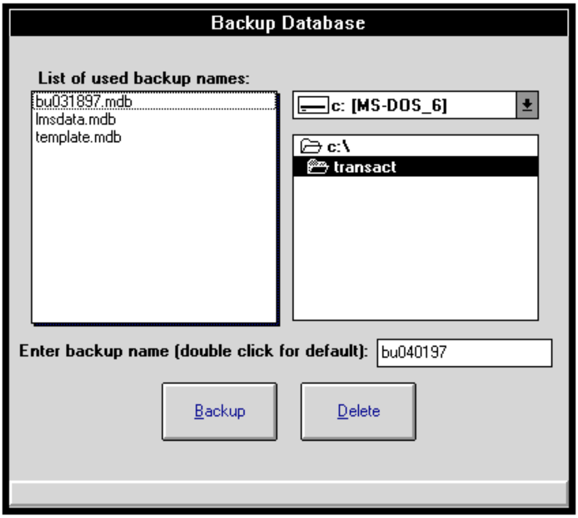
Creating a Backup File

To run the backup utility, click on **Admin...** from the toolbar and select **Utilities** from the Admin pull-down menu. Select **Backup** and click the left mouse button.



Selecting Backup

The Backup Database window appears.

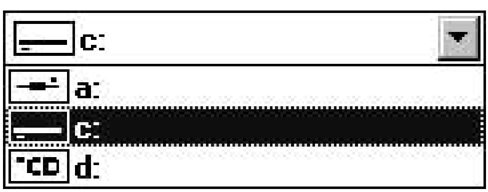


Backup Database Window

The left window displays a list of existing backup names.

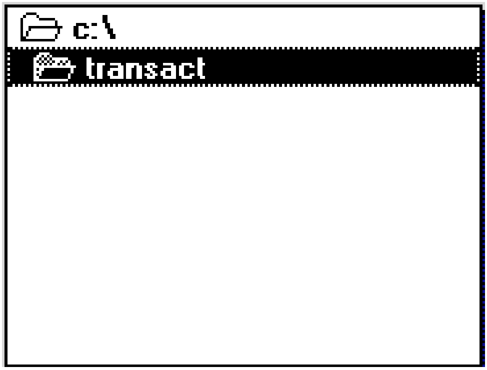
The right window displays the destination drive and directory.

The database backup will, by default, be placed on the same drive and directory in which TransAct has been installed (usually C:\transact). To change that location, click on the single down arrow next to the drive box to show a drop-down box of available destinations. Click on the letter to select your preferred backup drive.



Selecting a Different Destination

Under the destination box is the directory box. Use this box to select a different directory other than the default directory where the TransAct program has been installed.



Default Directory

The default backup name is automatically generated by adding today's date numbers to the letters "bu" (i.e. bummddyy). To change the filename, press the tab key until the default filename is highlighted (or use the mouse to place the cursor in the filename box), delete the default filename, and type your desired backup filename in the box.

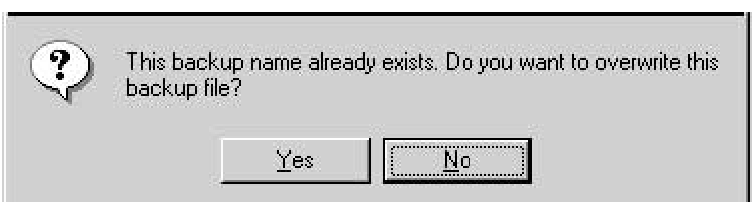
Entering a Filename

> **NOTE:** File names can be up to 8 characters long with no spaces. They can contain letters, numbers, and special characters.

To change back to the default file name, place the cursor in the filename box and double click.

Click **Backup** to begin the backup procedure.

If a backup filename is selected that already exists, the following warning appears.



Backup File Already Exists Warning

Click **Yes** to overwrite the file with the new backup.

Click **No** to return to the backup database window.

If no file name or an unacceptable name has been entered in the Enter backup name: box the following warning appears.

No Backup Filename

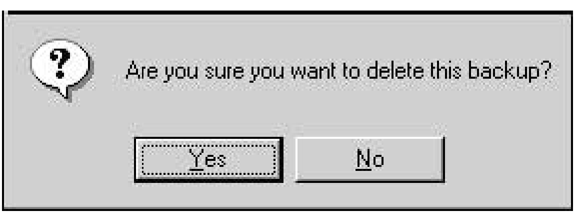
Click on **OK** to return to the backup database window so you can enter a correct backup file name.

Once the backup is complete, Backup Successfully Completed will be displayed at the bottom of the Backup Database Screen.

Deleting Existing Backup Files

To delete backup files, select the file to delete with a single click from the list of used backup names.

Click on **Delete** to delete the selected file. To avoid mistakes, the following warning appears before the file is deleted.



Delete File Warning

Click **Yes** to delete the file and proceed.

Click **No** to return to the backup window.

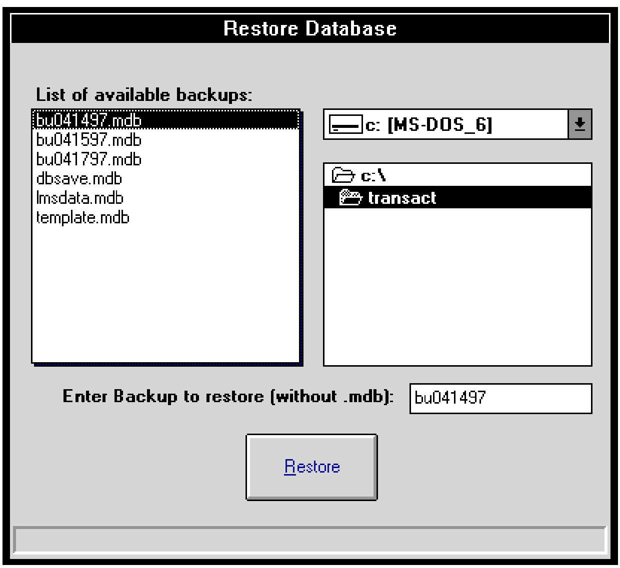
Restore Backup

This utility allows the restoration of any backed up file in case the database becomes damaged or corrupt.

To restore a backup file, click on **Admin...** from the toolbar and select **Utilities** from the pull-down menu. Select **Restore** and click the left mouse button.

Selecting Restore

The Restore Database window appears.

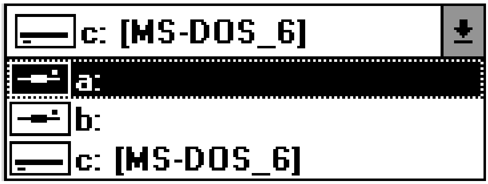


Restore Database Window

The left window displays a list of available backups found in the default drive and directory.

The right window displays the default drive and directory where the TransAct program was installed (usually C:\transact).

If you are restoring from a floppy diskette click on the single down arrow to show a drop-down box listing available drives. Select your floppy drive (usually A:).



Selecting Diskette Drive A

Under the destination box is the directory box. Use this box to select a different directory.

A list of available backup files on your floppy diskette appears in the box to the left. Point and click on the file you wish to restore.

Click **Restore** to begin restoring the backup.

Restore Successfully Completed will appear at the bottom of the restore backup window once the restore is complete.

Archive TransActions

Archiving is a way of removing transactions from the database and storing them without having to delete information. Archiving is important because it helps manage your database and improves system performance.

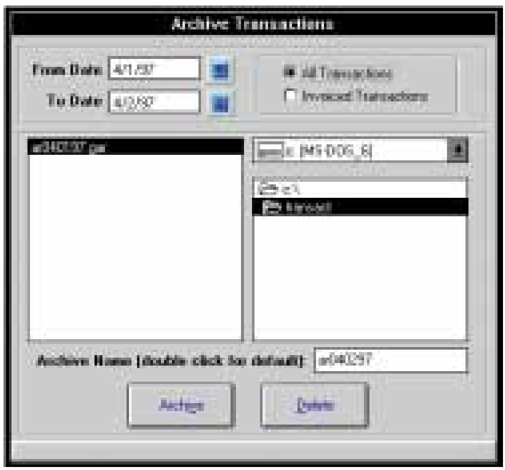
TransAct allows archiving of all transactions or just invoiced transactions for a specified date range.

Creating an Archive

To archive transactions, click on **Admin...** from the toolbar and select **Utilities**. Select **Archive TransActions** and click the left mouse button.

Selecting Archive TransActions

The Archive TransActions window appears.



Archive TransActions Window

Select a date range to archive by typing in the “From” and “To” dates, or use the calendar buttons to the right of the boxes to set the dates.

The area next to the date allows the user to choose which transactions are archived. Whenever Archive TransActions is opened, the default selection is All TransActions. To select to have only invoiced transactions archived, choose Invoiced TransActions.

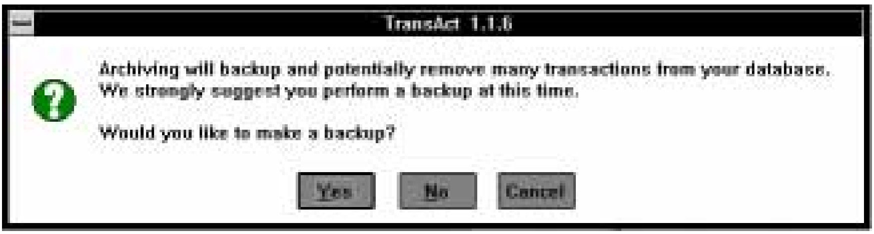
To use a default archive filename, place the cursor in the Archive Name box and double click. TransAct generates the filename by adding the invoice “Date To” date numbers to the letters “ar” (i.e. armmddyy).

To change the filename, press the **Tab** key until the default filename is highlighted (or use the mouse to place the cursor in the filename box), delete the default filename and type in your desired archive filename.

To change back to the default filename, place the cursor in the filename box and double click.

Click on the **Archive** button to continue.

Because archiving will alter the database, TransAct recommends making a backup of the current database prior to archiving. The following window appears.



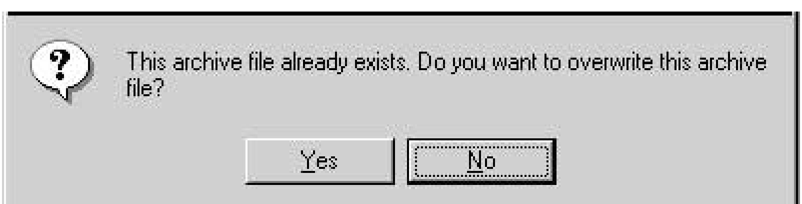
Backup Warning

Click **Yes** to have the backup window automatically open. Once the backup is complete, archiving continues.

Click **No** when a backup prior to archiving is not desired. Archiving automatically continues.

Click **Cancel** to return to the Archiving TransActions window.

If a filename has been highlighted in the List of archive files or a duplicate filename typed in the Archive Name box, the following warning appears.



Duplicate Archive Filename

Click **No** to return to the archive transactions window.

Click **Yes** to overwrite the existing filename.

If no file name is specified, the following warning appears:

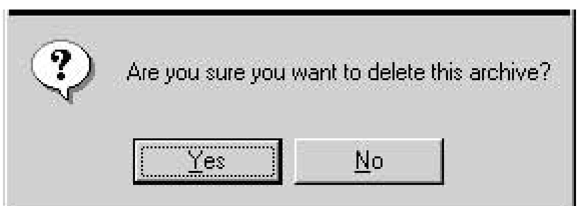
No Filename Warning

Click **OK** to return to the archive window. Type in a filename and click on the **Archive** button again. The backup database prompt appears again, but it is not necessary to do another backup; click **No** to continue archiving.

Deleting Existing Archive Files

To delete archive files, use the mouse to click on the file to delete from the Archive TransActions window.

Click **Delete** to delete the selected file. To prevent mistakes, the following warning appears before the file is deleted.



Delete File Warning

Click **Yes** to delete the file and proceed.

Click **No** to return to the archive window

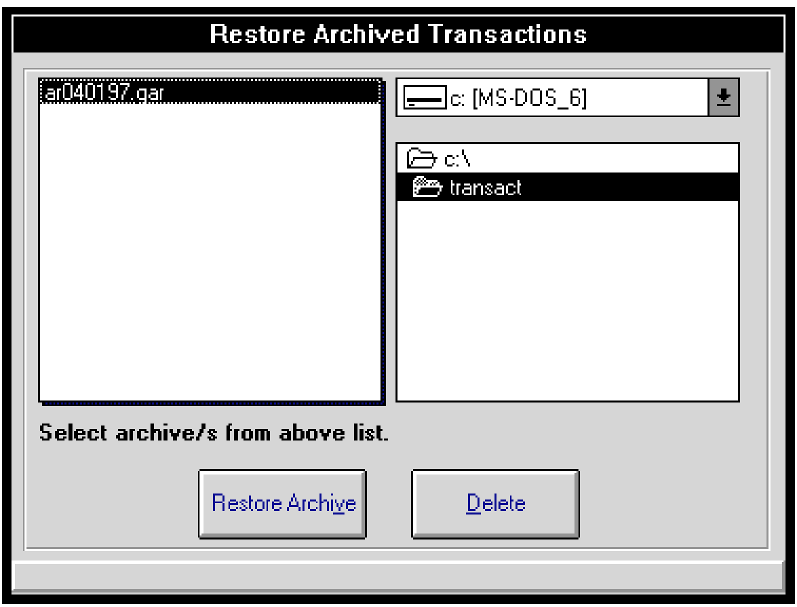
Restore Archive

The Restore feature is used to restore archived transactions. Restoring archived transactions may be necessary for some reporting purposes.

To run the restore utility, click on **Admin...** from the toolbar and select **Utilities**. Select **Restore Archive** and click.

Selecting Restore Archive

The Restore Archived TransActions window appears.

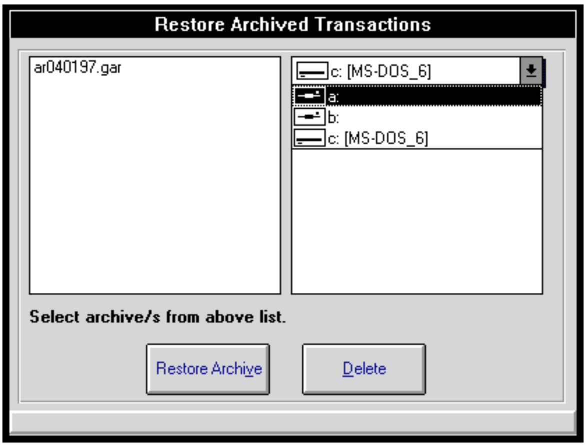


Restore Archived TransActions Window

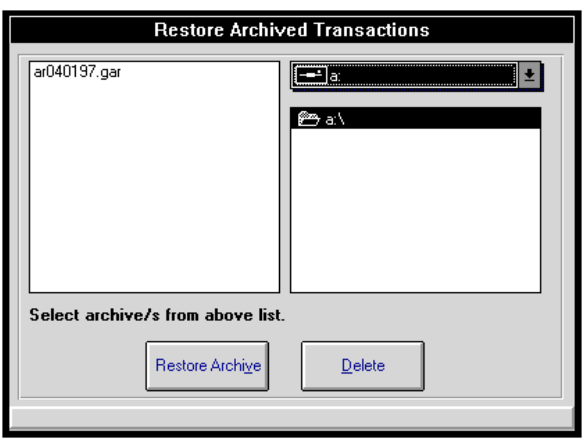
The left window displays a list of available archives found in the default drive and directory where the TransAct program is installed.

The right window displays the default drive and directory where the TransAct program was installed (usually on drive C:\TransAct).

If you are restoring an archive from a floppy diskette, click on the single down arrow to show a drop-down box listing available drives. Select your floppy drive (usually drive A:).



Under the destination box is the directory box. Use this box to select a different directory other than the C default directory where the TransAct program has been installed.



A list of available backup files on your floppy disk appears in the box to the left. Click on the file(s) you wish to restore.

NOTE: To select multiple files for restoring, use the **Shift** key with the mouse to select continuous file names. Use the **Ctrl** key with the mouse to select discontinuous file names.

Click **Restore Archive** to begin the restoration of your selected file(s).

Because restoring an archive will alter the database, TransAct recommends making a backup of the current database. Prior to restoring, the following window appears.

Click **Yes** to have the backup window automatically open. Once the backup is complete, archive restoring continues.

Click **No** when a backup prior to archive restoring is not desired; archive restoring automatically begins.

Click **Cancel** to return to the Restore Archive TransActions window.

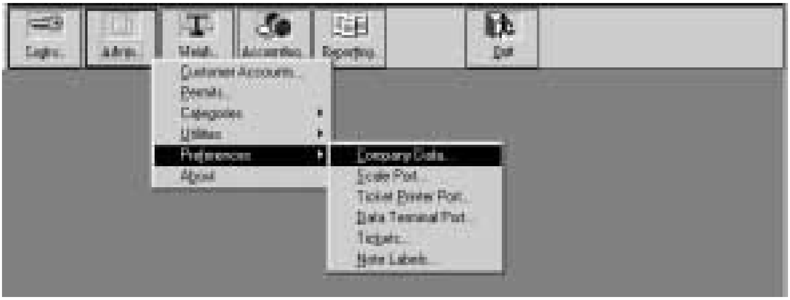
Archive Restored appears at the bottom of the window when the archive restoration is complete.

Preferences

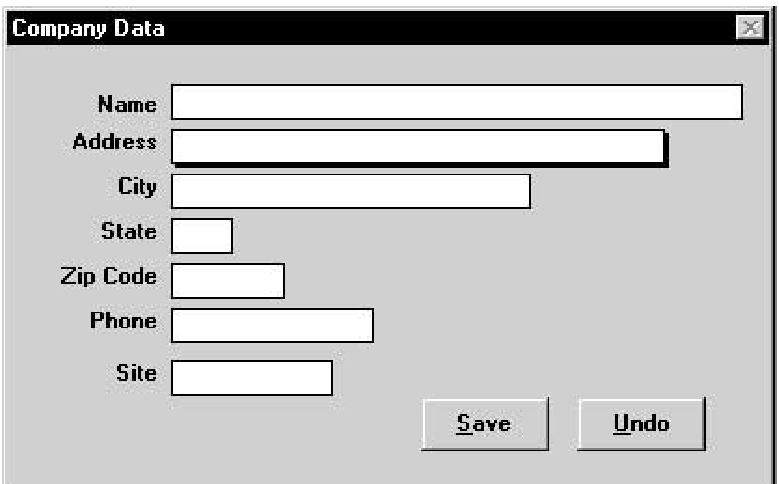
Company Data

The company data screen contains your company’s name, address, phone number, and site number. This information appears on invoices and reports.

To enter your company’s data, select **Preferences** from the **Admin...** pull-down menu. Select **Company Data** and click the left mouse button.



Selecting Company Data...



