TransAct 2.0

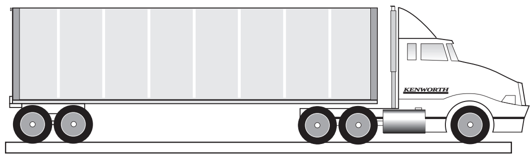
Scale Data Management Program

Installation & Operation Guide

RICE LAKE WEIGHING SYSTEMS
Industrial Solutions on a Global Scale®

ISO 9001 REGISTERED

44476



1.0 Overview and Menu Structures

Thank you for purchasing TransAct™ 2.0 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 2.0 program and the financial accounting version, Transact Plus 2.0 , provide 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 user-definable categories to customize your application
- Configurable product rates
- Unlimited configurable ticket formats
- Interfaces to ticket, tape, journal, 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 2.0:

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

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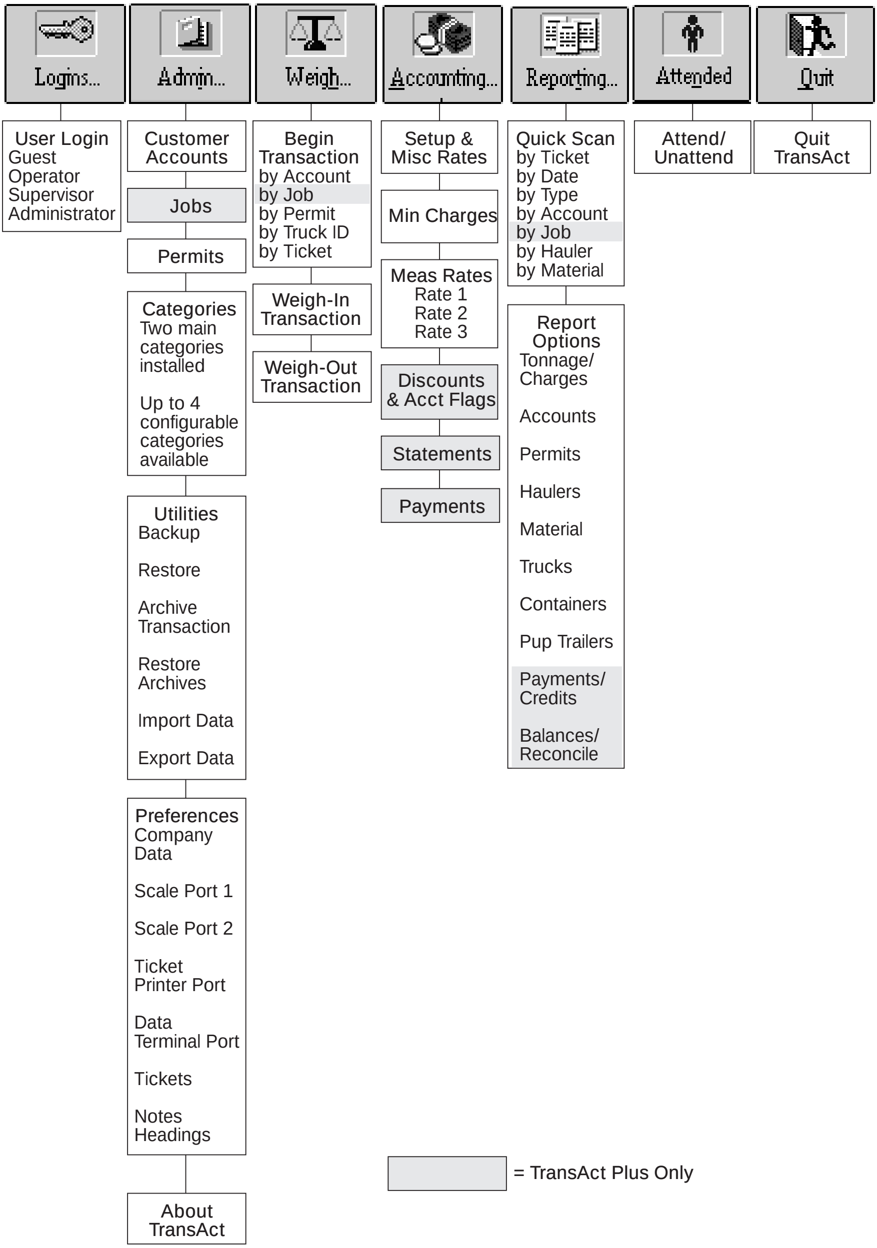
™ TransAct is a trademark of Rice Lake Weighing Systems.

1.1 Menu Structure Diagram



2.0 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

During installation, the setup program installs all of the files to run TransAct, the 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 running the setup program, ensure that your system is currently running Windows 3.1 or higher. 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 your Windows User's manual.

Note: Before beginning the installation, quit any open programs, then log off any networks to which your computer is connected.

2.1 Installation

Insert the TransAct diskette labeled Disk: 1 of 3 in drive A or B.

Windows 3.1:

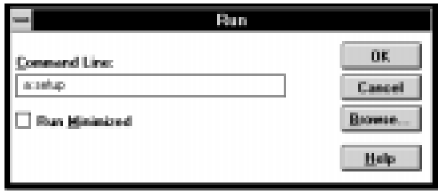
Choose **File** | **Run** from the Program Manager menu.

Windows 95:

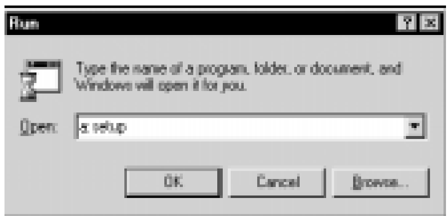
Select **Start** from the taskbar. Then click **Run**.

In the Command Line (3.1) or Open (95) field, type a:setup or b:setup depending on the disk drive you are using.

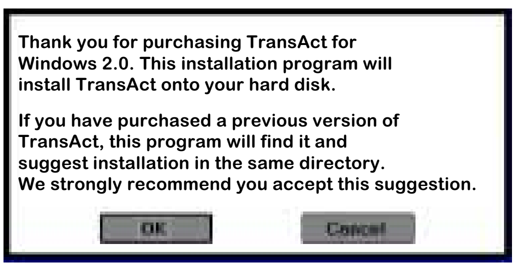
Windows 3.1:



Windows 95:



Click **OK** to start the installation program. A brief installation explanation prompt appears (below).



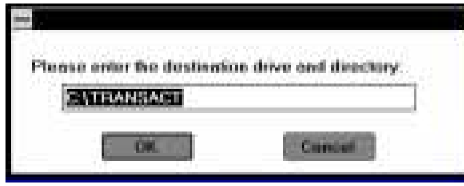
Click **OK** to continue with the installation.

TransAct automatically installs two category tables with common industry standards. Solid Waste Application has categories for Hauler and Refuse and works well for a landfill or recycling operation. General Application has categories for Hauler and Material and is more suited to gravel, concrete, and similar operations. You can edit these tables later and add more categories to match your application more closely.

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

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.

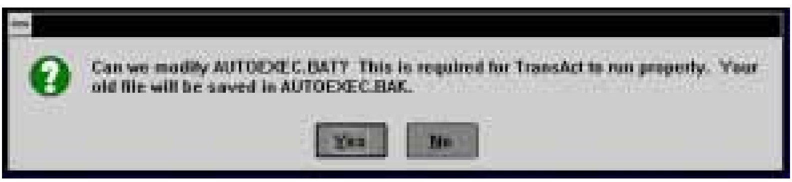
Click **OK** to continue and accept the default installation directory. The TransAct setup program starts installing the program files, displaying a status bar to monitor the progress.



Default Installation Directory

When prompted, insert the remaining two installation disks. Click **OK** to continue installation.

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

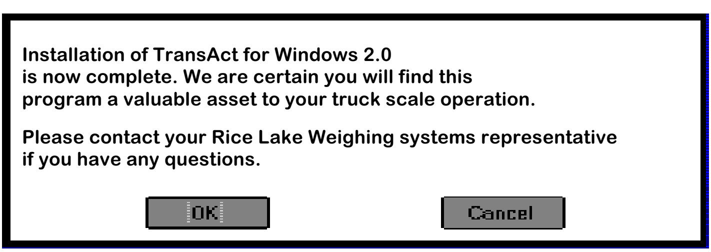


Click **Yes** to add the command and continue.

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 TransAct needs to add this command, an additional message appears.

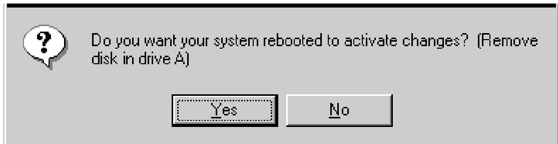
Click **Yes** to make the necessary changes and continue.

The following message appears when installation is 100% complete:



Click **OK** to continue.

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



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

You have now completed the installation. Once you restart the computer, double click on the TransAct icon in the Program Manager to start the program.

Windows 3.1

Windows 95

2.2 Customizing TransAct

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

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

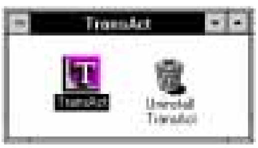
See Section 12.2 for more on modifying the transact.ini file.

Caution **Do not delete or move the transact.ini file. If you delete or move this file to another directory, you will not be able to access or run TransAct.**

3.0 Starting and Exiting TransAct

3.1 Starting TransAct for the First Time

To start TransAct, double click the TransAct icon from the Program Manager (see below).



Windows 3.1

Windows 95

When you start TransAct for the first time, the following button selections appear.

End User Agreement Dialog Box

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

The license agreement is a Windows Write file. TransAct automatically opens the Write application and the license file; however, it does not automatically exit the Write program for you.

Once you have read the license agreement, an informational message appears to remind you to exit Write using the pull-down File menu.

Click **OK** 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 **Accept Agreement** to continue.

If you select **Reject Agreement**, TransAct closes and returns you to the Program Manager.

3.2 Creating a Customer Database

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

Click **Start Build**. Another message appears, asking if you would like your database to contain sample information.

If you have never used a data management program like TransAct, we recommend installing this sample database to help you to learn how to use the program. The sample database contains fictitious customer accounts, trucks, and transactions. Once you are familiar with the program, you can overwrite or delete all of the information in the sample database and enter your own information.

Click **Yes** to install the sample database.

Click **No** to install an empty database.

If you click **Yes** to install the sample database. A TransAct Database Utility screen appears with a bar graphic to monitor the progress of the database installation.

When the database installation is 100% complete, a message with a single **OK** button appears to signal a successful installation.

When you are familiar with the program, you can delete or overwrite the sample database information. Rather than overwriting each fictitious customer account in the sample database with your actual customer accounts, we recommend that you quit TransAct, then delete (uninstall) the entire TransAct program. The Uninstall program finds and deletes all TransAct files in your system. **Note:** The Uninstall program does not delete the categories or customer account files. You must manually delete these files. With a "clean slate," you can then reinstall TransAct onto your system. Use the same installation procedure as before, except this time choose *not* to put sample data into your database. **Note:** See Section 12.1 for the TransAct Uninstall/Reinstall procedures.

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

See Section 6.0 to continue with log in directions and establish security access for all users.

3.2.1 Quitting TransAct

Click the **Quit** icon from the main menu toolbar to quit TransAct.

3.2.2 Database Recovery and Restoration

If TransAct closes abnormally, due to a power outage or system error, the database may become damaged. TransAct has a built-in tolerant structure to prevent losing information. By storing mini-backups of the database, TransAct can recover damaged databases.

When you start TransAct after a power outage or system error, the following message appears.

Click **Continue** to bring up a window with repair choices—**Auto Repair**, **Restore**, and **Done**. Click **Auto Repair** to retrieve information from the last mini-save. A progress screen appears to monitor the repair process.

Caution **Do not use your computer while TransAct repairs the database.**

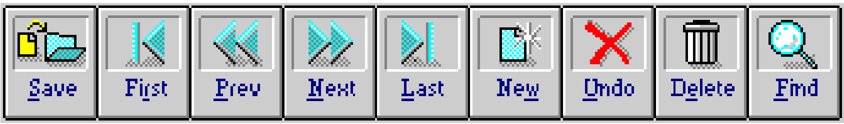
Once TransAct repairs the database, a Database Recovery message appears to confirm that the recovery was successful. Click the **Done** button to complete the recovery.

Review the repaired database. If the database is not correct, you may want to restore your last backup. See Section 7.5.2 for restore backup procedures.

If you have any questions about the database recovery utility, call your distributor, or see Section 14.0.

4.0 Function Button Table

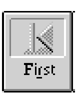
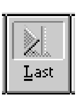
Many of the TransAct tables have a row of function buttons at the bottom of their tables (see below). The buttons are a convenient navigation shortcut to move around within the tables.



Function Buttons

The Function Button Table below describes each of these buttons.

Function Button Table

	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		

Note: In some tables, certain buttons are inactive (grayed out).

5.0 Calendar Button

Several TransAct dialog boxes offer the **Calendar** button as an option for date entries. Click the **Calendar** button to access the Calendar (below).

Use the left/right arrows on either side of the year and month to select a new year or month. Click on the day of the month in the Calendar to select the day.

Click **OK** to close the Calendar window and display the selected date. **Note:** Click **Cancel** to exit the Calendar without changing the date.

6.0 Logins and Passwords

The first time you open TransAct, you operate at the administrator level and can set up logins, passwords, and access levels for everyone who uses the program. Once the administrator has established these security items, only a user with administrator-level security access can view or change logins, passwords, and access levels.

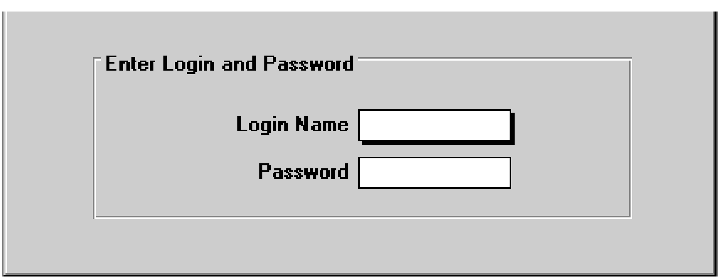
Users with lower levels of security have restricted access to items in the TransAct program.