Company Data Window

Using the **Tab** key to move from box to box, enter your company's data.

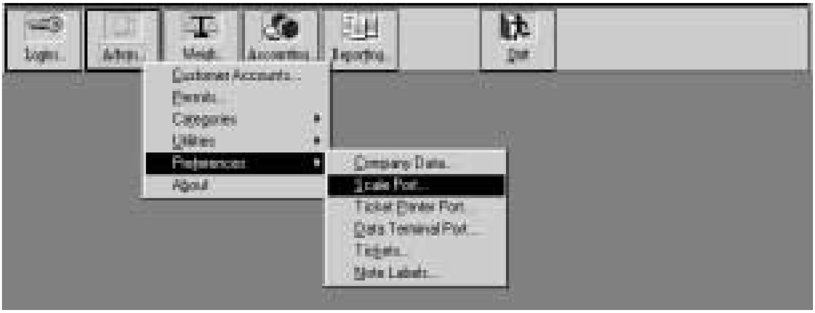
Click **Save** to save the entries.

Click **Undo** to exit without saving changes.

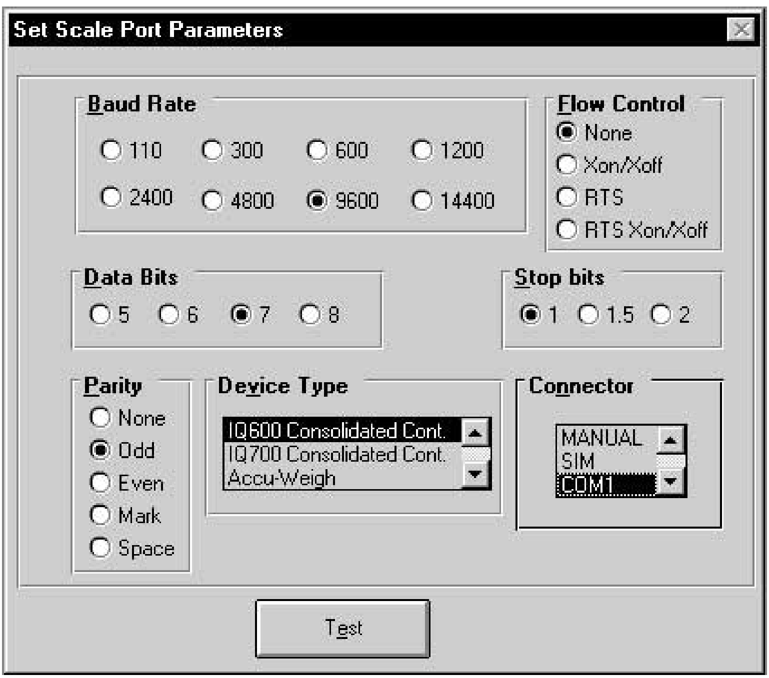
Scale Port

This section is used to define the type of scale connected to the computer. You must know specific information about the digital indicator you are using with the scale to properly interface with TransAct.

To set up the scale port, select **Preferences** from the **Admin...** pull-down menu. Select Scale Port and click on the left mouse button.



The Set Scale Port Parameters window appears:

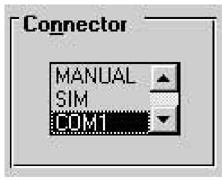


Set Scale Port Parameters

A direct scale interface is not required to run TransAct in a demonstration mode. If a scale will not be interfaced, select MANUAL from the Connector list. Nothing else needs to be done to set up the port.

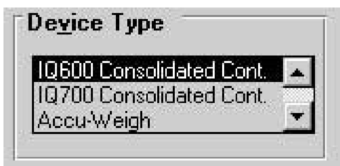
To demonstrate how TransAct would run with a scale, select SIM, to let you simulate a scale in the Weigh Form. Nothing else needs to be done to setup the port.

If a scale is being interfaced with the computer, select the communication port (COM1 through COM4) to which the interface cable is attached. Use the scroll bar in the Connector box to view all four ports as shown below.



Scale Port Connector

Use the scroll bar to the right of the Device Type box to view available scale types. If you cannot find the type of indicator you are using, call your dealer or the TransAct technical support line for assistance.



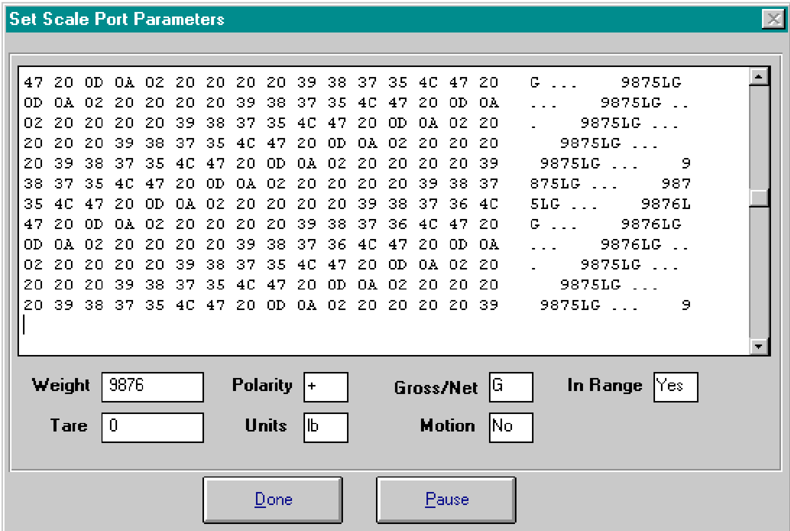
Selecting a Device (Scale) Type

> **NOTE:** TransAct supplies common scale drivers to make setting up these devices simple. Unfortunately, we cannot list every indicator in the industry. Contact us with additional indicator types so we can add the drivers to later releases of the software.

When a communication port and device type are selected, the settings boxes become available for editing (i.e. Baud Rate, Flow Control, Data Bits, Stop Bits, and Parity). Check the installation manual of your scale indicator for the correct settings.

After the scale port is set up, click the **Test** button to view data being received from the scale. If you have difficulty connecting with the scale you may need to change one or more of the settings.

The following shows a test display from a correctly interfaced scale.



Correctly-Interfaced Scale Test Output

If the scale is correctly interfaced with the computer, you should be able to read the scale weight in the diagonal print out area. The correct weight should also be displayed in the Weight box at the bottom of the window.

Click **Done** to return to the Set Scale Port Parameters window.

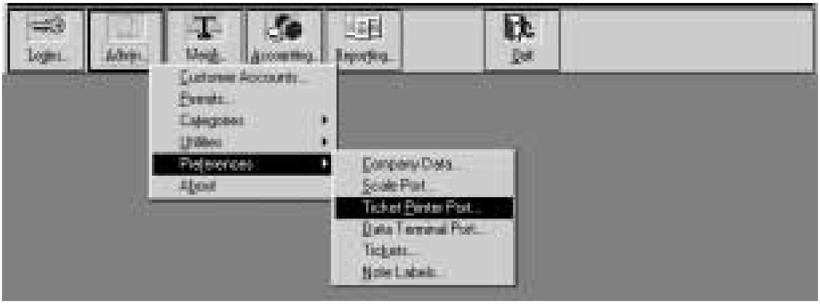
Click **Pause** to stop the window from scrolling.

If the test screen is blank or shows something other then the above picture, the computers settings are not correct for the scale indicator.

Ticket Printer

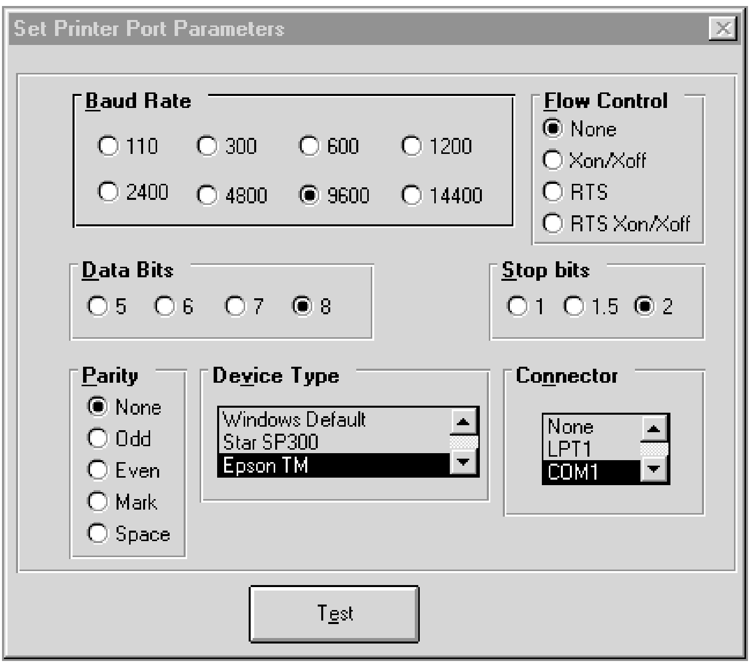
This section is used to define the type of ticket printer connected to the computer. You will need to know specific information about the ticket printer you are using to properly interface with TransAct .

To set up the ticket printer, select **Preferences** from the A**dmin...** pull-down menu. Select **Ticket Printer Port**.



Selecting Ticket Printer Port

The Set Printer Port Parameters window appears



Set Printer Port Parameters

If a ticket printer is not going to be used with the TransAct program, simply select **None** from the Connector list, and nothing else needs to be done to setup the port.

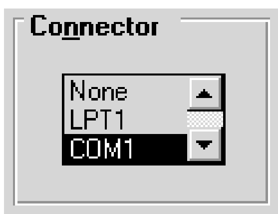
If a printer will be used, TransAct provides several ticket printer solutions. Receipt printers, dot matrix printers, and laser printers can all be used as ticket printers. Use the scroll bar within the Device Type box to view a list of all available print drivers.

Common drivers are available for ticket printers which produce receipts similar to what we might receive at a grocery store. Such drivers include **SP2000**, **SP2200**, **IDS 150A**, **Star SP200**, and the **Epson TM**.

TransAct also provides options for using an already existing Windows printer, such as a dot matrix or laser printer. To use a printer already configured for Windows, select **Windows Default** from the Device Type list.

It is also possible to send data directly to a printer via the Ticket File. This option is helpful when printing to custom preprinted forms. Select **Direct to Printer Port** to utilize this option. Using this option for a ticket printer should not affect how reports are printed if they are printing to the same printer as long as the printer is also defined as a Windows printer.

Select the communications port (LPT1, LPT2 or COM1 through COM4) to which your cable is attached. Use the scroll bar in the Connector box to view all ports and choose the appropriate one.

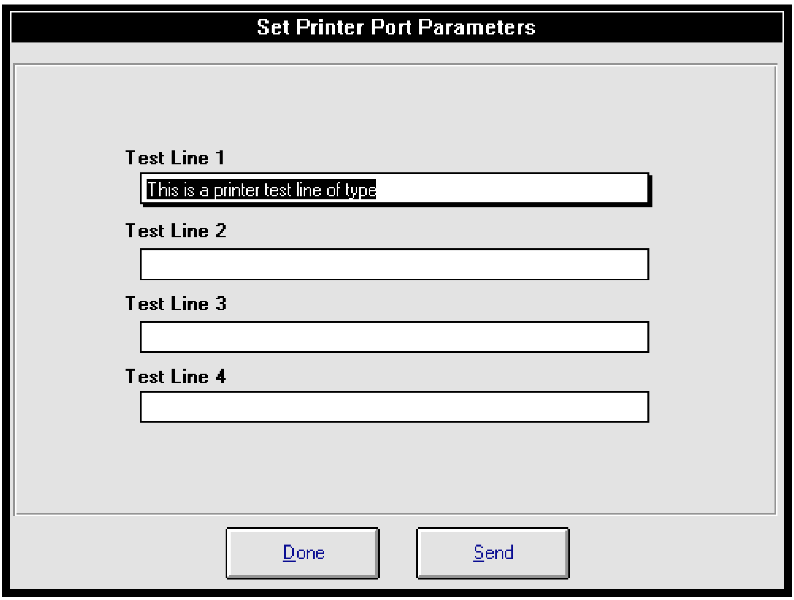


Ticket Printer Connector

> **NOTE:** TransAct supplies common ticket printer drivers to make setting up these devices simple. Unfortunately we cannot list every printer in the industry. Please contact us with your specific ticket printer types so we can add the new drivers to later releases of the software.

When using a printer selection other than **Windows Default** or **Direct to Printer Port**, the Baud Rate, Flow Control, Data Bits, Stop Bits, and Parity sections will also need to be set. After the communication port and device type have been selected, the settings boxes become available for editing. Check the reference manual of your ticket printer for correct settings.

After the ticket printer is set up, click the test button to send up to four lines of text to the printer. Click **Test** to open the test window.



Ticket Printer Test Window

Enter text into any or all of the four lines.

Click **Send** to print the text to the printer.

Click **Done** when testing is complete.

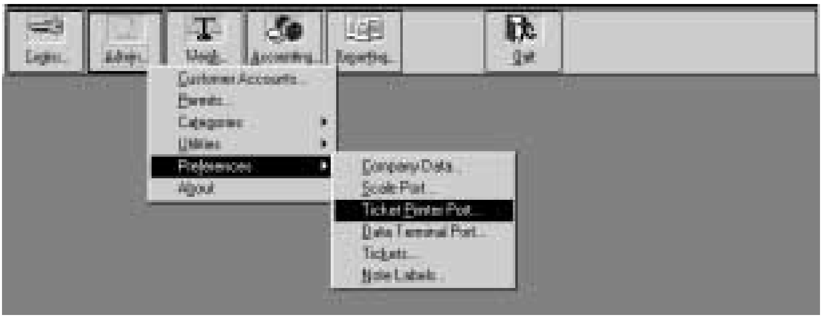
If nothing is sent to the printer, be sure the printer is powered on and check the connections between the computer and printer.

Tickets

The tickets section lets you reset the ticket number, receipt number, invoice number, and select the default ticket file.

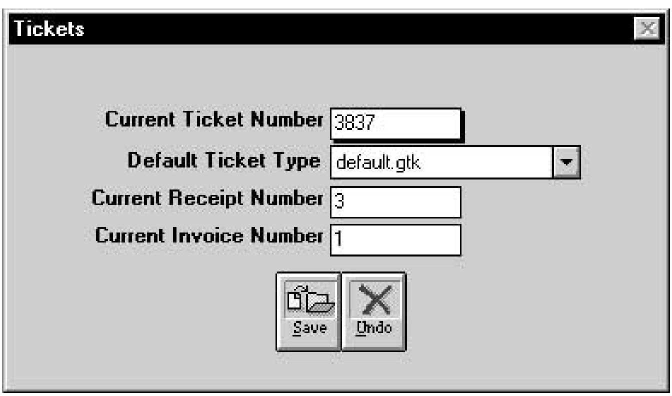
If you wish to change the appearance of printed tickets from the format specified in the default ticket file, it will be necessary to access the TransAct initialization file in your computer hard drive. This should only be done by the system administrator. For information on changing the formatted appearance of tickets in this manner, see *Creating Custom-Format Print Tickets* in the Appendix.

To reset any of the above items, select **Preferences** from the pull-down **Admin...** menu. Select **Tickets**.



Selecting Tickets...

The Tickets window appears as shown below.



Tickets Window

Press the tab key to move from box to box or use the mouse to place the cursor in a box. Once the desired box is selected, enter the change.

TransAct will print out tickets according to the format established in the “default.gtk” file stored in your computer hard drive. The default ticket has the following format:

```
      Stillson County Landfill

Ticket:  3777

T & J Services
Vehicle:  4
Container:  101
Time In:    04/18/97 11:14:22 AM
Time Out:   04/18/97 11:18:05 AM
In:  7740 lb
Out: 7300 lb
Net: 440 lb = 440.0 lbs
Non-Hazardous Asbestos
    @ $0.02 per lb
Total Charge:  $8.80
Amount Paid:   $0.00


           [Special Ticket Info]


[Notes Info]
```

Printed Weight Ticket with default.gtk *Format*

Click **Save** to save the entries and changes.

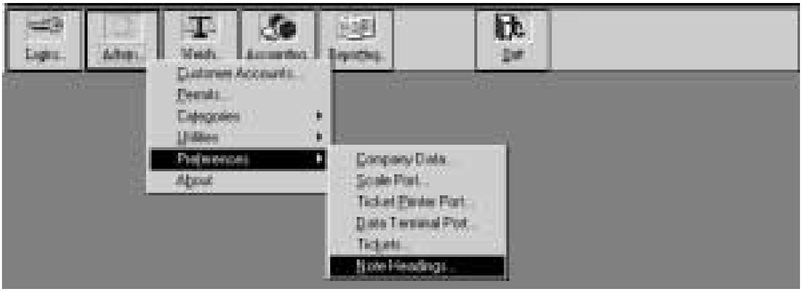
Click **Undo** to undo any unsaved changes.

To learn more about editing the ticket file, refer to *Creating Custom-Format Print Tickets* in the Appendix.

Note Headings

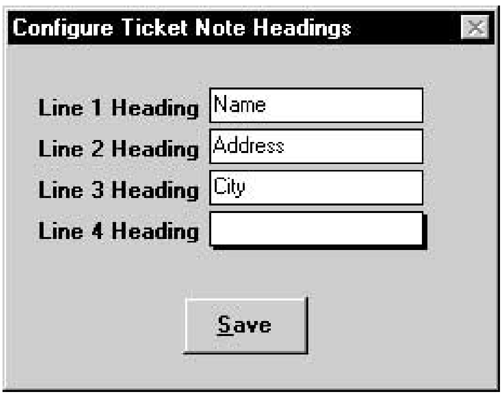
TransAct allows the user to establish up to four note lines that can be used in the Weigh form when creating or completing a transaction. These notes are printed on the transaction ticket given to the customer. The followin section allows the user to define the headings used for each line of note text.

To edit the headings for the notes, select **Preferences** from the pull-down **Admin...** menu. Select **Note Headings**.



Selecting Note Headings

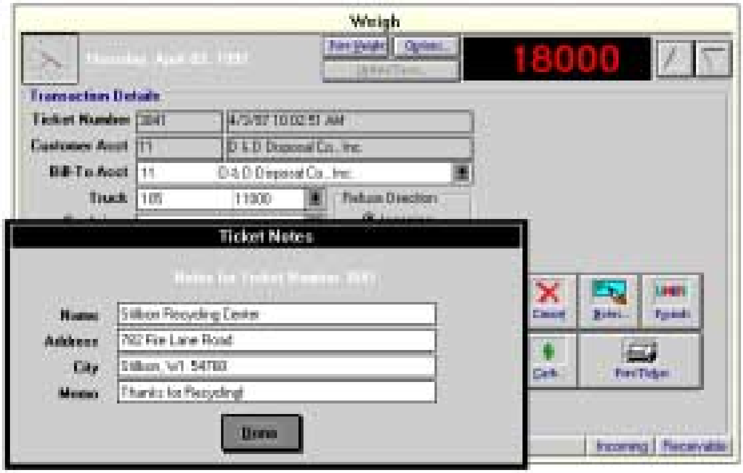
The Configure Ticket Note Headings window appears.