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

6.1 Establishing User Access Levels and Logins

When opening TransAct for the first time (after you accept the License Agreement) a prompt appears asking for a Login Name and Password. The program assumes that the 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 admin for the Login Name and press the **Enter** key. You do not need a password for this initial set up, so simply press **Enter** again. The next screen that appears is the User Table. The User Table allows the administrator to establish user logins, passwords, and access levels for all users.

Login User Table

If the User Table does not appear automatically, you can manually call up the User Table by clicking the **Login…** icon from the menu bar.

The User Table consists of a Login Name, Password, Security Level, and Real Name. Use the **Tab** key to move through entry fields, or click inside the entry field to edit. Enter an item in the field, then press **Enter** to move to the next entry field. See the following sections for entry field descriptions.

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

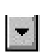
6.1.1 Login Name

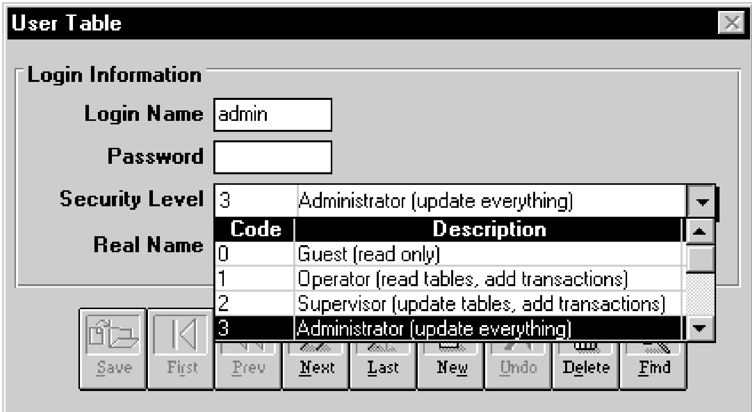
Enter a Login Name for the first user (8 characters maximum), then press **Enter**. **Note:** Entries in this field are not case sensitive.

6.1.2 Password

Passwords are optional, but recommended to ensure a secure environment. Without password protection, any user can sign in as the administrator and make unauthorized changes to the database. Enter the password (8 characters maximum), then press **Enter**. **Remember your password! The system asks you to verify this password later. Note:** Entries in this field are not case sensitive. When entering a password, only an asterisk (*) appears to symbolize a character.

6.1.3 Security Level

Click the single down arrow  next to the Security Level box to display a drop-down box listing valid security levels.



Security Levels

Use the mouse to click on the desired security level for the user. TransAct provides four levels of security.

Level 0—Guest level

Guest level users can only view tables such as Customer Accounts, Categories, and Permits in the program. A guest cannot edit tables, view weigh transactions, or create transactions.

Level 1—Operator Level

Operator level users can 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 2—Supervisor Level

The Supervisor level allows access to everything in the TransAct program except **Logins…**. Supervisor level users are not allowed to add or delete users or reset passwords.

Level 3—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. **Note:** The admin login is not password protected when shipped. Because the administrator level has access to everything in the program, enter your own unique password at login.

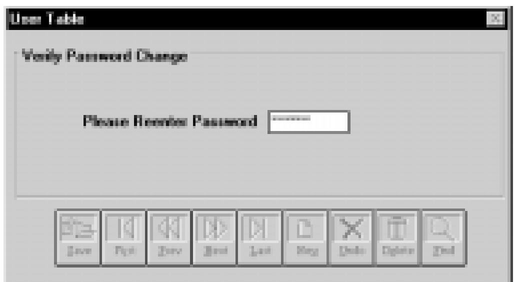
6.1.4 Real Name

Type in the user's first and last name. This field helps the administrator identify the logins in the future.

Click **Save** when you have completed all entry lines.

6.2 Password Verification

After you have saved the completed User Table, an additional window appears asking you to verify the password.



Password Verification

Retype the password you entered in the User Table. Press **Enter** key to continue. If the password is incorrect, the following message appears: Password verification failed.

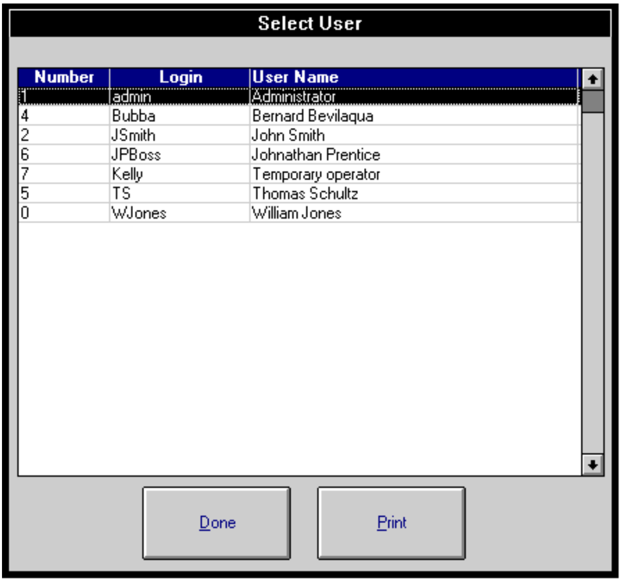
Click **OK** and enter the correct password.

If you entered the password correctly, the following message appears: Password change successfully verified.

Click **OK** to continue.

6.3 Viewing Valid User List

Click **<u>F</u>ind** from the User List to view a list of all users currently set up to use the program.



List of Valid Logins and Users

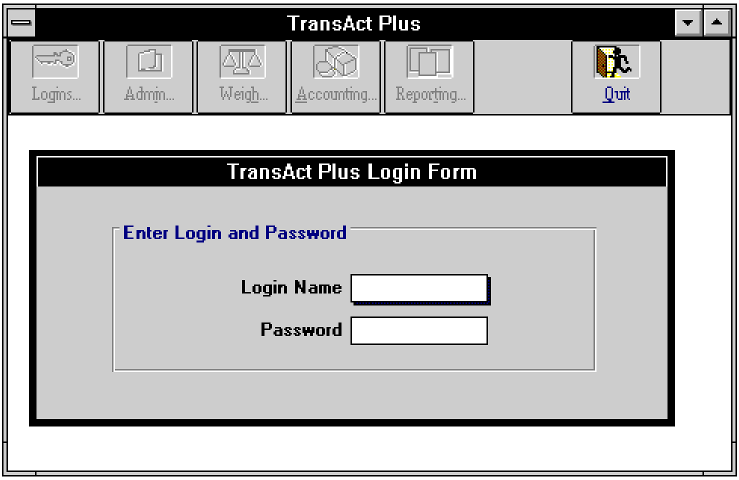
Click on any User Name to see (and/or change) the User Table for that entry.

Click **<u>D</u>one** when you have finished, and the list is correct.

Click **<u>P</u>rint** to print the user list.

6.4 Operator Login Directions

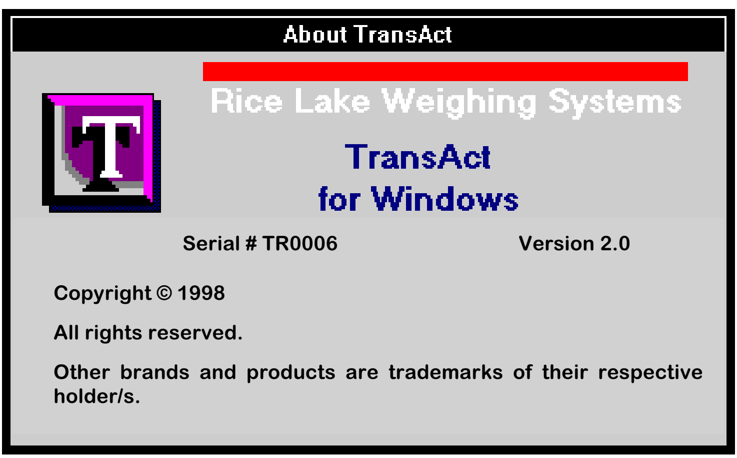
After the administrator has established logins and passwords, the Login Form appears each time you start the TransAct program. **Note:** All the menu buttons are inactive (grayed out) until you enter a login. Depending on the access level of that login, some or all menu buttons will become active when the program opens.



Program Login Prompt

To log in, enter the Login Name, then press **Enter**. Enter the Password, then press **Enter**.

TransAct opens with the About TransAct screen (below). You can open any active menu item by clicking on the associated icon in the main menu toolbar..



7.0 Administration—Setting Up TransAct 2.0

This section describes commands and submenus under the **Admin…** icon of the main menu toolbar.

Click the **Admin…** icon to view the available submenus. **Note:** Some features are only available in TransAct Plus 2.0. These features are marked Plus Only in this manual.

The submenus allow you to 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.

Use the Preferences submenus to set up tickets and establish communication between your scale, printer, and computer.

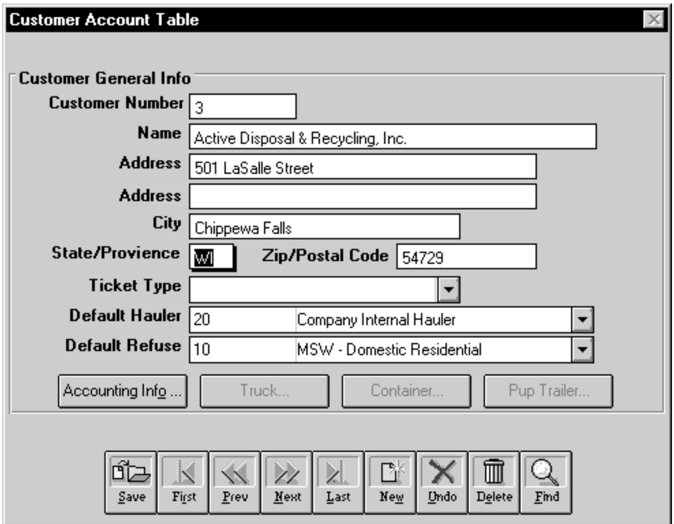
7.1 Setting Up Customer Accounts

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, click the **Admin…** icon from the main menu toolbar. Select Customer Accounts and click the left mouse button. **Note:** Those menu selections with an arrow next to them display another pull-down menu when selected.

The Customer Accounts Table appears, showing information for the first customer in the customer account table. If you chose to install a sample database, TransAct fills in the customer information. If you have not installed the sample database, there are no customers yet. The customer account window will show customer number 0 and all blank fields. Begin entering information for your first customer in the Customer Account Table fields.

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



Customer Account Table: General Information

7.1.1 Customer Number, Name, and Address

Every customer account must have a Customer Number (10 digits maximum) and Name (40 characters maximum).

You can enter address information for the customer, but an address is not required. Enter the address information in the Address, City, State/Province, and Zip/Postal Code fields of the Customer Account Table.

7.1.2 Ticket Type

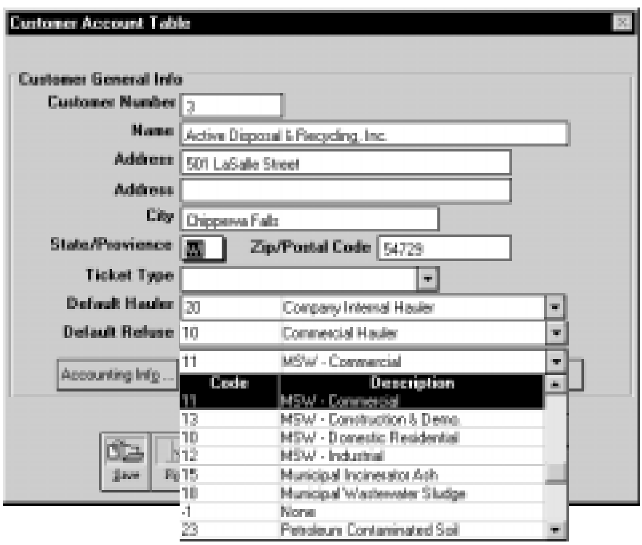
Each customer account can default to a specific ticket format that you design. TransAct comes with a ticket format pre-designed for you, named default.gtk (shown at right). However, you can create your own custom tickets. **Note:** See Section 12.4 for more information on creating you own tickets.

```
      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]
```

7.1.3 Default Categories (Hauler/Refuse)

Default categories are intended to simplify weigh form processing and eliminate the need to select a main category each time the customer comes into the landfill. For example, if a customer brings garbage into a solid waste landfill 95% of the time, you could use Garbage as a default category. When creating customer accounts, you can set default items for each category. TransAct then automatically enters the default category item into the Categories text box on the weigh forms.

Click the single down arrow  to the right of the main category name to display a drop-down list containing all of the items in a main category. Click on the item you want as the default for the customer account. All category fields automatically fill with item None. TransAct uses the default items when the operator creates transactions in the Weigh form, unless the operator changes the items.



Selecting Items in Refuse Category

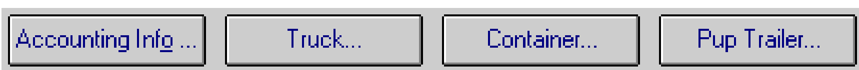
Note: When operating in Unattended mode, you cannot change the default category during the transaction. Use caution when setting up default category items. Be certain this is the only material the account will haul. You can edit the ticket using Quick Scan, if necessary (see Section 10.1). Verify how the unattended system works. If the unattended system is able to prompt the hauler to enter a code, leave all category items set to None.

TransAct permits you to assign four main categories to each account. For simplicity, TransAct initially installs only two categories. There is no limit to the number of items you can enter under each main category. See Section 7.4 for more information on setting up categories.