Configure Ticket Note Headings Window

Only the boxes containing entered text will show up when **Notes** is selected in the Weigh transaction. Any of the empty lines of notes will not show on printed tickets. A note is only stored with uncompleted transactions. Once the transaction has been completed and printed, the note is erased.

Following is an example of a four-line note in the Weigh form generated from note headings “Name”, “Address”, “City”, and “Memo” text entered in the Configure Ticket Note Headings Window.



Four-Line Note Heading in the Weigh form

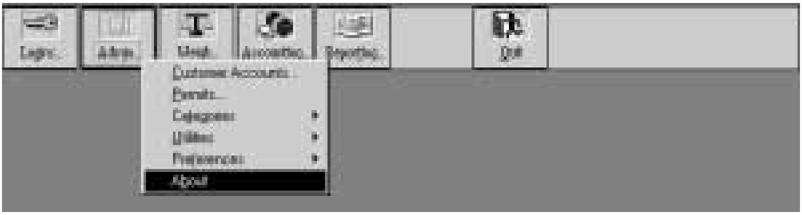
In this example, all four note lines appear with headings because all four lines were defined in the Configure Ticket Note Heading window.

If you wanted only a simple one-line note with a single heading, enter only that heading on only one line in the Configure Ticket Note Heading window. In that case, the following screen would pop up when Notes was pressed:

Single-Heading Note

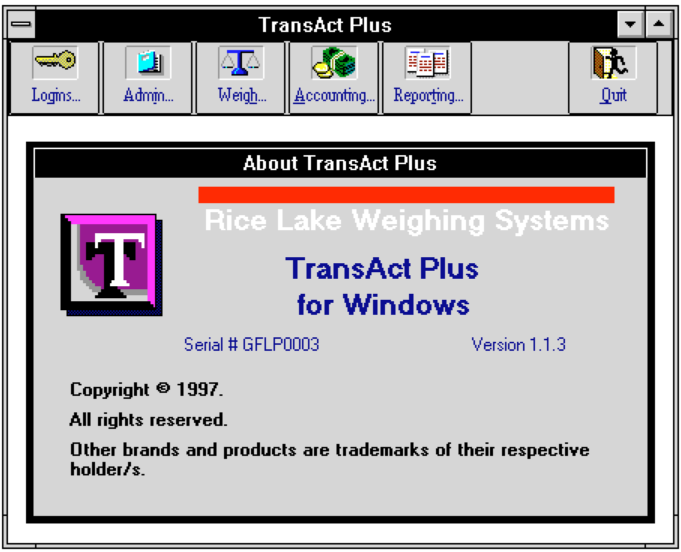
About TransAct

To display the current version and serial number of TransAct you are using, select **About** from the **Admin...** pull-down menu.



Selecting About

The start-up “About TransAct” screen appears. This screen also appears whenever TransAct first starts.



About TransAct Start-Up Screen

When the About TransAct screen is displayed, you may click any other main menu button in the toolbar to move to other parts of the program and close the About TransAct screen.

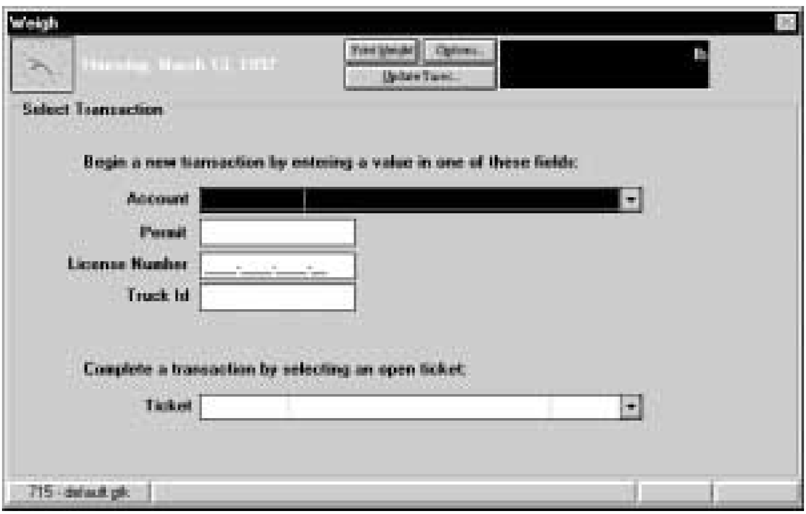
Weighing

Use the Weigh section of TransAct to create and complete weigh transactions. The information created during a weigh transaction is stored in the TransAct database. Transactions from these databases can be edited, and reports including them can be printed using the Reports features found in the Reporting menu.

Select Transaction Window

Click on the **Weigh...** main menu toolbar button to begin a transaction.

After clicking the Weigh button from the menu bar, the Select Transaction window appears. All weight transactions are started here.



Select Transaction Window

Date and Time

The top left corner of the window contains the date and time. TransAct reads this information from the computer system. If the time or date is wrong, exit TransAct, change the computer's time and date, and restart TransAct.

The time, date, **Print Weight** button, **Options...** button, and display window are always present in the Select Transaction window. The **Update Tare...** button is only available until a transaction has started.

Status Bar

The status bar at the bottom of the window displays the next ticket number and the ticket format file (unless you have modified the ticket format, it will show as "default.gtk").

Weight Display Window

The display window shows the scale weight. This window will look different depending on the type of scale selected (see "Preferences" of the Admin section).

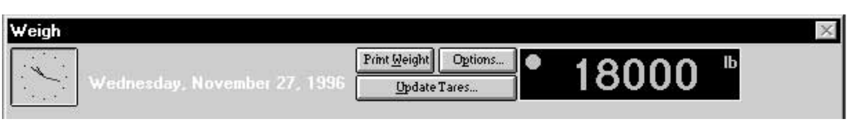
When the scale port is in MANUAL mode, the display window is inactive. Weights must be manually entered in the Weight In/Weight Out boxes of the Transaction Detail table.

When the scale port is in SIM mode, arrows for increasing and decreasing a truck weight appear next to the display window to simulate a scale action. These buttons increase or decrease simulated truck weights in increments of 1000 pounds.

Weight Display Window in Simulation Mode

When a scale indicator is connected to the computer, TransAct reads the weight supplied by the scale indicator and displays the weight in the display window. The unit of measure (lb-pound or kg-kilogram) of the scale indicator also appears in the display window.

A motion indicator in the top left corner of the display window informs the operator when the scale is in motion. The operator cannot continue with the transaction, until the motion indicator clears from the display.



Once motion has stopped, the weight of the scale can be locked to help speed the weighing process. To lock the weight, double click in the lower left corner of the display window. Once weight is locked, the truck can continue into the site while the operator modifies information about the transaction before storing the ticket.

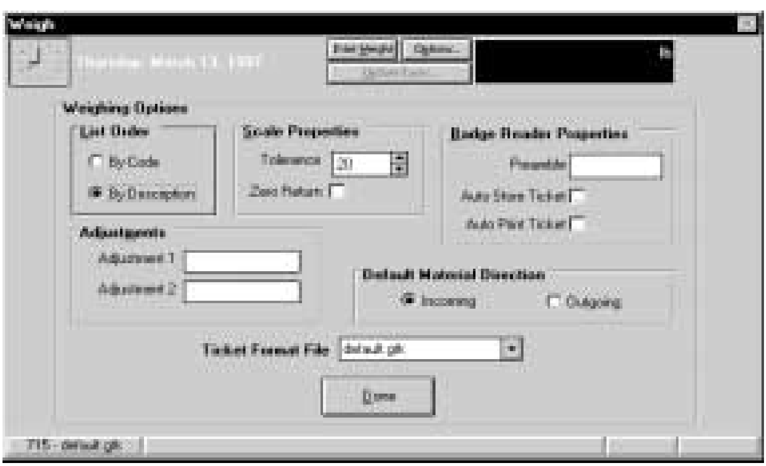
Locking a Stable Weight

Print Weight Button

Click the P**rint Weight** button to print a weight without creating a transaction. Clicking on the **Print Weight** button prints only the date, time and weight of the truck to the ticket printer.

Options Button

Click the **Options...** button to change weighing options setup. The Weighing Options screen allows the operator to change the list order, scale properties, badge reader information, weight adjustment readings (expressed as a percentage of actual scale weight), default transaction direction, and ticket format file.



Weighing Options screen

List Order

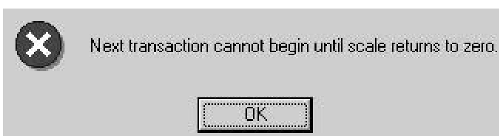
List Order determines how tables containing lists, such as (Customer) Account, (Open) Ticket, and Categories, will be displayed in drop down boxes. Make your selection by clicking in the circle by the selection. When **By Code** is selected for List Order, the lists display in number code order. When **By Description** is selected, the lists display in description order.

Example: When List Order is **By Code**, select customer account 286-EM Groundhog Racing, Inc., by typing only the customer account code, 286.

When List Order is **By Description**, select customer account 286-EM Groundhog Racing, Inc., by typing only the customer description, EM Groundhog Racing, Inc.

Scale Properties

Use Scale Properties to setup tolerances and zero return for interfaced scale indicators. When **Zero Return** is checked, TransAct will not allow transactions to be created or completed until the scale indicator returns to zero. If a transaction is attempted before returning to zero, the following warning appears:



Zero Return Warning

Tolerance is the amount the indicator can fluctuate when there is no load on the scale. When a tolerance weight is specified, TransAct recognizes a Zero Return, + or – the tolerance weight. Enter a positive weight for this field. The tolerance is used exclusively with the zero return property.

Adjustments

TransAct provides two Adjustments fields. The adjustments boxes appear in the weighing Transaction Detail screen only when a description is entered into these fields. Adjustment descriptions can be added or removed from the Weighing Options table at any time.

The Adjustments fields are used to calculate the Ticket Weight and Charge of the transaction without changing the Weight In, Weight Out or Net Weight. When applied to a transaction, adjustments are made in one percent (1%) increments. The percent is calculated from the Ticket Weight and applied to the Charge. The adjusted percent is stored with the completed transaction ticket and can be viewed using the Quick Scan feature under the Reporting menu.

Ticket Format File

The Ticket Format File contains information from the database that is printed on the customer’s ticket. During installation, a default ticket file was installed for the appropriate application you selected, Solid Waste or General.

To select a different ticket-format file for the current transaction, use the down arrow to the right of the Ticket Format File box. Once the transaction is complete, the default ticket file specified in Preferences is restored.

NOTE: A custom Ticket Format File can be manually created with any text editor (such as Windows NotePad or Windows Write). See *Creating Custom-Format Print Tickets* in the Appendix for more information on editing of the ticket file.

Badge Reader Properties

Use the Badge Reader Properties to create a semi-automated environment. A badge reader device can be used to read a badge number or identify a truck number. When the badge reader device reads a magnetic strip or bar code from the badge, TransAct uses the information to start a transaction. The badge number used to identify a truck number is stored in the customer database. When TransAct matches the badge number with the customer, the customer’s information stored in the computer is entered into the Weigh table.

When the **Auto Store Ticket** option is checked, the transaction automatically is saved once the weight of the scale stabilizes. If the **Auto Print Ticket** option is checked, the ticket prints and the transaction completes automatically.

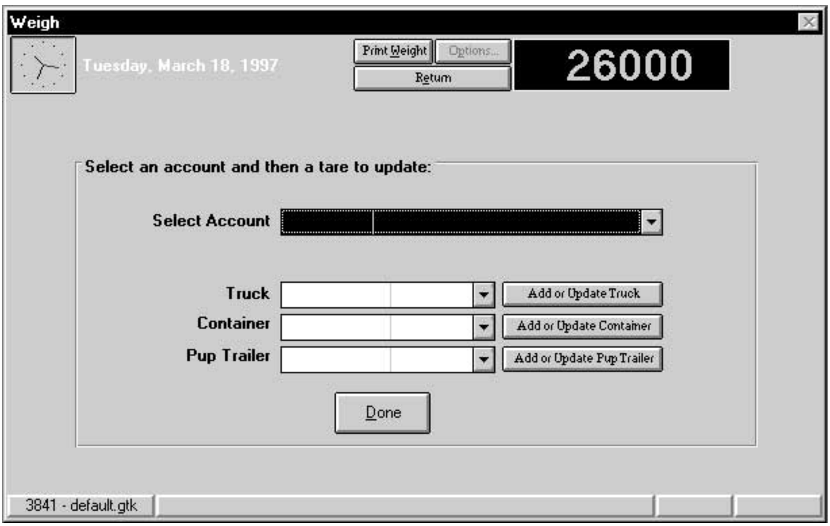
Returning to the Weigh Window

Click on the **Options...** button next to the display window or the **Done** button to return to the Weigh window. Clicking either button saves the settings selected in Options before returning to the Weigh window.

Update Tare Button

The **Update Tares...** button allows stored tare weights to be updated while the truck is on the scale. Updating tares is allowed *only* at the beginning of the transaction so that a previously-stored tare (that for whatever reason is now incorrect) can be overwritten with the actual weight from the scale. The **Update Tares...** button must be selected when you are in the Select Transactions table—once you are in the final Transaction Detail screen, it's too late to choose to update a tare .

To add or update a tare, wait for the motion indicator to clear. Click on **Update Tares...**. The Update Tares Table appears.



Update Tares Table

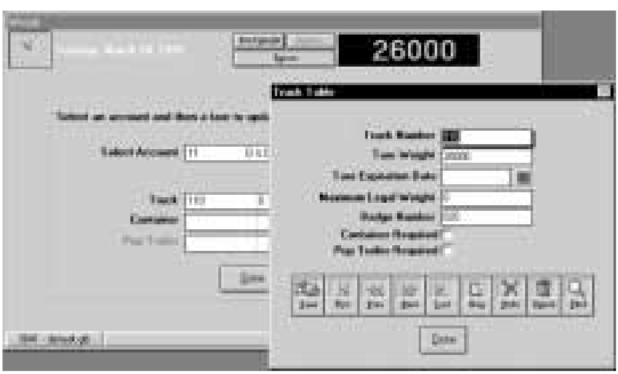
The table uses the descriptions assigned to each tare field. For example, Truck = Tare1, Container = Tare2, and Pup Trailer = Tare3. If a tare field is not used, the button is disabled.

Select a customer account by typing the account code or description in the Select Account field, or click the single down arrow next to the Select Account field. The customer account and existing tare fields are displayed in the tare table.

Update Tares for Selected Customer Account

From this table, tare weights can be added or updated by clicking the **Add or Update** buttons to the right of each tare field type. A tare field shown in a different color (for example, Pup Trailer) indicates that no tares exist for that field. New tares can be added by clicking on the **Add or Update Pup Trailer** button.

To add a new truck tare, leave the tare field blank and click the **Add or Update Truck** button. When Tare1 (Truck) is clicked, an empty table for Tare1 is displayed. Likewise, an empty table appears when Tare2 or Tare3 are selected. To demonstrate adding a new tare, we will use the Truck Table.



Adding a New Truck Tare

The weight from the scale is automatically placed into the Tare Weight box. You can modify that scale value by keying in changes to the tare value, but doing so will trigger a Keyed Tare note to be printed on the final weigh ticket. Enter a truck number and any other information needed for this entry.

Click **Save** to store new tare.

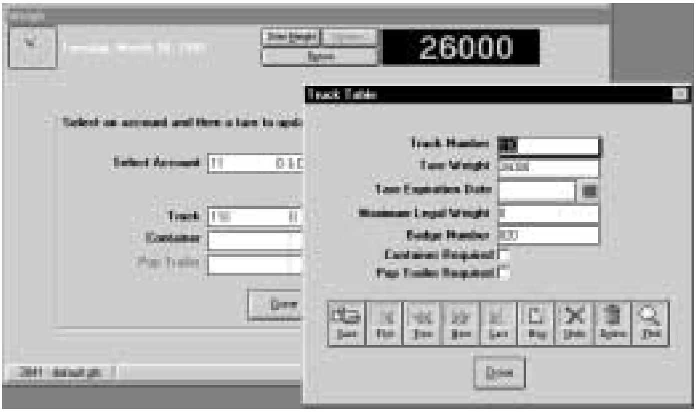
Click **Done** to return to the Select Transaction table.

If any changes have been made and not saved, a warning will appear when trying to continue.

To edit an existing tare, use the single down arrow next to the tare fields to view tare lists and select a tare.

Selecting an Existing Tare to Update

Click on the **Add or Update** (Truck, Container, or Pup Trailer) button. The selected tare table appears. A truck tare is used for this example.



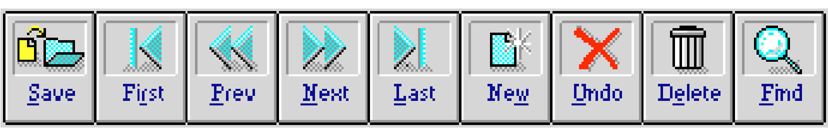
Add or Update Tares

The selected truck information is displayed in the Truck Table. The stored Tare Weight is replaced with the weight from the scale. To restore the stored value to the Truck Table, click the **Undo** button.

Make any other changes to the table and click **Save**.

Click **Done** to return to the Select Transaction table.

The function buttons at the bottom of the tare windows operate the same as function buttons in other TransAct tables.



Function Buttons at Bottom of Tare Tables

Weigh In / Weigh Out Transactions

When a transaction does not use any stored tare weights, it is considered a Weigh In/Weigh Out transaction. The truck must be weighed coming into the site and exiting the site. The net weight is recorded, charges are calculated, and the ticket is stored.

Starting a Weigh In/Weigh Out Transaction

To start a transaction, click the **Weigh...** button from the main menu toolbar. The Select Transaction table appears where you can select an

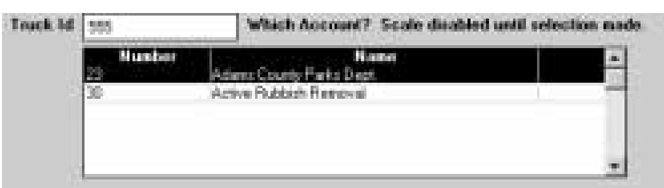
Account, Permit, License Number, or Truck ID to begin the transaction.

Use the **Tab** key to move from field to field or use the up/down arrow keys on the keyboard to choose an item from the list. Click on the single down arrow next to Account to produce a drop down box listing all customer accounts.

> **NOTE:** Remember, depending on the List Order selected from the Options window, the account can be entered by typing a code or description. Use the **Esc** key to clear any information typed incorrectly. Press **Enter** when correct.

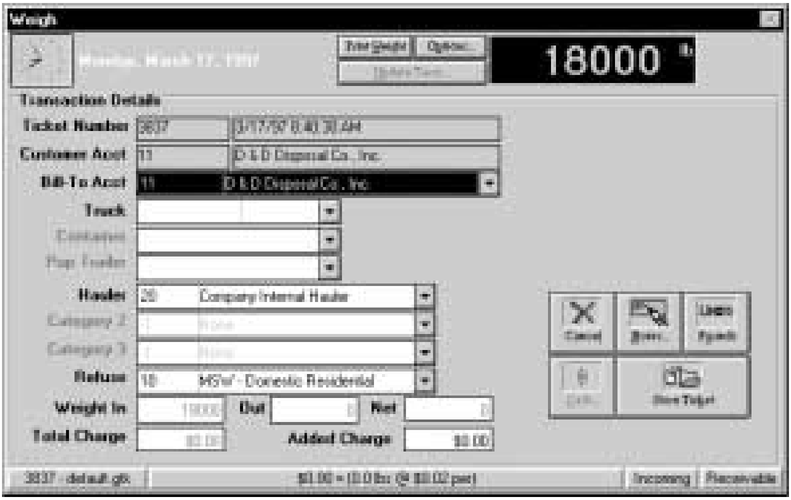
Select Transaction Window

> **NOTE:** If an entered Truck ID number is used by more than one company, a window appears asking which account the truck should be assigned to. Choose the correct customer account to start the transaction.



Duplicated Truck ID Numbers

After selecting an Account, Permit, License Number or Truck ID, press **Enter**. Now the main weigh form,the Transaction Detail appears.



Transaction Detail Window

The Ticket Number, Date and Time, and Customer Account are locked fields established from the previous screen.

If the wrong customer account was selected, click **Cancel**.

Select the appropriate Bill-To Account if different from the Customer Account. Use the single down arrow next to the Bill-To Account field to display a list of available account names.

If tare groups are stored for an account, the available fields are enabled in the Transaction Detail table. For this Weigh In/Weigh Out transaction, it is assumed you will not select one of these stored tares.

If you decide to select a stored tare, click on the single down arrow next to the tare field to display a list of available tares. If a tare with a stored weight is selected, you no longer have a Weigh In/Weigh Out transaction. Turn to the next sections in this chapter of the manual dealing with stored tares to continue the transaction.

If a truck, container, or trailer tare is selected but shows a 0 stored weight, the transaction is still treated as Weigh In/Weigh Out.

Click on **Units** to change the unit of measure you will want printed on the ticket. Units of measure can only be adjusted when the transaction is being created. The Weight In, Weight Out, and Net Weight fields reflect the same unit of measure as the scale.

The status bar at the bottom of the window, displays how the charge is calculated, the direction of the transaction (incoming/outgoing) and if the charge is a payable or receivable.

When a transaction is created, the account's default categories are displayed. Single down arrows are available to list items in a category. Use these lists to select or change a category item. Or use the keyboard and type the code or description in the field. Any changes to the default items are only stored with the current transaction. Once the transaction is complete, the account defaults are reset.

Click **Cancel** to return to the Select Transaction table.

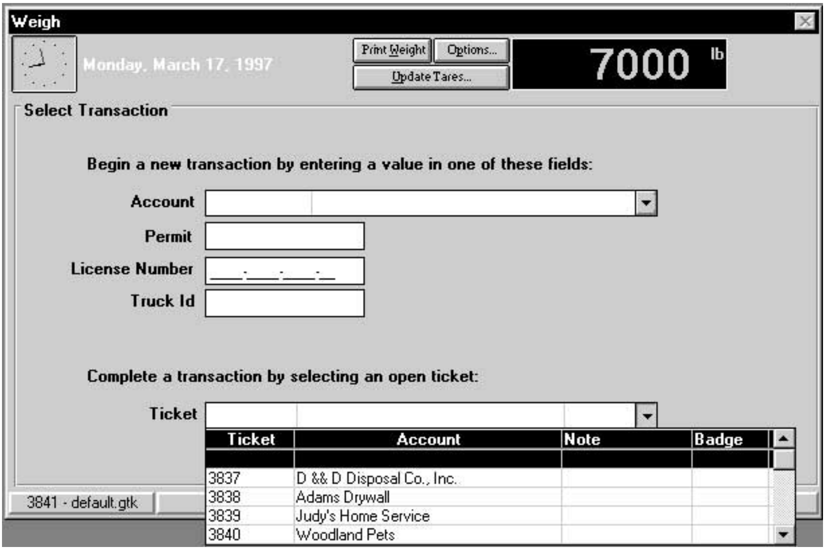
Click **Notes** to add a message that is printed on the customer ticket. The note is stored until the transaction is completed and the ticket is printed. Note Headings are defined under Preferences in the Admin section.

Click on **Store Ticket** to store the ticket information from the Weigh In transaction. Storing the open transaction also makes the scale available for another transaction. Once the ticket is stored, the program returns to the Select Transaction table, where a new weigh transaction can be created.

Completing a Weigh In/Weigh Out Transaction

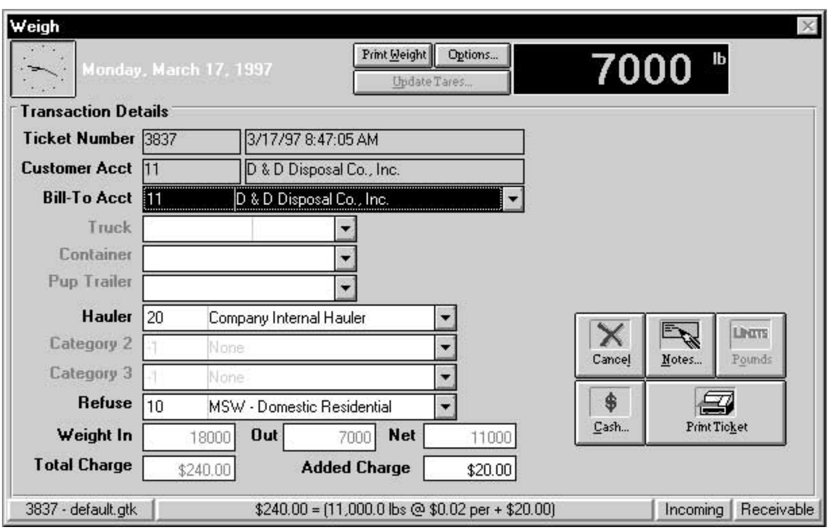
Starting from the Select Transaction table, select an open ticket. Use the **Tab** key to highlight the Ticket field and type the ticket number or account name, or click on the single down arrow next to the Ticket field to produce a drop down box listing all open transaction tickets. Click the open ticket number to complete the Weigh Out.

> **NOTE:** Depending on the List Order selected in the Options window, the ticket can be entered by typing a code or description.



Select Transaction Window to Complete Weigh Out

The Transaction Detail table appears, containing the information recorded at the beginning of the transaction.



Transaction Detail Window

If an incorrect ticket was selected, click **Cancel**.

The total scale weight appears in the Weight Out box. The net weight is calculated and displayed in the Net Weight box.

Use the single down arrow to the right of the Bill-To Account field, to change the billing account if different from the Customer Account.

Use the single down arrow to the right of the category fields to select a different category.

Use the function buttons on the right of the window to add Notes, receive a cash payment, and print the ticket.

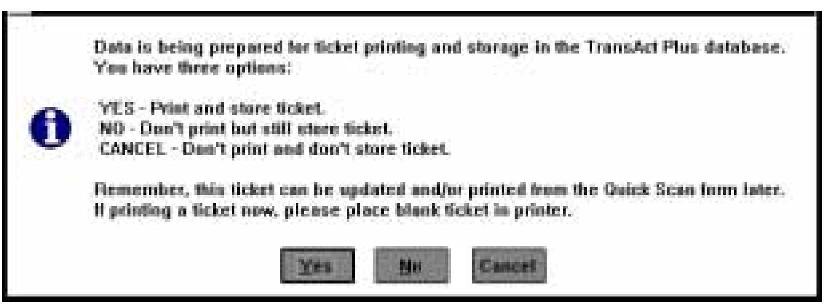
Click **Notes** to add a message to the customer ticket.

Click **Cash** to record a cash payment received at the time of transaction completion.

After selecting the Cash button, fields for entering the cash amount and check number appear in the Transaction Detail table.

Cash Payment Button

Click **Print Ticket** to print the customer ticket and store the transaction in the database. The following decision window appears.



Print Ticket Decision Window

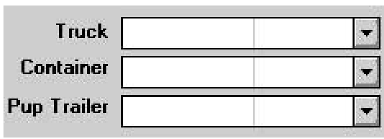
Click **Yes** to print the ticket for the customer and store the transaction information in the TransAct database.

Click **No** to store the transaction information without printing the ticket.

Click **Cancel** to return to the Transaction Detail table.

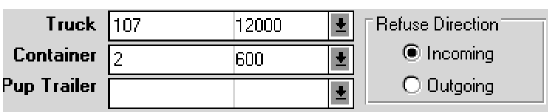
Single-Weigh Transactions with Tares

Tare transactions use one of three tare fields; Tare1, Tare2, and Tare3. The names of these buttons can be configured for the specific application, using the TransAct initialization file in the appendix. We will refer to Tare1 as Truck, Tare2 as Container, and Tare3 as Pup Trailer.



Default Tare Names

When a tare is selected, a Material Direction box becomes available. Use the mouse to select the direction material is moving at the site, Incoming or Outgoing.



Material or Refuse Direction

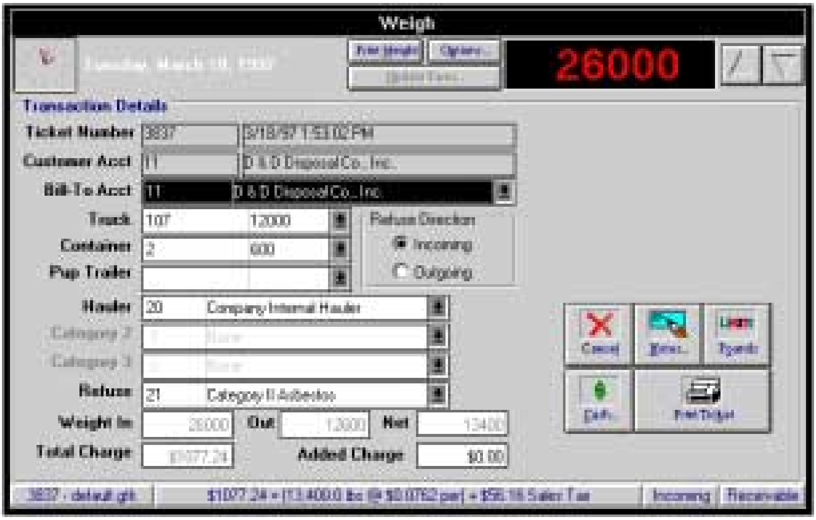
For example, landfill operations are mostly Incoming to the site; aggregate sand and gravel operations are mostly Outgoing.

Stored Tares Used as the Weight Out

A tare weight is used as a Weight Out when the default Material Direction is set to Incoming in the Options table.

Example: A landfill operation has Incoming refuse. Stored tares are used to calculate the net weight of loads.

Use the single down arrows to the right of the tare fields to display and select available tares. Click on the tares to be used. The total weight of all tares selected is displayed in the Weight Out box. The tare weight is automatically subtracted from the Weight In and the adjusted weight appears in the Net Weight box.



Tares Applied as Weight Out to Incoming Material Load

The Ticket Number, Date and Time, and Customer Account are locked fields once the transaction begins.

If an incorrect customer account was selected, click **Cancel** to reset the transaction.

Select the appropriate Bill-To Account if different from the Customer Account.

When a customer account is selected, any tare fields used by the account are enabled. Any unused tare fields are disabled.

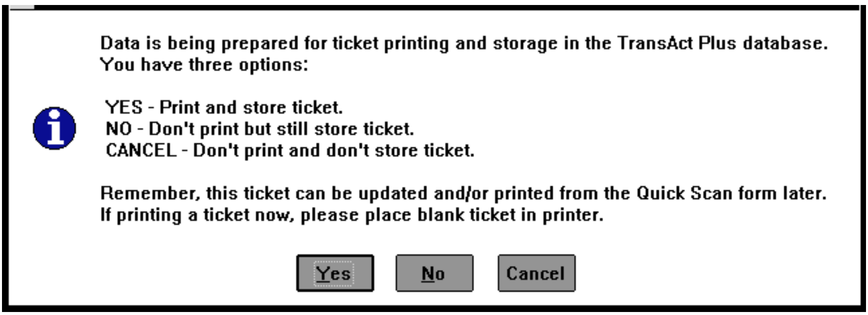
Example: The customer in the above figure (D&D Disposal Co., Inc.) is using two tare fields, Truck and Container. The third tare field is not used by this customer, and is disabled.

When a customer account is selected, the default categories for the customer are displayed. A category item can be changed by using the mouse and clicking the single down arrows next to each category. Select the new category item from the list. Category item changes are only stored with the current transaction. When the account is selected for a new transaction, the default categories are listed.

The status bar at the bottom of the window, displays how the charge is calculated, the direction of the transaction (incoming/outgoing) and whether the charge is a payable or receivable.

Use the function buttons on the right of the screen to add Notes, receive a Cash payment, change the measurement Unit, and Print the Ticket.

Click **Print Ticket** to print the customer ticket and store the transaction in the database. But first, the following decision window appears.



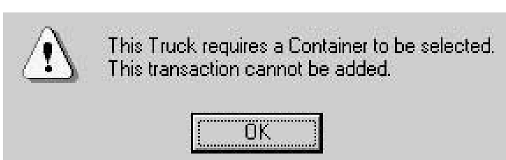
Print Ticket Decision Window

Click **Yes** to print the ticket for the customer and store the transaction information in the TransAct database.

Click **No** to store the transaction information without printing a ticket.

Click **Cancel** to return to the Transaction Detail table.

If Tare1 requires a Tare2 (Container) or a Tare3 (Pup Trailer) with it, the following warning appears.



Example: Certain trucks used by D&D Disposal Co., Inc. will always have a container with them. The trucks bringing containers to the site can be set up to require a container in the tare table. To setup Tare 1 items to require Tare 2 or Tare 3 items, refer to *Setting up Customer Accounts* in the Admin section.

Click on **OK** to return to the Transaction Detail table, where you can select the item required, Tare2 or Tare3, and click on the Print Ticket button to complete the transaction.

Stored Tares Used as the Weight In

A stored tare is used as a Weight In when the default Material Direction is set to Outgoing in the Options table.

Example: An aggregate operation with outgoing rock or gravel uses stored tares as Weight In to calculate net weight.

Use the single down arrows to the right of the tare fields to display and select available tares. Click on the tare to be used. The total weight of all tares selected (truck, container, and pup trailer) is displayed in the Weight In box. The tare weight is automatically subtracted from the Weight Out and the adjusted weight appears in the Net Weight box.

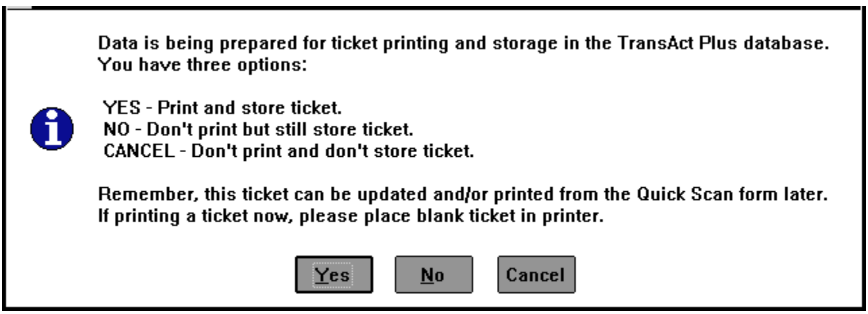
Tare Weight Applied to Outgoing Material Leaving a Site

Select the appropriate Bill-To Account if different from the Customer Account.

When a customer account is selected, the default categories for the customer are displayed. A category item can be changed by clicking the single down arrows next to each category. Select the new category item from the list. Category item changes for an account are only stored with the current transaction. When the account is selected for a new transaction, the default categories are listed again.

Use the function buttons on the right to add Notes, receive a Cash payment, change the Unit of measure, and Print the Ticket.

Click **Print Ticket** to print the customer's ticket and store the transaction in the database. First, the following decision window appears:



Print Ticket Decision Window

Click **Yes** to print the ticket for the customer and store the transaction information in the TransAct database.

Click **No** to store the transaction information without printing a ticket.

Click **Cancel** to return to the Transaction Detail window.

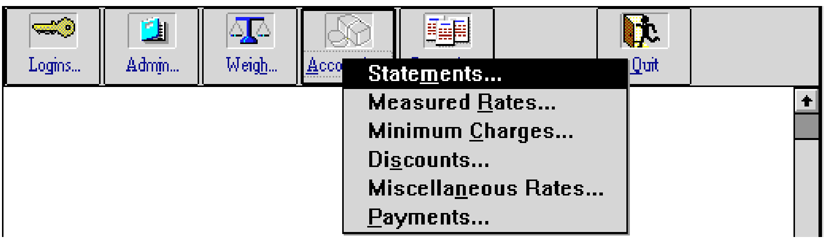
Accounting

Use this section to set up rate tables, create and print customer invoices and statements, and record customer payments.

Statements

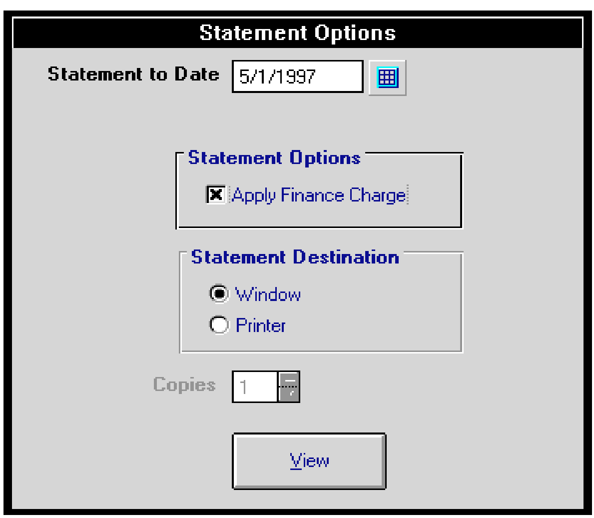
Use Statements to create monthly billing statements. Statements can only be created using TransAct Plus.

To generate statements, click on **Accounting...** from the main menu toolbar. Select **Statements** and click the left mouse button.



Selecting Statements

After selecting Statements, the Statement Options window appears.