You can modify main categories and assign them different names to make TransAct more appropriate for your application. Only an administrator with computer experience should perform this procedure, as it entails opening special initialization (.ini) files in the TransAct folder on the hard drive. See Section 12.2 for more information about using .ini files.

7.1.4 Hotlinked Buttons

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. Make those jumps by clicking the hotlinked buttons (see below) near the bottom of the Customer Account Table.



TransAct allows each account to use three different tare types: Truck, Container, and Pup Trailer. You can change these tare names in the TransAct initialization file(for example, you can change Container to Boxes). See Section 12.2 for more information.

When using tare weights during a transaction, TransAct calculates the total of all tares for the transaction and applies the total toward the net weight.

Accounting Info (Plus Only)

Click **Accounting Info…** to display accounting information for the customer account. The Customer Accounting Info 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 a tax exempt account.

Customer Account Table

If you mark an account as revoked, TransAct warns you during the transaction. **Note:** If the scale is in Unattended mode, a vehicle from a revoked account cannot activate a weigh transaction.

The Customer Account Table contains a row of function buttons you can use to navigate within the table. See Section 4.0 for button descriptions.

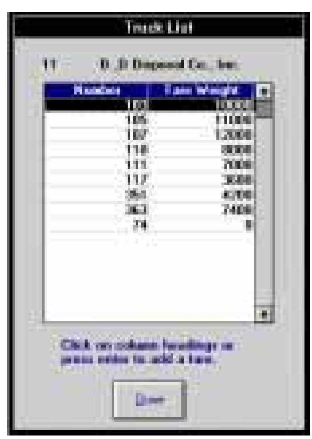
Note: The **New** button is not available in this table. TransAct generates Customer Accounting Info tables from completed transactions. You cannot manually set up the Customer Accounting Info table.

Click **Save** to save all changes made to items in the Customer Account Table. **Note:** The system warns you if you make changes and try to continue without clicking **Save**.

Click **General Info…** to return to the Customer Account Table.

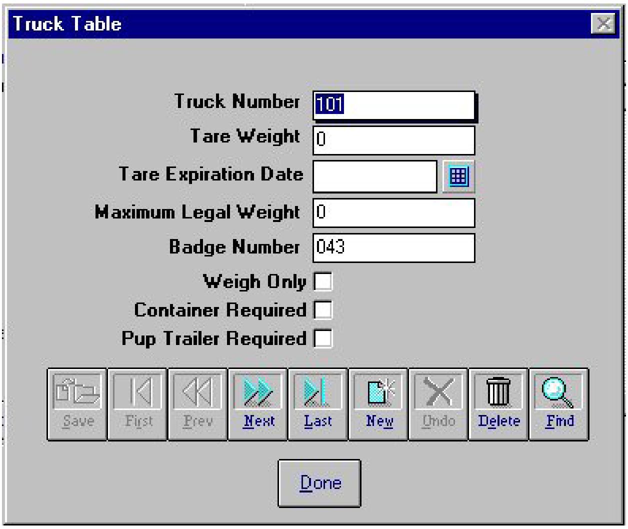
Truck… (Tare 1)

You can attach a list of trucks with their recorded tare weights to each account. When a truck with a recorded tare enters the scale, TransAct automatically uses the tare for the transaction. The tare appears as Weight Out for an incoming transaction and as Weight In for an outgoing transaction. Click the **Truck…** hotlink button to view the Truck List (shown at right).



Truck List

Click on the column headings to begin creating a list of trucks and tare weights. To edit an existing truck from the sample database, click on the truck Number. The Truck Table appears (below).



Truck Table

Click **New** to create a new truck from a blank table.

The Truck Table contains the following items:

Truck Number

An alphanumeric ID for the truck (10 characters maximum).

Note: An account cannot have duplicate truck numbers; however, other accounts can use the same truck number.

Tare Weight

The tare weight of the truck (up to 10 digits maximum).

Expiration Date

The date after which the truck activates a warning when the driver tries to weigh the truck. TransAct will not weigh a truck with an expired tare date. To set a new expiration date, click inside the date box and enter the new date, or use the **Calendar** button. See Section 5.0 for **Calendar** button description.

Maximum Legal Weight

The weight that the truck should not exceed. If the truck is over this maximum weight, TransAct will not allow the operator to complete the transaction.

Badge Number

The number assigned to an ID badge, used to identify a customer vehicle or account (10 characters maximum). The badge number must be identical to the number entered into the database.

Weigh Only

Check this box if the badge assigned to a truck is for a weigh only or check weight application. Only the date, time, and weight print on the ticket, and TransAct does not record the transaction. Example: If a company allows the public to use their scale, the driver pays a fee to receive a badge. With their truck on the scale, the driver swipes the card to have their weight printed on a ticket. The driver then returns the badge to the office.

Container Required / Pup Trailer Required

When a truck requires a Container or Pup Trailer during the weigh process, TransAct will not store or print the truck weight information until the driver also selects a Container or Pup Trailer. Click in the Container and Pup Trailer Required option box to enable this function.

Click **Save** to store each completed Truck Table screen.

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

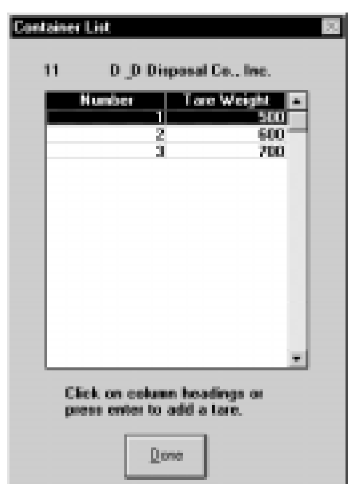
Click **Done** again to return to the main Customer Account window.

Container… and Pup Trailer… (Tare1 and Tare 2)

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

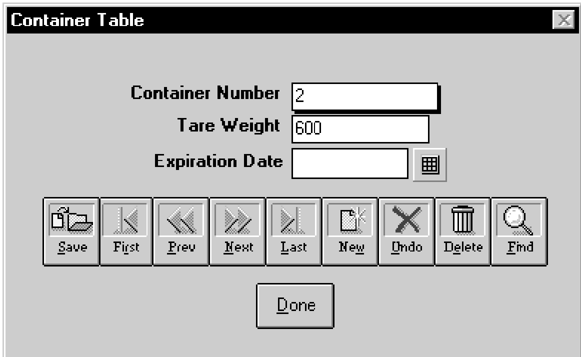
Click either the **Container…** or **Pup Trailer…** hotlink button to view the Container or Pup Trailer List with existing numbers and tare weights for the account.

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



Container List

Click **New** to create a new item. **Note:** See Section 4.0 for function button descriptions.



The Container / Pup Trailer Table contains the following items:

Container Number

Each item must have an alphanumeric Container / Pup Trailer Number (10 characters maximum).

Tare Weight

The tare weight, if used, can be up to 9 digits.

Expiration Date

The date after which the truck activates a warning when the driver tries to activate the Container or Pup Trailer function. TransAct will not weigh a truck with an expired container or pup trailer date. To set a new expiration date, click inside the date box and enter the new date, or use the **Calendar** button. See Section 5.0 for assistance.