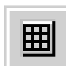


Statement Options Window

The date entered in the Statement To Date box is used as the cutoff date for Transactions (charges, payments, and credits) appearing on the statement. Besides these transactions from the current billing period, a statement also shows the previous balance from the prior billing period.

> **Example:** Many companies issue monthly statements based on the last day of the month. When **Statements** is selected from the Accounting menu, the current system date appears in the Statement To Date box. Assume today is March 5th, but only transactions dated through February 28 should appear on the Statements. Change the date to 2/28/YY.

The Statement to Date can be entered using the keyboard or mouse. When using the keyboard, enter the month, day and year separated by slashes (/).

When using the mouse, click the  calendar button to the right of the date box. Click the single down arrow next to the current month to select a different month and the left/right arrows to select the year. Select the day by clicking on the numbers displayed in the calendar. To close the calendar window, click on the calendar button again or press the **Enter** key.

Calendar

Click on the **Apply Finance Charge** box to have a monthly finance charge applied to an unpaid previous balance.

Any payment made during the billing period will be applied to the previous balance. The finance change is applied to the remaining previous balance not covered by payments.

> **Example:** D&D Disposal Co. has a previous balance of $1,000.00. During the current billing period they made a payment for $800.00. If a 1.5% monthly finance charge has been setup, TransAct calculates the finance charge to be added as follows:
>
> 1. $1,000 - $800 = $200
> 2. $200 x 0.015 = $3
>
> The current balance is calculated by adding the unpaid previous balance, finance charge, and new charges. We will use $300 of new charges during the billing period to finish the example.
>
> 3. $200 + $3 + 300 = $503.

Monthly finance charges are setup in the Discounts and the Miscellaneous Rates tables. The Discounts table applies special rates (including finance charges) to individual customer accounts. The Miscellaneous Rates table applies rates to all customer accounts in the system. These tables are explained in detail later in this chapter.

To view the statements before printing, select **Window** as the Invoice Destination.

To print the statements directly to the printer, without viewing the statements first, select **Printer** as the Invoice Destination.

Click on **View** or **Print** (Only one will be visible, depending on the Invoice Destination choice you made).

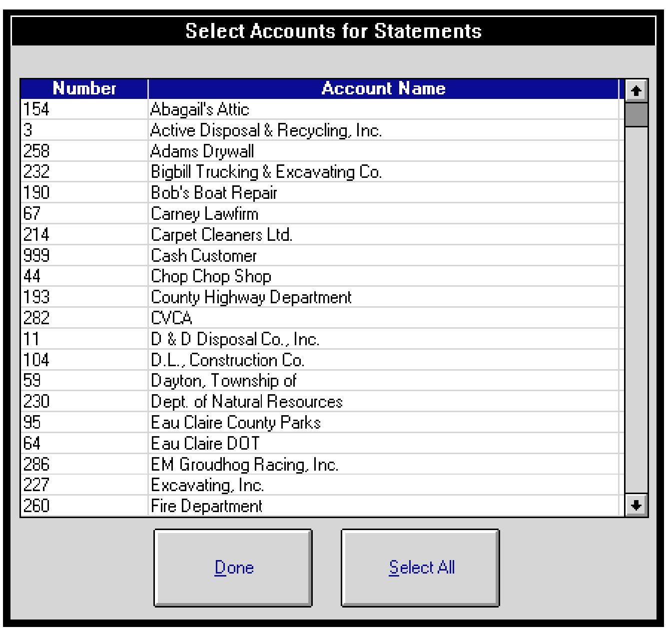
Because billing makes changes to the database, you will be advised to make a backup of the database before continuing.

Recommending Backup

Click **No** to skip the backup operation.

Click **Yes** to make the recommended backup.

When the backup is complete, or if you choose to skip the backup, the next screen, Select Accounts for Statements, appears.



Selecting Accounts for Statements

This screen allows you to select which accounts to bill. You have three options for choosing which accounts to include:

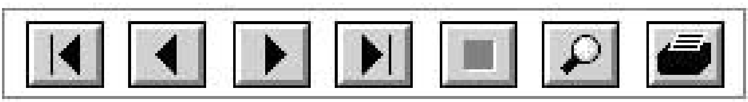
- Select an individual customer account by clicking it.
- Select a range of accounts. Hold **Shift** key on the keyboard, while selecting continuous customer accounts in a row.
- Select all accounts. Hold the **Ctrl** key on the keyboard, while selecting discontinuous customer accounts.

Click **Select All** to select every account in the database.

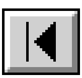
If there are accounts that should not be billed, they should be marked Not Invoiced in the Accounting Info section of the Customer Accounting table. When statements are processed, accounts marked as Not Invoiced, will not be processed.

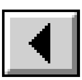
Once accounts are selected, click **Done**.

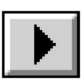
When previewing statements, use the navigation buttons at the top of the screen to view the statements.

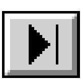


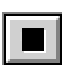
View Statements Window

 View the last statement.

 View the previous statement.

 View the next statement.

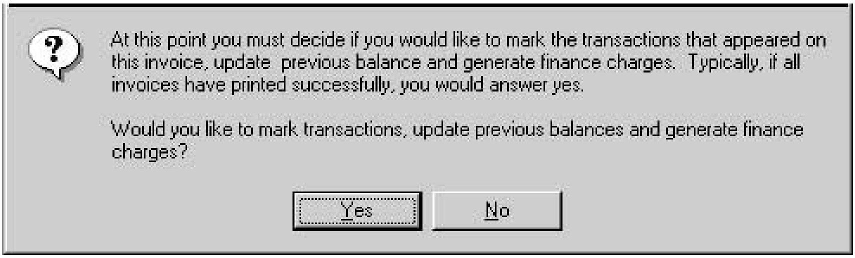
 View the first statement.

 Stop generation of the statements.

 Magnify/Shrink the statement size.

 Print the statements.

Statement processing is completed by moving to another portion of the program, like the Weigh form. After clicking on any button in the toolbar, the following a message appears.



Mark Billed Transactions

If statements have printed correctly, click **Yes**. When the **Yes** button is selected, all transactions for the current billing period are marked as having been billed and will not re-appear on subsequent statements. The previous balance will be updated to include payments, charges, credits and finance charges.

If statements did not print correctly or more time is needed to review printed statements, click **No**. This cancels the update process, and no changes will be made to customer accounts.

When problems have been resolved, rerun the statements. Choose to either view or print the statements. Select another portion of the program to continue. Select the **Yes** button to update transactions.

> **NOTE:** If statements were already printed and do not need to be reprinted, chose to only View the statements. Select another portion of the program to continue, and click on **Yes** when prompted to update transactions.

Setting Rates

Rates are used to calculate charges. Charges are based on measured rates, minimum charges, discounts, county sales taxes, and state sales taxes. Charges are calculated when transactions are completed. Units of measure available for calculating charges are weight (pounds or kilograms), volume, and count.

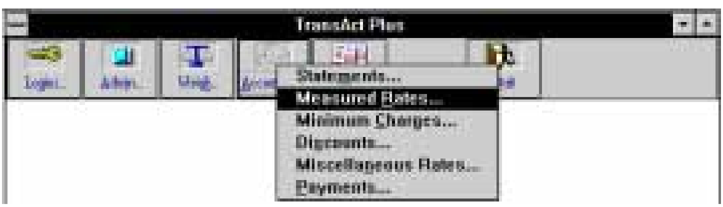
Example: The following steps show how charges are calculated, using Weight for the example.

1. Multiply the net weight (pounds or kilograms) by the measured rate.
2. If the charge is less than the minimum charge, replace the charge with the minimum charge. If minimum charges are not used, nothing is replaced.
3. Add additional charges.
4. Calculate and add any discounts.
5. Calculate and add state and county sales tax.

Measured Rates

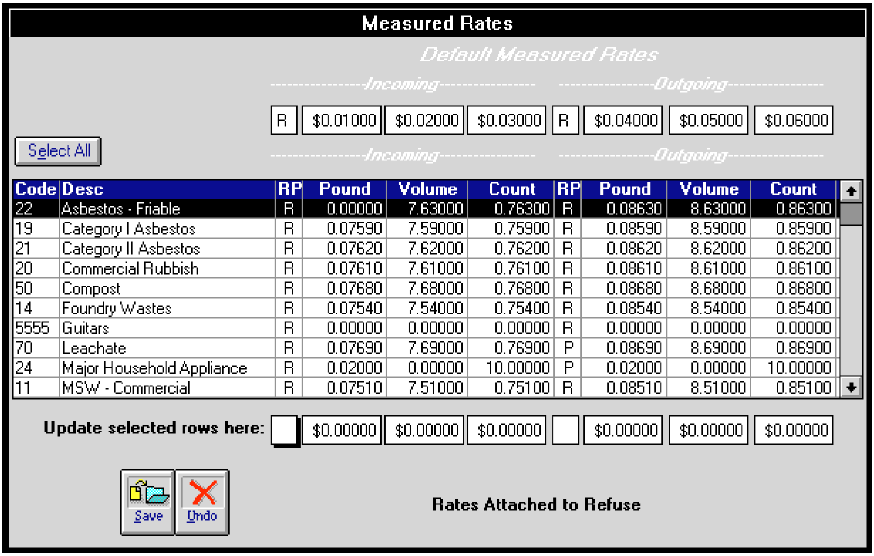
Measured rates are calculated per unit of measure. Units of measure available in the measured rates table are weight (lbs/kg), volume, and count. Measured rates can be attached to any one of the TransAct category tables. (To change the category to which measured rates are attached, see *Editing the TransAct Initialization File* in the Appendix.)

To define measured rates, Select **Accounting... | Measured Rates...** from the pull-down main menu toolbar.



Selecting Measured Rates

The Measured Rates window appears as shown on the following page.



Code	Desc	RP	Pound	Volume	Count	RP	Pound	Volume	Count
22	Asbestos - Friable	R	0.00000	7.63000	0.76300	R	0.08630	8.63000	0.86300
19	Category I Asbestos	R	0.07590	7.59000	0.75900	R	0.08590	8.59000	0.85900
21	Category II Asbestos	R	0.07620	7.62000	0.76200	R	0.08620	8.62000	0.86200
20	Commercial Rubbish	R	0.07610	7.61000	0.76100	R	0.08610	8.61000	0.86100
50	Compost	R	0.07680	7.68000	0.76800	R	0.08680	8.68000	0.86800
14	Foundry Wastes	R	0.07540	7.54000	0.75400	R	0.08540	8.54000	0.85400
5555	Guitars	R	0.00000	0.00000	0.00000	R	0.00000	0.00000	0.00000
70	Leachate	R	0.07690	7.69000	0.76900	P	0.08690	8.69000	0.86900
24	Major Household Appliance	R	0.02000	0.00000	10.00000	P	0.02000	0.00000	10.00000
11	MSW - Commercial	R	0.07510	7.51000	0.75100	R	0.08510	8.51000	0.85100

Measured Rates Window

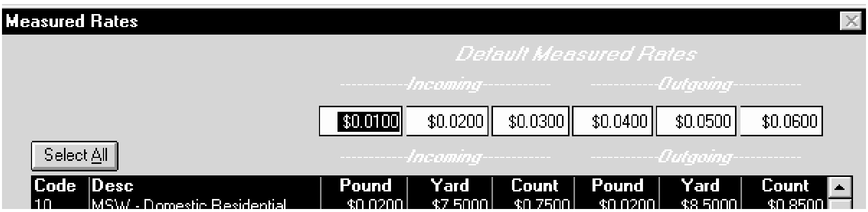
Measured rates are defined for each category item by unit of measure (pound, yard, and count) and direction of transaction (incoming or outgoing). For accounting purposes, the direction of a transaction is redefined as either Receivable or Payable; the column labeled RP in the table is for designating rates as R (receivable) or P (payable). Measured rate can be set up as incoming receivable, outgoing receivable, incoming payable, or outgoing payable.

Example:

This example sets up tires in a landfill as an incoming receivable (the landfill receives payment from the customer) and as an outgoing payable (the landfill pays another company to take the tires from the landfill).

A landfill charges customers $0.0375 per pound or $2.00 per unit count for tires that are dumped in the landfill. This is a receivable and is marked with an R in the RP column. In turn, the landfill must pay a vendor $0.02500 per pound or $1.00 per unit count to dispose of the tires. This is a payable and is marked with a P in the RP column.

Use the Default Measured Rates boxes at the top of this window to define default measured rates. Each unit of measure can have a different Incoming and Outgoing measured rate. Refer to the headings of the category item table when defining incoming and outgoing default measured rates. Default measured rates will be applied to the charge calculation when the measured rate for individual category items is $0.0000. Press the **Tab** key to move from box to box or use the mouse to place the cursor in the box for editing.

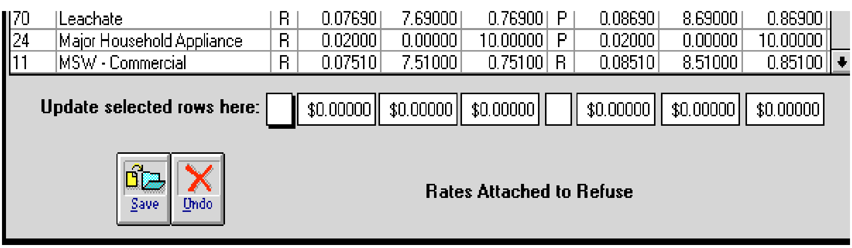


Setting Default Rates for a Category

> **NOTE:** Default measured rates are used to calculate charges when the measured rate for an item shows $0.0000.

Use the rest of the table to define measured rates for individual category items that are different from the default measured rates. Measured rates, defined for individual category items greater than zero, will override the system default measured rate.

To enter measured rates for individual category items, click on the category item, then use the boxes at the bottom of the screen, designated “Update selected rows here:” to enter measured rates for individual category items.



Selecting an Item in a Category

Select the item, then use the **Tab** key to move the cursor into the first box. Enter the rates for the selected item, then **Tab** to the next box.

NOTE: The same measured rate can be applied simultaneously to several items in a category. Hold the **Shift** key down on the keyboard, while using the mouse to select continuous category items, or hold the **Ctrl** key on the keyboard, while using the mouse to select discontinuous category items.

Click **Save** to save all changes.

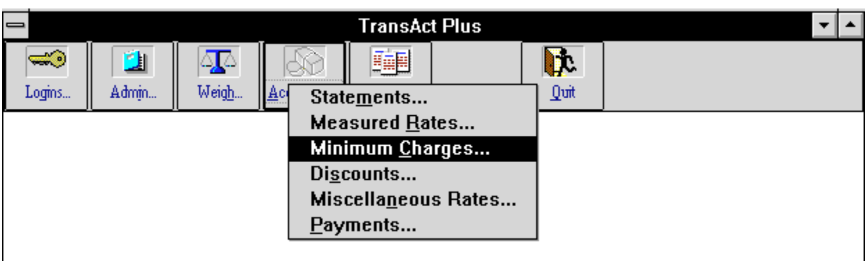
Click **Undo** to cancel any changes.

Click **Select All** to select all items in a category.

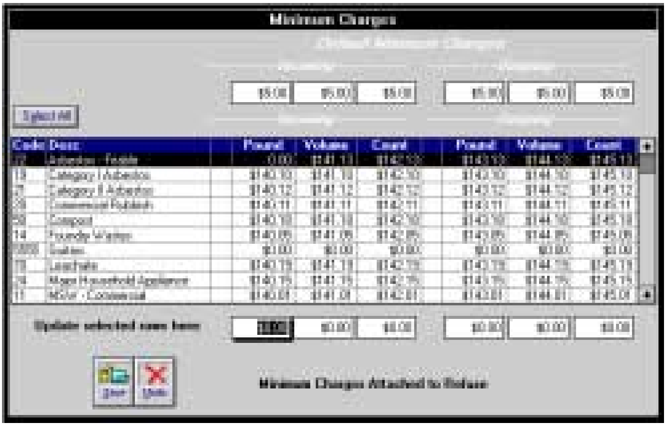
Minimum Charges

Minimum charges are charges that are applied when the calculated measured rate is lower than the value in the minimum charges table. Units of measure available in the minimum charges table are weight (lbs/kg), volume, and count. Minimum charges can be attached to any one of the TransAct category tables. (To change the category table that minimum charges are attached to, see *Editing the TransAct Initialization File* in the Appendix.)

To define minimum charges, Select **Minimum Charges...** from the **Accounting...** pull-down menu and click the left mouse button.



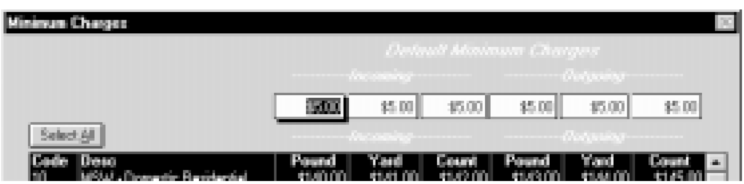
The Minimum Charges window appears.



Minimum charges are defined for each category item by unit of measure (pound, volume, and count) and direction of transaction (incoming and outgoing).

Use the boxes at the top of this window to define default minimum charges. Each unit of measure can have a different Incoming and Outgoing minimum charge. Refer to the headings of the category item table when defining incoming and outgoing default minimum charges.

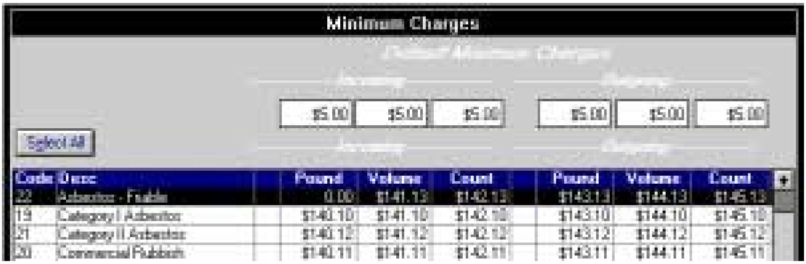
Default minimum charges will be used in the charge calculation when the minimum charge for an individual category item is $0.0000. Press the **Tab** key to move from box to box for editing.



Setting Default Minimum Charges for a Category

Use the rest of the table to define minimum charges for individual category items that are different from default minimum charges. Minimum charges defined for individual category items greater than zero will override the default charge.

To enter minimum charges for individual category items, click the category item to change.



Selecting an Item in a Category

Use the boxes at the bottom of the screen to update selected rows by entering minimum charges for individual category items. After selecting the item, use the **Tab** key to move the cursor onto the first box or use the mouse to position the cursor in the box. Enter the changes for the selected item.

> **NOTE:** The same minimum charge can be applied simultaneously to several items in a category. Hold the **Shift** key on the keyboard, while using the mouse to select continuous category items, or hold the **Ctrl** key on the keyboard, while using the mouse to select discontinuous category items.

Click **Save** to save all changes.

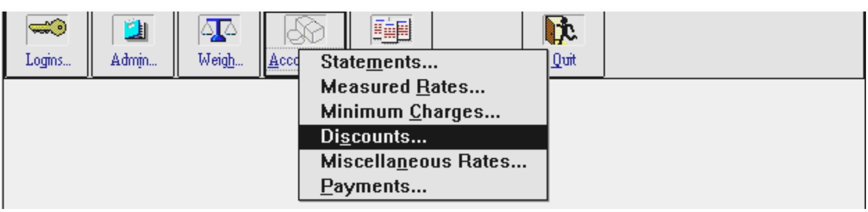
Click **Undo** to cancel any changes.

Click **Select All** to select all items in a category.

Discounts

Use the Discounts sub menu to set up discounts and monthly finance charges for individual customer accounts.

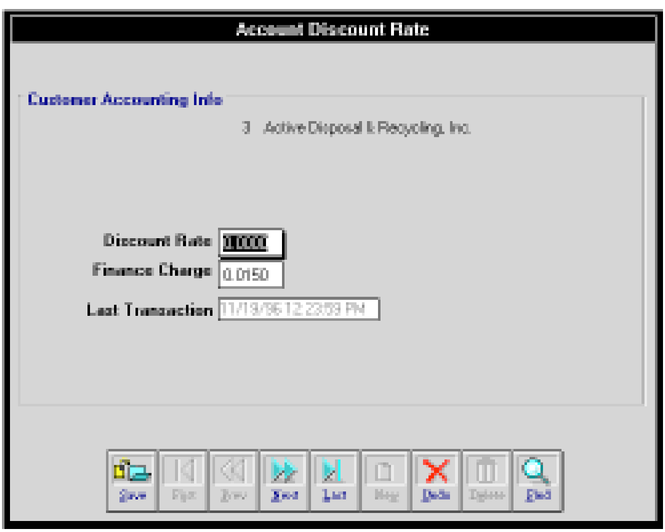
Select **Discounts...** from the **Accounting...** pull-down menu.



The discount table appears. The TransAct Plus version is shown below.

TransAct Plus Discounts Table

The TransAct version has fewer options.



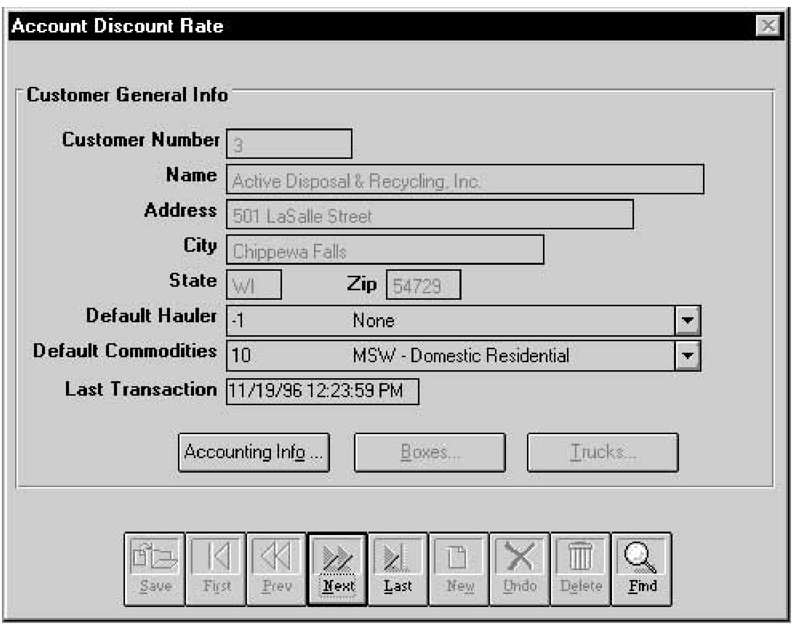
TransAct Discount Table

The previous and current balance are displayed in TransAct Plus, but cannot be edited. Only the Discount Rate and Finance Charge fields can be edited. Both fields are interpreted as percentages, but must be entered in decimal format. For example, a 10% discount is entered as 0.10.

A finance charge is applied to any unpaid previous balance when statements are generated. This finance charge overrides the global monthly finance charge defined in Miscellaneous Rates.

The function buttons at the bottom of the discounts table window operate like the function buttons in other TransAct tables.

Click on **General Info...** to display general customer information such as, account number, address, and default categories as shown below.



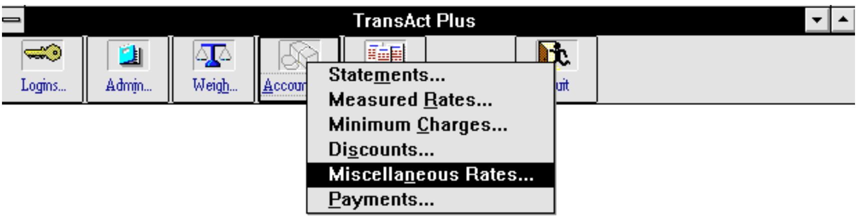
Discount Rates: Customer General Information

NOTE: The Customer General Info. window cannot be edited from Discounts. If this information needs to be edited, it can be done from **Customer Accounts...** under **Admin...**

Miscellaneous Rates

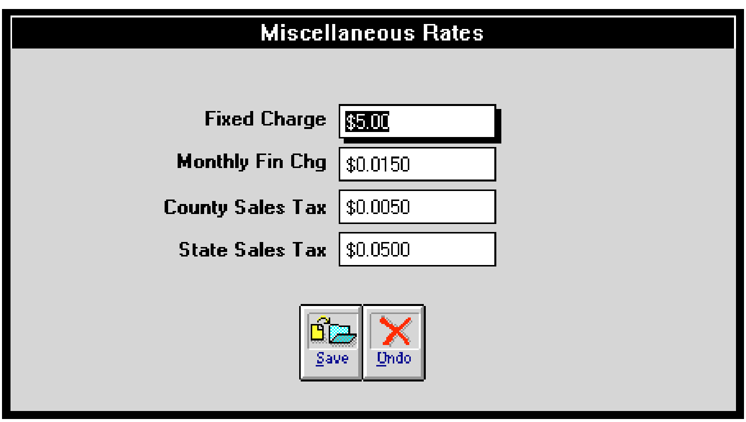
TransAct allows users to establish rates for four fixed miscellaneous rates—fixed added charge, monthly finance charge, county sales tax, and state sales tax. These rates are optional and not required for completing transactions. If a field is given a value of zero or is left bank, it will not be included when calculating the charge.

To setup Miscellaneous Rates, select **Miscellaneous Rates...** from the **Accounting...** main menu toolbar.



Selecting Miscellaneous Rates

The Miscellaneous Rates window appears.



Miscellaneous Rates Window

The Fixed Added Charge box can be used to enter an amount that is always added to a transaction. For example, a rock quarry may add a $5.00 filling fee to every transaction. The $5.00 fee can be stored in the

Miscellaneous table and will always be displayed in the Added Charge field of the Transaction Detail form.

The Monthly Finance Charge is a global rate applied to all customer accounts with an unpaid previous balance. The rate is applied when statements are generated.

> **NOTE:** The Monthly Finance Charge rate is overridden by a non-zero Finance Charge rate defined for the individual customer account.

County Sales Tax and State Sales Tax will be applied to all accounts not marked as tax exempt.

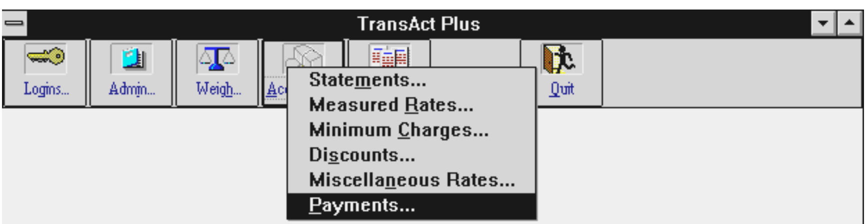
Click **Save** to save any changes.

Payments

Use the Payments section of Accounting to record customer payments and credits. This feature is found only in TransAct Plus.

Recording a Payment

Click on **Accounting...** from the menu toolbar. Select **Payments...**



Selecting Payments

Select Payment with the mouse. The circled black dot denotes the selected item. In the previous figure, Payment is selected.

Use the single down arrow next to the Account box to select the customer account the payment will be applied to, or type the customer name when the Account box is selected.

After the Customer Account has been selected, default categories are displayed. If payments are received as itemized payments, use the **Save Item** button to enter multiple items per payment. It is not necessary to use the category fields unless you want to generate payment reports sorted on categories.

Single-Item Payment

When the Customer Account is selected, the customer's default category items are displayed. If desired, use the single down arrow next to the category field to change the category item for which payment is being made. **Tab** to the Check Number box to enter a check number (if applicable).

Click on **Save** to save the receipt.

Multi-Line Item Payment

The Payment form allows for multiple items on one receipt. To apply portions of a payment toward different items, use the single down arrow next to the category field, select item being paid for, press the **Tab** key to position the cursor in the Amount Paid box and enter the amount. Press the **Tab** key to position the cursor in the Check Number box and enter the Check Number (if applicable).

Click **Save Item**.

The status bar at the bottom of the form is provided to help track of the number of items entered and the total amount entered for the receipt.

After clicking the **Save Item** button, the Account Balance box is adjusted, the Amount Paid box is cleared and the check number stays present in the Check Number box. The status bar increases the item count and total value.

Select the next category item and amount paid. The check number will still be present and does not need to be reentered. Click the **Save Item** button. Continue entering each item and clicking the **Save Item** button after each item. When all items have been entered, click on the **Save** button to save the receipt. The Balances/Reconciliation report will list each receipt by number and all items recorded for the receipt.

Example:

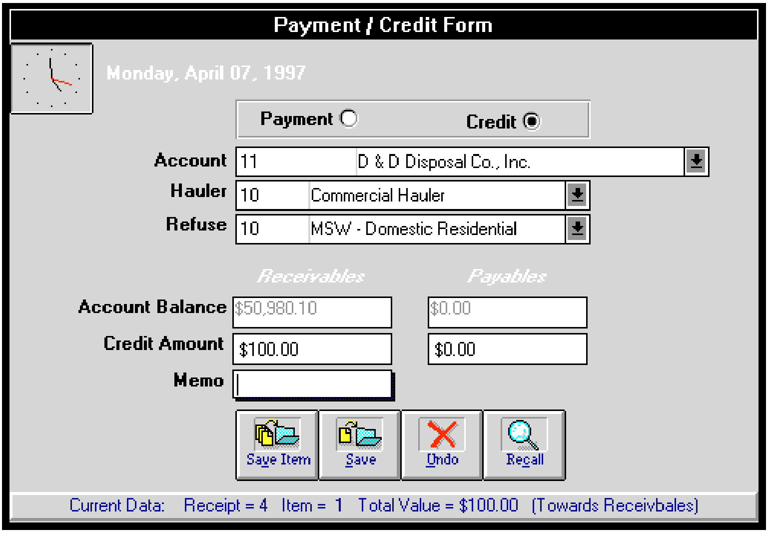
A landfill wants to track payments by refuse types. A check arrives in the mail from one of their customers for $100.00. $75.00 is payment for residential rubbish and $25.00 is for yard waste. This payment Transaction would use the multi-item payment option described above. Item 1 would be $75.00 with refuse type Residential Rubbish and item 2 would be $25.00 with refuse type Yard Waste. The statement will show a single payment of $100.

The status bar at the bottom of the window displays the current receipt number, item number, and the total value of the receipt.

Applying a Credit

Credits are applied the same way payments are applied.

To begin entering credits, select Payments from the Accounting pull-down menu. When the Payment / Credit Form appears, select **Credit** rather than **Payment**. This action changes several of the entry boxes as shown below.



Credits, like payments, can be entered as single-item receipts or multi-item receipts.

Rather than an Amount Paid box, the Credit form has a Credit Amount box. A space is provided on the Credit form for recording a Memo of up to ten characters. Other than these differences, the Credit form is the same as the Payment form. See page 110 for information on handling payments.

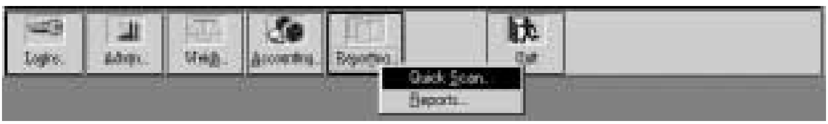
Reporting

Use the reports section to quickly scan stored transactions, reprint or edit stored transaction tickets, and create daily, weekly, and monthly reports based on selected criteria.

Quick Scan

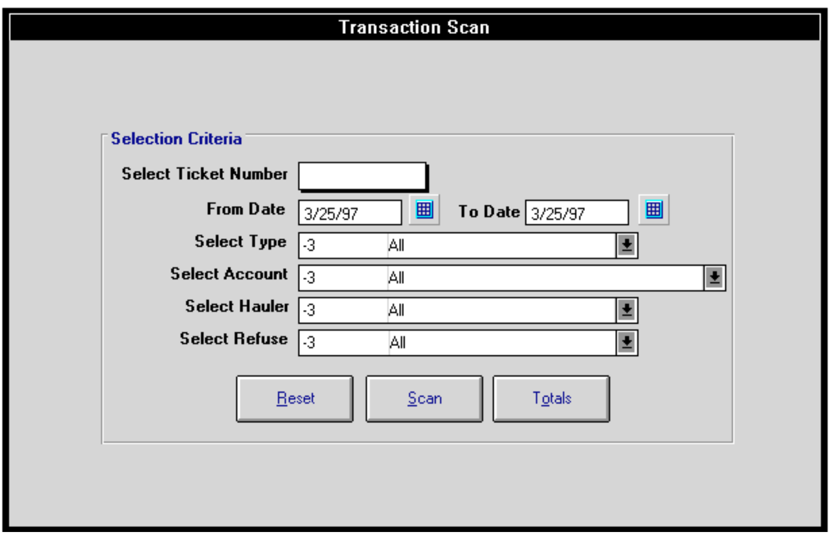
The Quick Scan command provides a quick way to view, edit and delete transaction ticket information. It allows you to query transactions based on categories and customer accounts for a specified date range.

To run a query, click on **Reporting...** from the menu bar and slect **Quick Scan...**.



Selecting Quick Scan

The Selection Criteria window appears.



Selection Criteria Table

If the ticket number is known, it may be entered in the Select Ticket Number box.

Click on the **Scan** button to view the transaction.

To find a transaction or group of transactions, select a date range for the search and any other applicable criteria if known.

To select a date, use the **Tab** key until the box is highlighted and enter the date using the keyboard (the “/” does not need to be typed). Or use the mouse to click the calendar button to the right of the date boxes. Click the single down arrow next to the current month to select a different month and the left/right arrows to select the year. Click on the day of the month the query should start or finish. Click on the calendar button again to close the calendar window and display the selected date.

Calendar

To select other search criteria, use the single down arrow next to the search fields to view drop-down boxes and select specific customer accounts, categories, or transaction types.

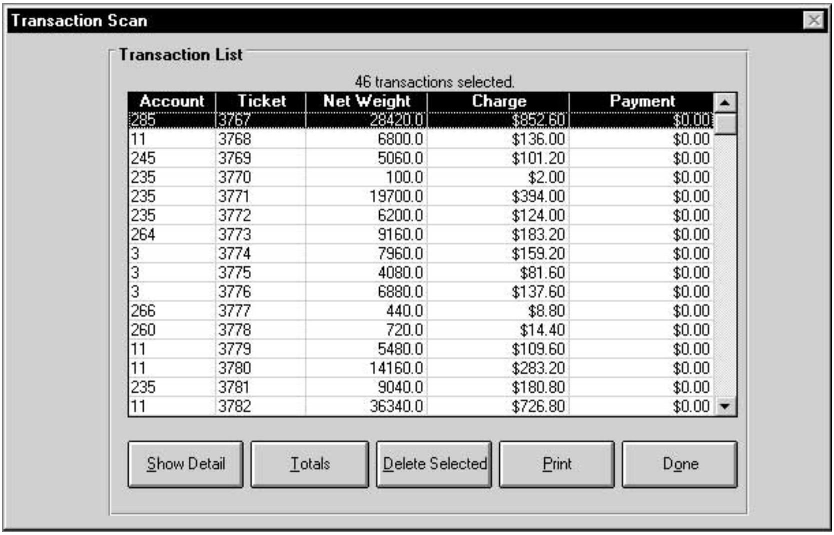
> **NOTE:** Transaction types are defined as items being brought into a site or items being taken out of a site and are categorized automatically depending on the trucks weigh in/weigh out difference when transactions are being completed.

Reset

The **Reset** button returns the Selection Criteria Window back to its default values.

Scan

Click **Scan** when all field information has been selected. TransAct scans all transactions in the database and creates a transaction List table containing all transactions that meet the defined criteria.



Account	Ticket	Net Weight	Charge	Payment
285	3767	28420.0	$852.60	$0.00
11	3768	6800.0	$136.00	$0.00
245	3769	5060.0	$101.20	$0.00
235	3770	100.0	$2.00	$0.00
235	3771	19700.0	$394.00	$0.00
235	3772	6200.0	$124.00	$0.00
264	3773	9160.0	$183.20	$0.00
3	3774	7960.0	$159.20	$0.00
3	3775	4080.0	$81.60	$0.00
3	3776	6880.0	$137.60	$0.00
266	3777	440.0	$8.80	$0.00
260	3778	720.0	$14.40	$0.00
11	3779	5480.0	$109.60	$0.00
11	3780	14160.0	$283.20	$0.00
235	3781	9040.0	$180.80	$0.00
11	3782	36340.0	$726.80	$0.00

Transaction List Table

Editing Scanned Transactions

Details from any transaction can be viewed by selecting a transaction from the transaction list and clicking on the **Show Detail** button.

This will bring up the Transaction Detail table shown below. From this table you can view all the information created during the transaction.

You can also edit and print these recorded transactions by unlocking the information in the table using the **Unlock** button.

Transaction Details Table

At the bottom of the Transaction Details table is a row of function buttons. Those buttons are described below:

Unlock the transaction for editing.

Lock the transaction, and do not allow editing.

Delete this transaction.

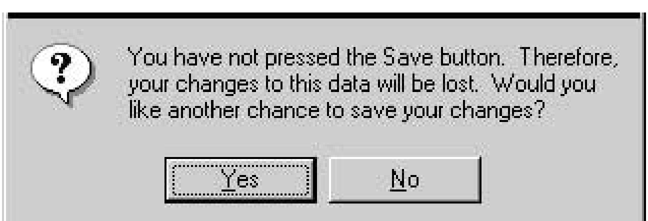
Save changes to a transaction.

Reprint the transaction ticket.

Undo any unsaved change to the transaction.

Click **Find** to return to the transaction list table.