Click **Save** to save a Container or Pup Trailer item. **Note:** The system warns you if you have made changes and try to continue without clicking **Save**.

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

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

7.1.5 Viewing and Selecting Customer Accounts

Click **Find** from the Customer Account Table to view a list of all customer accounts.

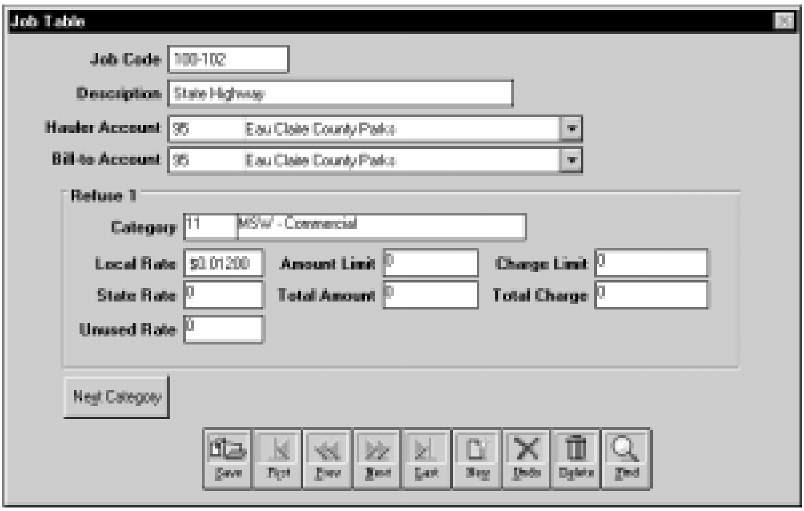
Double-click on the Account Name to edit an account.

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

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

7.2 Job Table (Plus Only)

Use the Job Table to monitor specific jobs and their cost, organize transactions, setup default bill-to accounts, and define special rates. The Job Table consists of an alphanumeric Job Code, Description, Hauler Account, Bill-To Account, and special Rate section. The special Rate section is limited to five individual category items and one All Other category item. You can start a weigh transaction by selecting a job. Select **Admin…** | Jobs to access the Job Table.



Click **Ne<u>w</u>** to set up a new Job Table.

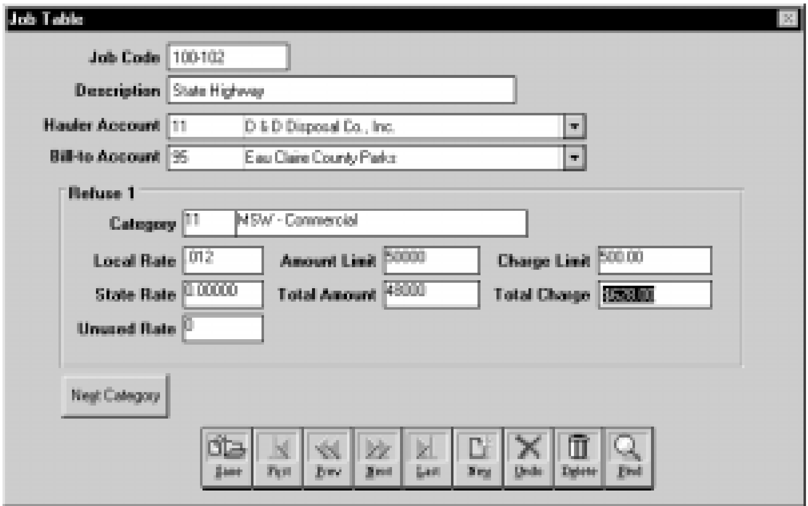
Click inside the box and enter the Job Code (alphanumeric, up to 10 characters including spaces) and job Description (alphanumeric, up to 30 characters). Click the single down arrow next to the Hauler Account box to select an account from the drop-down list.

Click the single down arrow next to the Bill-To Account box to select an account from the drop-down list. You must select a Bill-To Account even if it is the same as the Hauler Account. **Note:** Depending on the List Order you selected from the Weighing Options window, you can enter the account by typing a Code or Description (see Section 8.1.5). Use the **Esc** key to clear any mistyped information.

7.2.1 Individual Category Items

You can assign special Rates, Amount Limits, and Charge Limits to as many as five Category items. The only items available in the Job Table are those category items that have attached rates. Use the midsection of the Job

Table window to setup special Rates and Limits for these Category items.



Note: The Category name to which the rates are attached appears as the rate heading. Examples in this section use the Category name Refuse 1.

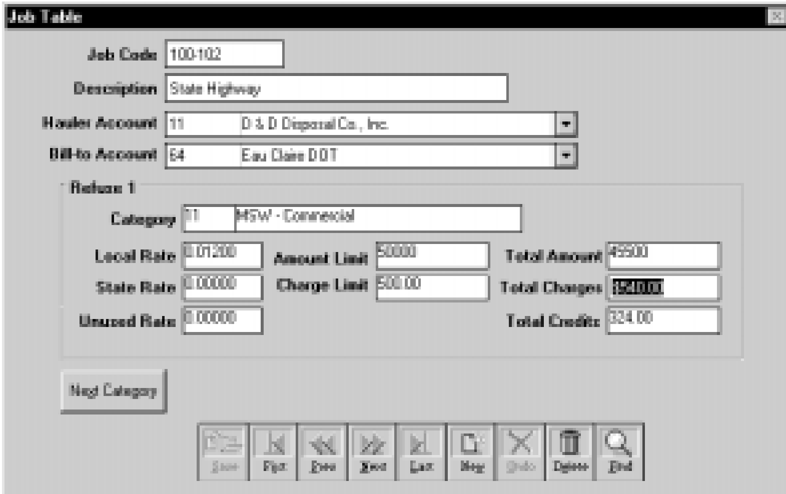
During a weigh transaction, all Category items are available. If you select a Category item with a special Rate, TransAct uses the special rate to calculate the total charge. TransAct uses rates from the Measured Rates table to calculate the total charge for those category items without a special rate attached.

Click inside the Category box. Use the single down arrow next to the Category box to select a category from the drop-down list. Once you select a category item, click inside the first Rate box to enter a special rate. When you leave a special rate at zero, TransAct uses the rates from the Measured Rates table to calculate the total charge (see Section 9.4).

Use the Amount Limit box to enter the limit the item should not exceed for the job. If the transaction exceeds the Amount Limit, TransAct displays a warning during the transaction but does not stop the transaction.

The Total Amount box displays the total amount of the item used for the job.

Use the Charge Limit box to enter a dollar amount the category item should not exceed for the job. Again, if the transaction exceeds the Charge Limit, TransAct displays a warning but does not stop the transaction.



Example: The above table shows a Charge Limit of $500.00 for Refuse type MSW Commercial. The operator already billed this account for $540.00 of this Refuse type. During the next weigh transaction, the following warning appears: The accumulative charge for Refuse 11 has exceeded the Job Limit.

Note: The “limit exceeded” message for the Amount and Charge Limits is only a warning. TransAct still records the transaction.

Click **OK** to save the transaction and continue.