If any changes have been made and not saved, a warning appears .



Click **Yes** to return to the customer account window, and save changes.

Click **No** to <u>not</u> save changes before continuing.

Totals

Select the **Totals** button to view the total weight, volume and unit count, for the entire transaction list.

The Transaction List table appears when the **Total** button is pressed The following function buttons appear at the bottom of the Transaction List table window.

Show Detail information about the selected transaction. (This button is not available in the Totals window.)

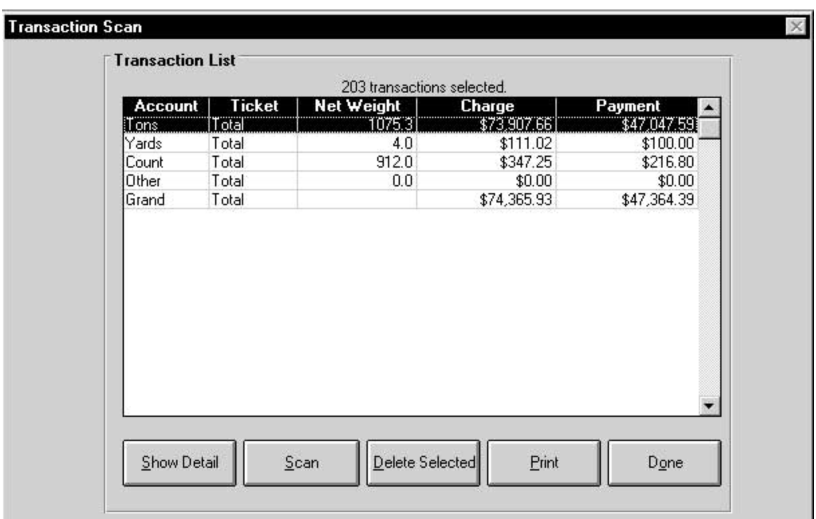
Show Totals for weight, volume and unit counts. The button changes to the **Scan** button to allow toggling between the totals and transaction list windows.

Scan transactions that meet the selected criteria and create the transaction list table. The button changes to the **Totals** button to allow toggling between the transaction list and totals windows.

Delete the selected transaction(s).

Print the transaction list or the totals list.

Click **Done** to return to the selection criteria table.



The **Totals** button changes to the **Scan** button to allow toggling between the totals window and transaction list window.

Click **Print** to print out the totals table.

Click **Done** to return to the selection criteria table.

With an item or several items from the list selected, click the **Totals** button to view the total weight, volume and unit count, for the selected transactions scanned.

Click on the **Scan** button to toggle between the Total window and Transaction List window.

Click **Print** to print out the Totals table for the transactions.

Reports

The Reports command provides users with several ways to extract their database information into a report. TransAct allows the user to select criteria to include in a report.

Report Types include:

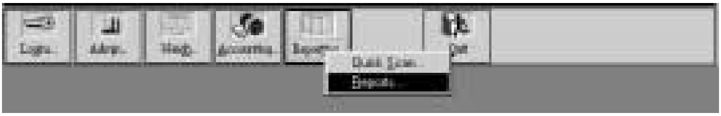
- Tonnage and Charges
- Payments/Credits
- Balances/Reconciliation
- Accounts
- Refuse
- Trucks
- Containers
- Pup Trailers
- Permits
- Hauler

The type of report selected activates, deactivates or expands available report criteria fields. Report criteria fields include:

- Transaction Type
- Detail Level
- From Date
- Copies
- Sort Order
- Sort Order
- To Date

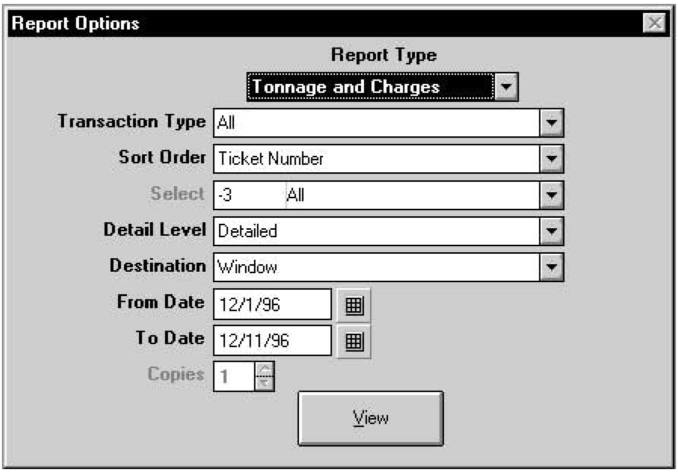
A report field is inactive if it is grayed-out.

To generate a report, click on **Reporting...** from the toolbar. Select **Reports** and click the left mouse button.



Selecting Reports

The Report Options window appears.



Report Options Window

These fields are found in the Report Options table.

Transaction Type

The choices are Incoming, Outgoing, Finance Charges, or Violations.

Sort Order

Sorts the report by ticket number, customer account, or category.

Detail Level

Allows the user to create detailed or summary reports for Tonnage and Charges or Payments.

Destination

Print to a window (screen) or a printer.

From Date

Select a starting date for transactions included in a report. The date can be entered using the keyboard (the "/" does not need to be typed), or use the mouse and click on the calendar button next to the date box.

To Date

Select an ending date for transactions included in a report. The date can be entered using the keyboard (the "/" does not need to be typed), or use the mouse and click on the calendar button next to the date box.

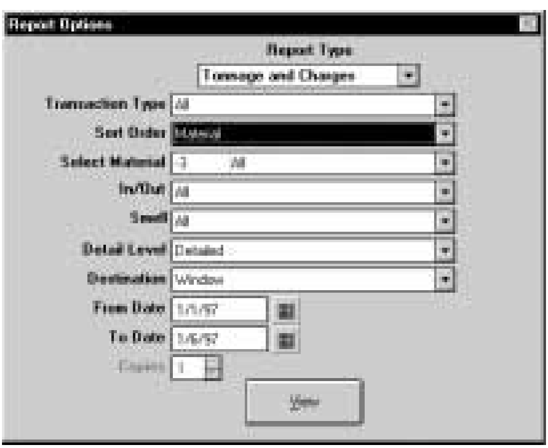
Copies

Available when the selected Destination is to a printer. Type the desired number of copies or click on the arrows.

To select other search criteria, use the single down arrow next to the criteria fields to view drop-down boxes, select specific customer accounts, categories, or transaction types.

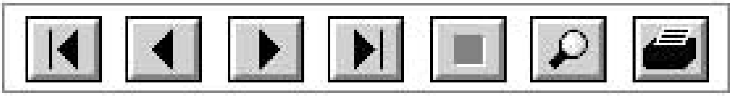
When a category is selected from the Sort Order, field its sub-categories are automatically added to the window.

For example, In the following Report Option Table, Material has been defined as a category with In/Out as its subcategory. When **Material** is selected from the Sort Order field, TransAct automatically adds In/Out as an optional report criteria field.



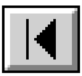
Click **View** to see the report on the screen.

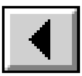
At the top of the view report window is a row of function buttons.

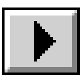


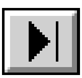
View Window

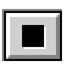
The table below describes the function of each of these buttons.

 View the first page of the report.

 View the previous page of the report.

 View the next page of the report.

 View the last page of the report.

 Stop allows the user to stop generation of the report.

 Magnify/Condense view of the report.

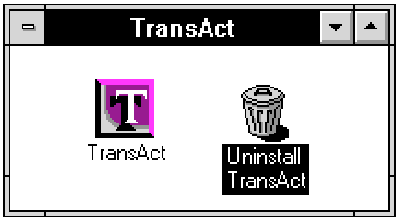
 Print the report.

To return to the Report Options window, select **Reports** from the **Reporting...** pull-down menu.

Uninstall/Reinstall

Uninstalling TransAct to Delete the Database

When TransAct is installed, it provides an Uninstall icon.



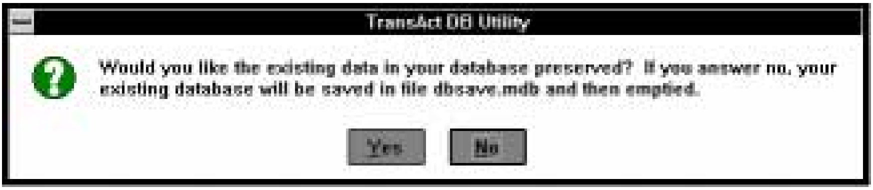
If you want to clear the entire program from your system, double click the Uninstall icon in the TransAct program group to delete all TransAct files from the hard drive and remove changes made to your system files.

If you wish to delete the existing database (for example, to clear out the fictitious customer accounts from the sample database), it is crucial that you use Uninstall first, before reinstalling the software.

Uninstall removes any changes you have made to the current database. For example, if the industry type Solid Waste was selected in your current program, but you now want General for an industry type, TransAct must be uninstalled prior to reinstalling the software for the new General category tables to become active.

Uninstalling TransAct While Preserving the Database

If you wish to preserve your existing customer database so you can use it after you have reinstalled the TransAct software, you must make a backup copy before using Uninstall. To save database changes before uninstalling TransAct, create a database backup using TransAct's Backup Utility and copy it to a different location on your hard drive or to a floppy disk to protect it from the Uninstall program. During the uninstall routine, the Backup Utility screen shown on the following page will allow you to do this.



Preserve Database Decision

Click **Yes** to preserve the information in your current database.

You will then be prompted to designate a backup name and location.

Database Backup Name and Location

Choose a secure location away from the C:\transact directory (preferably on a removable floppy disk) and click **Backup**.

When the backup is finished, the Uninstall program will continue to completion. Depending on your computer's configuration, it may be necessary to restart after Uninstall is completed.

Reinstalling TransAct with Restored Database

Reinstall TransAct with your original (or archival) disks following the procedure beginning on page 13 of this manual. When asked if you would like some sample data in your database, select **No**.

Once you have reinstalled TransAct, restore your database backup using TransAct's Restore utility. See the Utility–Restore Backup section of this manual for directions on backup and restoring databases.

Reinstalling TransAct with an Empty Database

If you have used the Uninstall program to remove fictitious customer accounts from the sample database, you will now reinstall TransAct with an empty customer account base so you can enter your own customer data.

Begin a new installation by following the directions in the *Installing TransAct for Windows* section of this manual beginning on page 13. When asked if you would like some sample data in your database, select **No**.

Editing the TransAct Initialization File

During installation, setup creates the *transact.ini* file, located in the C:\windows directory.

Hard Drive Location of transact.ini *file*

This file contains system defaults, ticket-format preference file, category setup, and other information used to run TransAct.

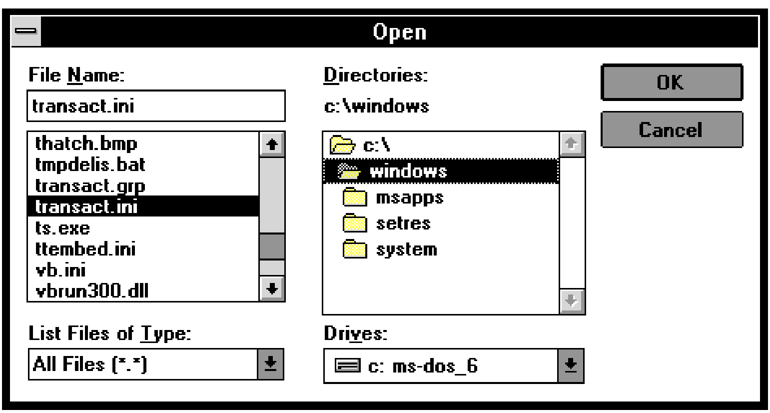
Many of the items in TransAct sections can be configured within the TransAct program while the program is running . For example, the [Tickets Notes] section is configured from within TransAct by selecting Admin | Preferences | Note Headings. It is best to configure these sections within TransAct where the graphical display can be utilized.

To edit other sections, use the Notepad application provided by Windows® found in the Accessories group. Double-click on the Notepad icon to open it.

Windows Notepad in Accessories Window

Quitting TransAct before opening and editing the *.ini* file is recommended. When you are done editing the *.ini* file, rerun TransAct to initiate the changes.

When Notepad opens, pull down File | Open. Select drive C. Double-click on the windows folder, and select All Files under the List Files of Type box. Scroll down to transact.ini and double-click to open it.



Opening the transact.ini *file in Notepad*

NOTE: Each section of the .ini file is headed by a title surrounded by [brackets]. **Do not change any of the title words in [brackets].**

You will do your editing for items in each section only in the area after the equals sign (=). Do not use spaces when entering "programming" type of data. You may use spaces when separating category names or subcategory names such as In Landfill or Peat Moss, etc.

[TransAct] Directory Editing

The [TransAct] section contains the path to the directory where TransAct has been installed. If there is a problem running TransAct because a file cannot be found, check the path. When all of the defaults are selected during installation this line will look as follows...

Appdir=C:\TRANSACT\

If the path has changed, back space over C:\TRANSACT\ and type in the new path name. A valid path name would appear as:

Appdir=C:\TRANS\

[Options] Database Directory Editing

The [Options] section contains the path and file name to the directory where the database resides. If there is a problem running TransAct because the file cannot be found, check the path. When all of the defaults are selected during installation this line will look as follows...

SystemDB=C:\TRANSACT\TRANSACT.MDA

If the path or directory name have changed delete the existing directory name and type in the new path or directory name.

[Ticket Notes] Editing

The [Ticket Notes] section defines the four headings for the Notes feature of the Weigh Form. These headings can be configured while running the TransAct program. Change the headings by selecting Admin | Preferences | Note Headings. If any of the label definitions are left blank, that line will not appear when the Notes button on the Weigh form is clicked.

[Weigh Options] Editing

Use the [Weigh Options] section to change the default Unit of Measure (UOM). UOM defines the unit of measure to which the scale value will be converted. This value is displayed as the Ticket Weight on the Weigh form. Possible values are: Pounds, Yards, Unit Count, Kilograms, Tons, or Metric Tons. For example, if you would like to print tons on your tickets, the UOM in the *.ini* file needs to be changed to read Tons.

All of the other information in the [Weigh Options] section can be changed by selecting the Options button in the Weigh form while running the TransAct program. TransAct recommends using the Options window for all other changes.

[Tares] Editing

Use the [Tares] section to activate up to three tare options. At the time of installation, some or all of the tares were activated. Active tares are displayed in TransAct under Admin | Customer Accounting.

To activate a tare button, position the cursor after the equal sign and type the name for the button, remember to type the name in exactly as you would like to see it displayed in TransAct.

Existing Name: Tare3=

New Name: Tare3=Pup Trailer

To deactivate a tare, position the cursor after the existing name and press the Backspace key on the keyboard until nothing is displayed after the = sign.

Existing Name: Tare2=Container

New Name: Tare2=

To change the name of a tare button, delete the existing name and enter your desired name.

Existing Name: Tare1=Truck

New Name: Tare1=Vehicle

NOTE: For those of you familiar working with *.ini* files, Tare4=Tarename will not work. TransAct only recognizes three tare options.

[Rates] Editing

Use the [Rates] section to change the category to which Measured Rates and Minimum Charges are attached. Enter the category number corresponding to the category after the equal sign.

[Rates]
Measured Rates= 4
Minimum Charges= 4

[Category 1-4] Editing

The *.ini* file contains a similar section for each of the four category tables . Two main categories are automatically configured during installation. You may want to rename a category so it more closely relates to your business. Or you may also want to activate one or more of the empty categories. An empty category will look as follows....

[Category 2]
Title=
SubCat1=
SubCat1Title=
SubCat2=
SubCat2Title=

The category name is displayed in the Title section. To activate main category 2, type in the name you would like directly after Title=. When you save the change in Notepad, then exit Notepad and restart TransAct, you will see the new category appear on customer accounts and on weigh forms.

Each main category can have up to two subcategories, defined by SubCat1Title and SubCat2Title. To define the subcategories, type in the names you would like directly after SubCat1Title= and SubCat2Title=.

Confused yet? Let’s do some examples. We’ll start with a simple one.

Example: Changing Category Names

Let’s say you are a solid waste operation. When you installed TransAct, Hauler and Refuse were setup as your two categories. However, instead of Refuse you prefer to use the word Product.

Run Notepad. Select File | Open. Find *transact.ini* in the Windows sub-directory and open the file as described above. Scroll through the text until you find the following lines.

[Category 4]
Title=Refuse
SubCat1=
SubCat1Title=
SubCat2=
SubCat2Title=

Position the mouse I-beam at the end of the word Refuse and press the Backspace key until the word Refuse is deleted. Type in the word Product exactly as you would like to see it in TransAct. This is case-sensitive—if you do not capitalize the letter P, it will not be capitalized in the program. You should now see...

[Category 4]
Title=Product
SubCat1=
SubCat1Title=
SubCat2=
SubCat2Title=

Save the file and exit Notepad. Open TransAct to verify the change has taken effect. The previously-named Refuse category should now be named Product.

Example: Adding Categories

Let’s assume that in addition to the two categories TransAct automatically installed, you need an additional category called Area. You can configure up to two additional categories, but we’ll only use one for this example. It doesn’t matter which empty category you choose to edit.

We’ll use Category 3 for our example. Run the Notepad program found in Windows Accessories group. Select File | Open. Find *transact.ini* in the Windows sub-directory and open the file. Scroll through the text until you find the following lines.

[Category 3]
Title=
SubCat1=
SubCat1Title=
SubCat2=
SubCat2Title=

Position the mouse I-beam after Title= and type the word Area, just as you would like it displayed in TransAct. For example, Title=Area.

Save the file and exit Notepad. If you did not quit TransAct before making changes to the *.ini* file, do so now. The changes made to the *.ini* file will take effect when you reopen TransAct. When you return to TransAct and select Admin | Categories, your new category heading appears in the menu. Select your new Area category to begin adding items.

Example: Adding Multiple Sub-Categories

OK, let’s try something harder.

It’s possible to add two subcategories to each main category. We’ll use the Refuse main category and add two subcategories to it for our example.

Different types of Refuse may go into specific locations within a landfill operation, and you may wish to track refuse going to those different locations. One of the subcategories then under Refuse could be Location. When subcategories are used in this manner, it will help to create more detailed reports.

To setup a subcategory, run Notepad found in the Windows Accessories group. Select File | Open. Find *transact.ini* in the Windows subdirectory and open the file. Scroll through the text until you find the following lines:

```
[Category 2]
Title=Refuse
SubCat1=
SubCat1Title=
SubCat2=
SubCat2Title=
```

Position the cursor after SubCat1Title= and type in the word Location as you would like it to appear in the program. Do not leave any spaces.

```
[Category 2]
Title=Refuse
SubCat1=
SubCat1Title=Location
SubCat2=
SubCat2Title=
```

Position the cursor after SubCat1= and type in the specific subcategory items (each location) that would be available to choose from, enclosed in parenthesis. It is important not to leave spaces (except as previously noted) or you will receive an error when rerunning TransAct. Within the parenthesis, each location must have a sequential number starting with 0, unlike the main category where TransAct automatically defines a “none” category item. In subcategories, you must define None as a subcategory item if desired. All subcategory items must fit on one line. The screen will scroll to the right as you type. If it wraps to the next line, you’ve gone too far.

[Category 2]
Title=Refuse
SubCat1=(0,In Landfill)(1,Out Landfill)(2,None)
SubCat1Title=Location
SubCat2=
SubCat2Title=

Save the file and Exit Notepad. If you did not quit TransAct before making changes to the *.ini* file, do so now. The changes made to the *.ini* file will take effect when you reopen TransAct. When you return to TransAct and select Admin | Categories | Refuse your new Location subcategory heading appears as a drop-down list so you can select the location where your refuse goes.

[Indicator Types] Editing

TransAct has provided several scale indicator types with the program. The [Indicator Types] section is a listing of the indicator name and a series of codes that define the indicators serial data stream to TransAct. **DO NOT** change the data in these fields. If your indicator is not listed, please call your dealer or the TransAct customer support line for assistance setting up your indicator.

[Scale Settings] Editing

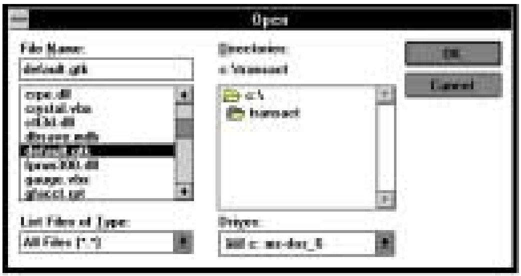
We do not recommend using the [Scale Settings] section to change your scale port settings. All of the items can be changed and tested while running the TransAct program. Select Admin | Preferences | Scale Port and select the scale indicator type, connection, baud rate, flow, parity, and stop bits. Press the Test button at the bottom of the window to view the data the computer is receiving from the scale indicator.

[Printer Settings] Editing

We do not recommend using the [Printer Settings] section to change your printer port setup. All of the items can be changed and tested while running the TransAct program. Select Admin | Preferences | Printer Port and select the printer type, connection, baud rate, flow, parity, and stop bits. Press the Test button at the bottom of the window, to send up to four lines of text to the printer.

Creating Custom-Format Print Tickets

TransAct's default ticket format (*default.gtk*) is stored in a separate file on your hard drive. TransAct uses this file as a template when generating transaction tickets in the program. For these instructions, it is assumed the original *default.gtk* ticket format file has not been moved and is still in the same directory (c:/transact/default.gtk) where TransAct installed it as shown below.



This file prints a ticket formatted like the sample ticket shown below.

```
      Stillson County Landfill

Ticket:  3777

T & J Services
Vehicle:  4
Container:  101
Time In:     04/18/97 11:14:22 AM
Time Out:    04/18/97 11:18:05 AM
In:  7740 lb
Out: 7300 lb
Net: 440 lb = 440.0 lbs
Non-Hazardous Asbestos
    @ $0.02 per lb
Total Charge:  $8.80
Amount Paid:   $0.00


           [Special Ticket Info]


[Notes Info]
```

Default.gtk sample ticket

If you would like your printed tickets to appear differently, you can create and save formatted files for other ticket styles. These files are created outside the TransAct program, using any text editor. We recommend using Notepad®, which comes with Windows® and is found in the Accessories window of your Program Manager.

Different ticket formats can be created in Notepad, named with the .gtk suffix, and saved in the same folder as the original *default.gtk.* Any .gtk file can then be selected and used as the new ticket type default for any account. The Ticket Type dialog box in any Customer Account table is used to select the .gtk format file for that account. That account will then default to the ticket style you have selected.

However, if you only want to occasionally print a different ticket type for an account, you can also specify a new .gtk file while a weigh transaction is in progress. Only that transaction then will print a ticket with the new style you have selected. When that account comes up for another transaction, it will return to the .gtk file selected as the default in the Customer Account table.

To temporarily change the ticket format in this manner with a truck on the scale, press the **Options...** button from the Weigh screen. In the Options screen near the bottom, click on the down arrow after the Ticket Format File dialog box. All the .gtk files you have created will be available for selection. In the example below, a Gross Only format (grsonly.gtk) and a Net Only format (netonly.gtk) have been created and stored. Make your selection, then press **Done** to return to the main Weigh screen. When this ticket is printed, it will be in the format you have chosen.

The .gtk ticket format file that TransAct will default to for *all* accounts is selected while TransAct is running from the Preferences | Ticket form as described below.

1. Click the **Admin...** button on the TransAct menu bar.

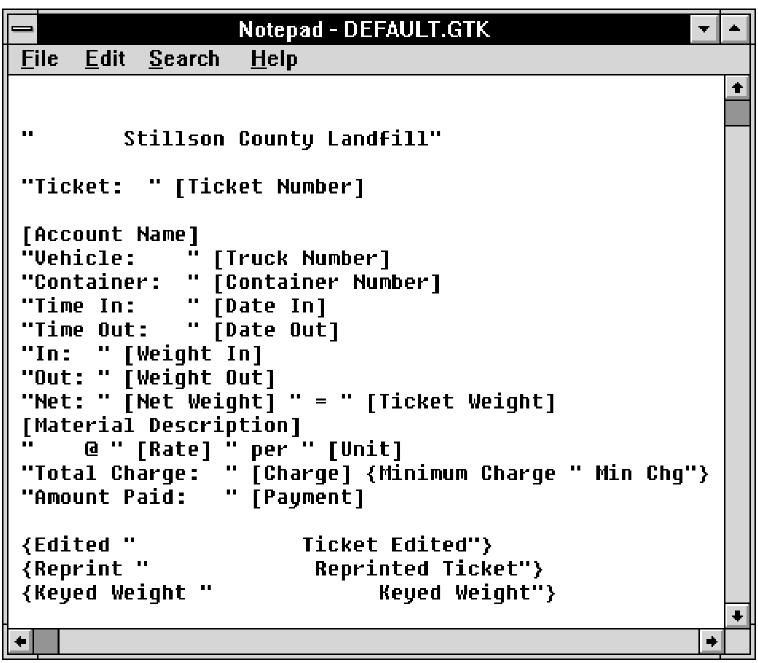
2. Select **Preferences | Tickets** from the drop down menu.

3. The name of the ticket format file currently being used is displayed in the **Default Ticket Type** field. Click the single down arrow to display the choices and click the desired choice. Press **Save**.

Remember that this is the lowest-priority default; a ticket format file selected in a Customer Account Table will override this, and a ticket format file selected in the Options screen of the Weigh form will override both.

Let’s work through an example of creating a complete new ticket format file.

Double-click the Notepad icon to open the text program found in the Windows Accessories folder. Open the *default.gtk* file folder in the TransAct folder. The file will appear as follows:




```
"       Stillson County Landfill"

"Ticket:  " [Ticket Number]

[Account Name]
"Vehicle:    " [Truck Number]
"Container:  " [Container Number]
"Time In:    " [Date In]
"Time Out:   " [Date Out]
"In:  " [Weight In]
"Out: " [Weight Out]
"Net: " [Net Weight] " = " [Ticket Weight]
[Material Description]
"    @ " [Rate] " per " [Unit]
"Total Charge:  " [Charge] {Minimum Charge " Min Chg"}
"Amount Paid:   " [Payment]

{Edited "            Ticket Edited"}
{Reprint "            Reprinted Ticket"}
{Keyed Weight "            Keyed Weight"}
```

Turn back to page 135 to see the ticket generated by this file. Please note in the DEFAULT.GTK file on the previous page the use of double quotes (“ ”), straight brackets ([ ]), and curly brackets ({ }). Various types of information–called fields–can be arranged on the ticket file using these symbols. The three most important fields you will be using to create custom print formats are literal text, database, and flag fields.

Literal Text Fields

Literal text fields are contained in double quotes (“ ”) and can contain any desired characters. The actual characters enclosed in double quotes will appear on the ticket exactly as typed into the Notepad file.

For example, entering “Thanks for letting us serve you!” will print those exact words on the ticket (less the double quotes of course).

Following are some other examples:

“ Johnson Grain Elevator ”

“ Gross: ”

“ Tare: ”

“ Net: ”

Database Fields

Database fields denote information stored in the TransAct database. A database field is placed on a ticket by enclosing the field name in brackets ([ ]). These names tell TransAct to retrieve the appropriate data and print it on the ticket in this field.

For instance, entering [Gross] will cause the scale’s gross weight value to be printed in that space (less the brackets of course).

Following is a list of database field names that TransAct recognizes:

[Ticket Number]	
[Account]	- account number.
[Account Name]	
[Account Address]	
[Account Address2]	
[Account City]	
[Account Zip]	
[Permit]	- permit number.

[Permit Address]
[Permit Street Address]
[Permit City]
[Permit State]
[Permit Zip]

[Tare1 Number]	- truck tare value.
[Tare2 Number]	- container tare value.
[Tare3 Number]	- pup trailer tare value.
[Category1 Code]	
[Category1 Description]	
[Category2 Code]	
[Category2 Description]	
[Category3 Code]	
[Category3 Description]	
[Category4 Code]	
[Category4 Description]	
[Date In]	- date for the weigh in side of transaction
[Time In]	- time for the weigh in side of transaction
[DateTime In]	- date and time for weigh in side of transaction
[Date Out]	- date for the weigh out side of transaction
[Time Out]	- time for the weigh out side of transaction
[DateTime Out]	- date and time for weigh out side of transaction
[Date Edited]	- date transaction was edited
[Time Edited]	- time transaction was edited
[DateTime Edited]	- date and time transaction was edited[
[Weight In]	- weight in, in units displayed on the scale
[Weight Out]	- weight out, in units displayed on the scale
[Gross]	- the greater of weight in and weight out
[Tare]	- the lesser of weight in and weight out
[Net Weight]	- net weight, in units displayed on the scale
[Adj Weight]	- net weight less any adjustments
[Ticket Weight]	- adjusted weight, converted to some other unit
[Adjustment1]	- a percentage used to modify net weight
[Adjustment2]	- another percentage used to modify net weight
[Unit]	- ticket unit (lb, kg, volume, unit count, ton, metric ton)
[Units]	- same as Unit except plural
[Charge]	- total charge
[Added Charge]	- additional charge
[Sales Tax]	- sales tax
[Payment]	- amount paid

[Check Number]	- check number
[Rate]	- stored in database as a charge per scale unit but adjusted on the ticket to Unit setting.
[Discount]	- a percentage used to modify total charge
[Notes 1, 2, 3, 4]	- notes added to ticket by operator

Following is an example of how literal text and database fields can be used together on a ticket. Entering the text in the Notepad file exactly as shown below will print a ticket with ticket number, weight in, date in, weight out, date out and net weight on the ticket.

> "Ticket Number:" [Ticket Number]
> "Gross: " [Weight In] " [Date In]
> "Tare: " [Weight Out] " [Date Out]
> "Net: " [Net Weight]

Flag Field

A flag is set in the database whenever a special condition has been met by a transaction. A user-defined word or words can be associated with each of these conditions. A flag field is enclosed in curly brackets ({}).

The flag conditions recognized by TransAct are:

{Minimum Charge}	- minimum charge applied to transaction
{Keyed Weigh In}	- weigh-in manually entered
{Keyed Weigh Out}	- weigh-out manually entered
{Keyed Gross}	- gross weight manually entered
{Keyed Tare}	- tare weight manually entered
{Recalled Weigh In}	- weigh-in weight has been recalled
{Recalled Weigh Out}	- weigh-out weight has been recalled (stored tare)
{Recalled Gross}	- gross weight has been recalled
{Recalled Tare}	- tare weight has been recalled
{Edited}	- transaction has been edited
{Reprint}	- ticket for transaction is being reprinted (i.e. from the Quick Scan form)
{Incoming}	- incoming transaction (weigh-in > weigh-out)
{Outgoing}	-outgoing transaction (weigh-out > weigh-in)

The example below assigns the literal text, “Keyed”, to the Keyed Weigh In flag.

{Keyed Weigh In “Keyed”}

The word “Keyed” will be printed on the ticket whenever the Keyed Weight flag condition is met for a transaction.

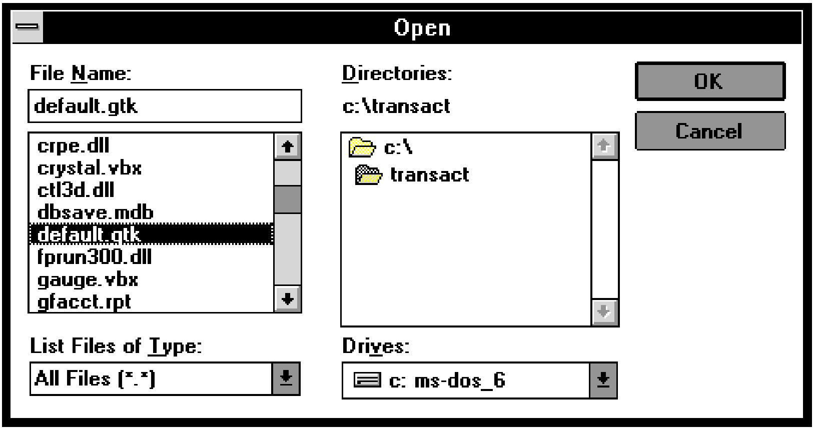
Let’s work through an example of creating a custom-format ticket file using literal text, database, and flag fields.

Assume you run the Chippewa County Landfill. Active Disposal and Recycling trucks are bringing recycled blacktop into your facility for stockpiling. You have the truck ID’s and tares recorded in your database. To simplify the tickets, you want to print only the ticket number, truck number, net weight, date/time, material, and a note for each load. To the right is the ticket format you want.

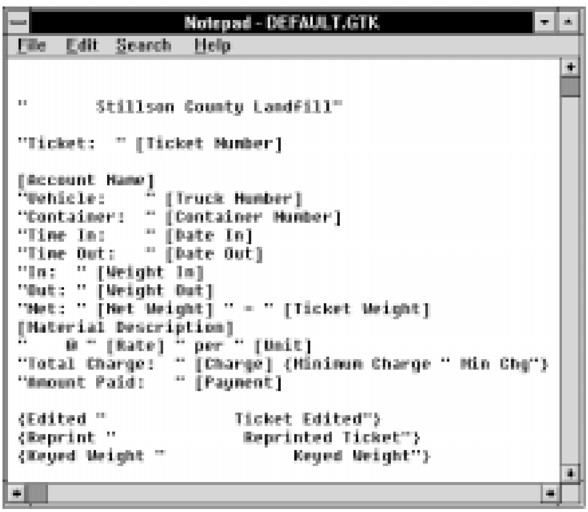
```
     Chippewa County Landfill
Ticket: 3842
Active Disposal and Recycling
Vehicle:    101
Time In:    4:32:23 PM
Date In:    4/24/97
Net:        12000 lb
Material:   Reclaimed Bituminous
Thanks for Recycling!
```

To get that ticket format, we’ll use Notepad to create a file called netonly.gtk. We’ll save that file in the same directory as default.gtk is stored. We can then select netonly.gtk each time an Active Disposal and Recycling truck hauling recycled blacktop comes onto the scale.

1. Open Notepad by double-clicking on its icon in the Program Manager | Accessories.
2. Scroll to the C:\TRANSACT directory and in the List Files of Type dialog box, select All Files.
3. Scroll down in the list to default.gtk and double-click on it.

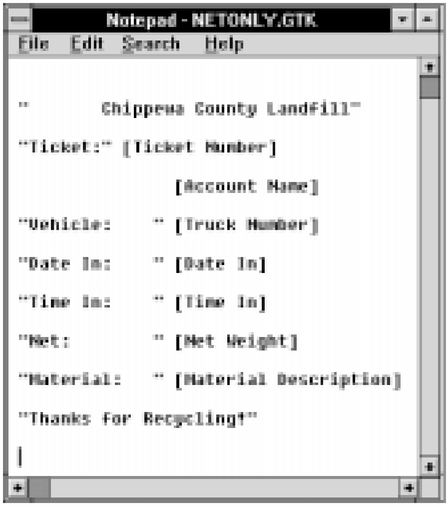


3. The file will appear as shown below.



4. Create a copy by pulling down **File** to **Save As...,** and changing the default.gtk letters in the File Name box to netonly.gtk..

5. Now make the changes in the file so it looks like the sample following on the next page.



6. When all changes are done, click **Save**; netonly.gtk is now available.

Printer Command Field

Every printer has its own set of commands. In some cases it would be helpful to take advantage of a printer's built-in functionality. To do this, enclose the decimal versions of the printer's commands in double back slashes (\\) in the Notepad file.

The example below will initialize and set the character pitch for an Epson FX printer:

\\27 64 27 103\\

In order to use printer commands when the printer is connected to a parallel port, LPT1 or LPT2, the printer Device Type must be set to "Direct to Printer Port" in Admin | Preferences | Ticket Printer Port. This bypasses the print driver and sends the data directly to the printer.

Column Posting Field

To position text at a specific column, use the following syntax:

COL20 [AccountName]

The example above will place Account Name at print column 20 of the current line. The COLnn command must be followed by space.

When multiple COLnn commands are used in one line, they must be in ascending order. The example below is incorrect, as it is in descending order (40 — 20).

COL40 [Account]   COL20 [AccountName]

As shipped from the factory, TransAct is configured for a printer with 40 columns. If using a printer with more than 40 columns, call Rice Lake Weighing Systems technical support (715) 234-2003 for assistance.

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TransAct Software Programming Support Service

As a new support program for valued customers, Rice Lake Weighing Systems now offers field software support if you need additional technical assistance. Our direct Service Hotline provides access to our software support staff, and includes a charge for extended software support. This support should be used for specific technical and configuration assistance.

Before calling Rice Lake Weighing Systems, refer to your software Installation/Operation manual to:

1. Determine if your system meets the stated minimum hardware requirements.
2. Determine if the product has been correctly installed on your PC.
3. Review troubleshooting tips.

If you still have problems after thoroughly reviewing the documentation, follow these steps:

1. Locate your customer number and the serial number of the software product.
2. Call our direct access Service Hotline at 715-234-2003 and request software assistance. Software programming support is billed at $115.00 list per hour with a minimum service charge of $20.00 per call.

   Note: Warranty support will be provided at no charge for diskette or program software defects.
3. A technician will assist you with the configuration particulars and invoice you for the time utilized. For your records, software support technicians will be on-line with our computer database to fully describe the service provided and time billed.

We look forward to providing you the highest level of support possible. If you have any questions on this service, please contact our Sales or Service Department, or your Regional Sales Director. We're sure you'll find this new service useful in helping you get the most from your software.