The Charge Total box displays the total charge for the item used in the job. When the operator receives payments during a transaction, or enters them using Quick Scan (see Section 10.1), the total item credit appears in the Total Credits box. To record payments using the Payment/Credit form under Accounting, select the job and category item to apply the payment toward. Click **Save** to store the payment.

Note: To remove a category item from a Job Table, set the item back to None. Remember to set all rates and limits back to zero as well. Do not use the **Delete** button to set all rates and limits back to zero! The **Delete** button erases the *entire* Job Table!

To select the next category item, click **Next Category**.

Click inside the Category box to select another category item. Enter the item’s special Rates, Account Limits, and Charge Limits.

Click **Save** to store the changes.

7.2.2 All Other Category Items

The category for All Other works the same as the other five category items. Total Amount, Charges, and Credits for transactions using a category item not defined in the Job Table appear in the All Others item section. A rate entered for the All Others item will override any Measured Rate setup for all other category items.

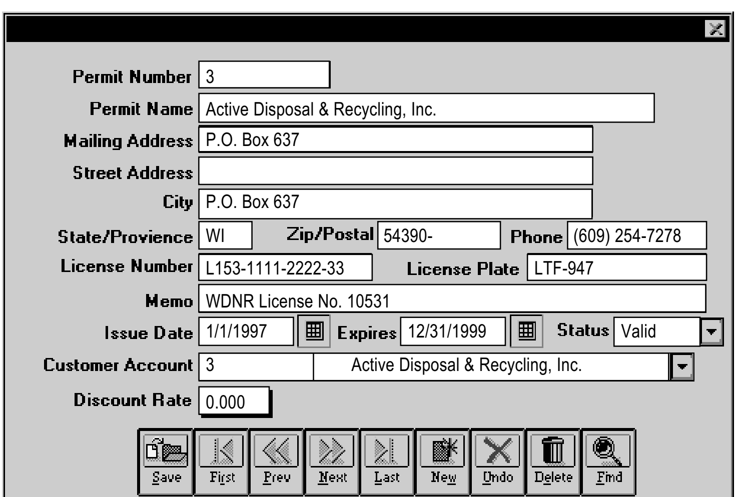
> Example: The operator has defined ten category items for the category type Refuse. In a Job Table, the operator set up two of the items to use a special rate, i.e. Refuse-1 and Refuse-2. If the operator enters a rate in the Refuse-All Others item, TransAct uses that rate to calculate any charges for the other eight category items.

Click **Save** to store the changes to all category items.

7.3 Permits (Plus Only)

Use Permits to setup individual "subaccounts" 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, you could assign individual permit numbers to each township resident using the township's customer account. You could include the resident's name, address, driver's license number, license plate number, and issue/expiration date in Permits.

Select **Admin…** | Permits to access the Permits table and begin creating or editing permits.



The Permits window shows the information for the first permit in the permit table. If there are currently no permits, the Permit window shows a Permit Number of 0 and all fields are blank.

Click **New** to create a new permit from a blank table.

The Permit window contains the following items.

Permit Number
: The Permit Number can be up to 9 digits.

Permit Name
: The Name can be up to 40 characters.

Customer Account
: Click on the single down arrow to the right of the Customer Account field. Point and click to select the desired Customer Account from the drop-down list.

Addresses, Phone, Memo, License Number, License Plate
: Optional fields. **Note:** The first character of a driver's license entry must be a letter.

Memo
: The Memo field allows for up to 40 characters.

Issue Date
: The date the permit was issued. To set a new issue date, click inside the date box and enter the new date, or use the **Calendar** button. See Section 5.0 for assistance.

Expires
: The permit expiration date. To set a new expiration date, click inside the date box and enter the new date, or use the **Calendar** button (see Section 5.0 for assistance). Note: If you do not set a specific expiration date, the permit will never expire.

Status

Click the single down arrow next to the Status option to set a permit as Valid or Invalid. When a permit expires, or is invalid, TransAct warns the operator at the start of the transaction. Only a system administrator or supervisor can renew or validate a permit.

Click **Save** to save a permit. **Note:** The system warns you if you make changes and try to continue without clicking **Save.**

7.4 Categories

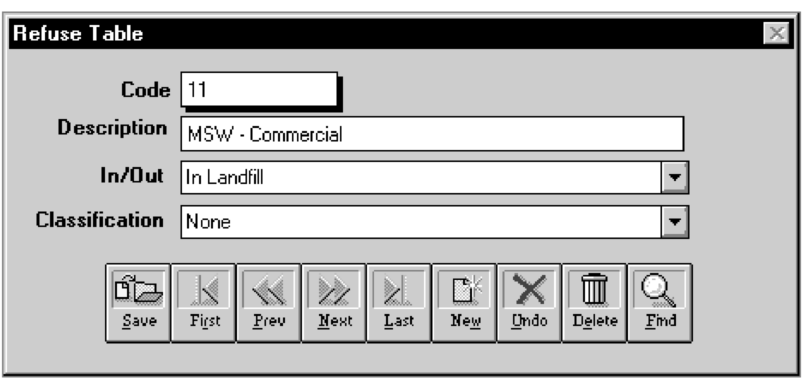
Use Categories to create and edit items in a category. A category groups transactions for reporting purposes. For example, a category could be Refuse and items in this category could be Compost, Tires, Yard Waste, etc. for solid waste applications. For aggregate applications, the category could be Material with items such as Sand, Gravel, Cement, etc. Categories also serve as a means for applying rates.

Define Categories in the TransAct initialization file. For example, a solid waste location may refer to material as Refuse or simply Product. You can change the category heading to Refuse or Product by editing the initialization file. See Section 12.2 for more information on configuring the transact.ini file.

Note: TransAct installs two main categories by default. You can add two more main categories using the transact.ini file.

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

Select **Admin…** | Categories then the desired category to access the Category table, in this case, the Refuse table.



The Refuse Table shows the information for the first item in the category. If there are no items in the category yet, the category window shows a code of 0000 and blank description field.

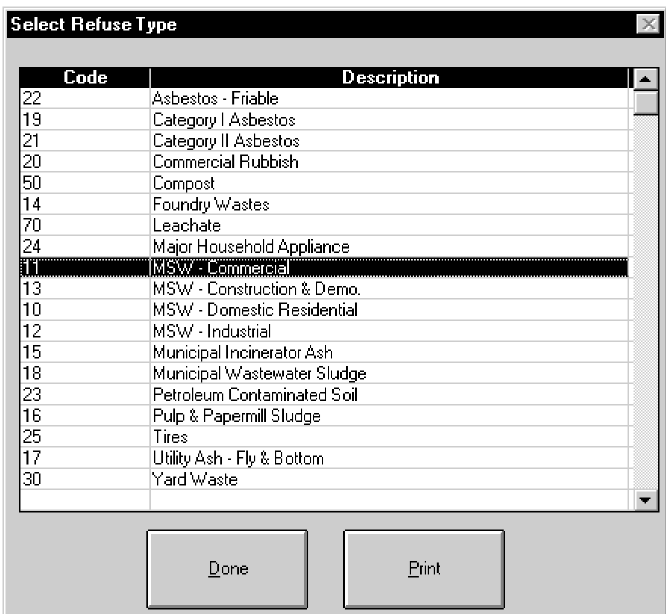
Click **New** to create a new category item using a blank table.

The category window has a Code (4 alphanumeric characters maximum) and Description (30 alphanumeric characters maximum) field.

If you define subcategories, they 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.

Click **Save** to save an item you created. **Note:** The system warns you if you have made changes and try to continue without clicking **Save**.

Click **Find** to view a list of all items in the main category. A Select Refuse Type window appears with a list of all the items in the main Refuse category of the sample database.



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

Select Refuse Type List

Note: TransAct automatically generates a category item called None that has a code -1. You cannot edit the None item nor is it shown in the item list. However, the None item 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 appears in the category window for editing. Click inside a field to edit.

Click **Print** to print the category type list.

Click **Undo** to undo changes before you save.

Click **Done** to return to the Category table.

Click **Save** to save a category you created. **Note:** The system warns you if try to continue without clicking **Save**.

7.5 Utilities

7.5.1 Backup

Backing up your data is very important. Create a routine procedure for backing up your data and train your employees to follow this backup procedure.

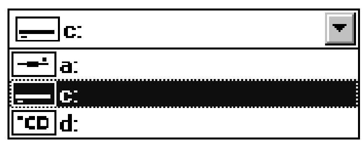
The most common form of backup is to store data on DAT tapes. Many companies run weekly backups, where a week's worth of daily tapes are rotated Monday through Friday. Other companies use a monthly rotation, using a different tape for each day of the month. Regardless of your backup method, be certain 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, databases are usually too large for a single floppy disk. A good backup procedure is to store a daily backup on your local hard drive prior to running a tape backup.

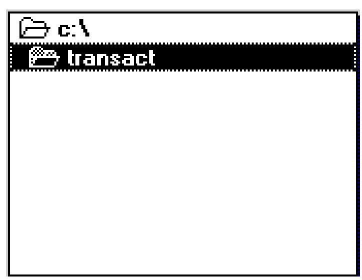
Creating a Backup File

To run the backup utility, select **Admin…** | Utilities | Backup. The Backup Database window appears.

The left Backup Database window displays a list of existing backup names; the right window displays the destination drive and directory.



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



Under the destination box is the directory box (shown at right). Use this box to select a different directory other than the default directory where you installed the TransAct program.

TransAct automatically generates the default backup file name by adding today's date numbers to the letters bu (i.e. bummddyy). Use the Tab key to highlight the default file name or click inside the Enter Backup Name box to edit the name. Delete the default file name, and type your desired backup file name in the box.

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 file name box and double click.

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

If you selected a backup file name that already exists, the following warning appears:

This backup name already exists. Do you want to overwrite this backup file?

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

Click **No** to return to the Backup Database window.

If you don't enter a file name or enter an unacceptable name, a Bad file name warning appears.

Click **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 appears at the bottom of the Backup Database window.

Deleting Existing Backup Files

While it is important to backup the database, it is equally important to delete old backup files. Deleting old backup files helps keep information on the computer hard drive manageable. No more than one month's worth of backups need be stored on the hard drive. One or two weeks is sufficient.

To delete existing backup files, click on the file to delete from the list of used backup names.

Click **Delete** to delete the selected file. To avoid mistakes, the following warning appears: Are you sure you want to delete this backup?

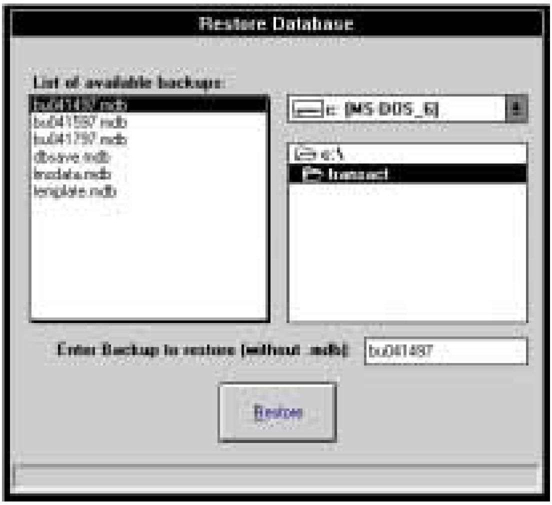
Click **Yes** to delete the file and proceed.

Click **No** to return to the backup window without deleting.

7.5.2 Restore Backup

This utility allows you to restore any backed up file in case the database becomes damaged or corrupted.

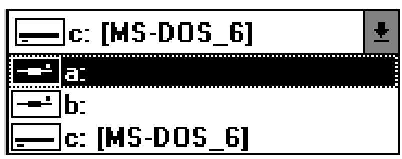
To restore a backup file, select **Admin…** | Utilities | Restore to access the Restore Database window.



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 diskette click the single down arrow to show a drop-down box listing available drives. Select your diskette drive (usually 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 diskette appears in the box to the left. Point and click on the file you wish to restore.

Click **Backup** to begin restoring the backup. A warning appears asking you to verify the file being stored and asking if you want to erase the current database:

This restore will undo any changes you have made to the database since the date “bu041497” was created. Do you have a current backup and are you sure you want to do this?

Click **Yes** to continue, or click **No** to cancel.

Restore Successfully Completed appears at the bottom of the Restore Backup window once the restore is complete.

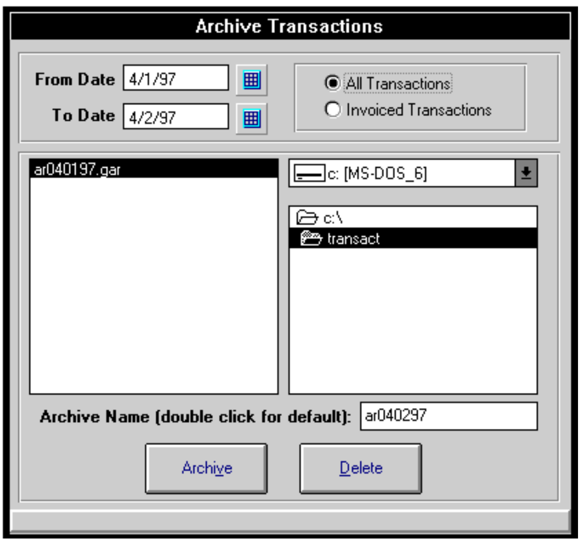
7.5.3 Archive Transactions

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

TransAct allows you to archive all transactions or just invoiced transactions for a specified date range.

Creating an Archive

To archive transactions, select **Admin…** | Utilities | Archive Transactions to access the Archive Transactions window (below).



Select a date range to archive by typing in the From and To dates, or use the **Calendar** button to the right of the boxes to set the dates (see Section 5.0 for assistance).

The area next to the date allows you to choose which transactions to archive. **Note:** The default selection is All Transactions. To select only invoiced transactions to archive, click inside the Invoiced Transactions circle.

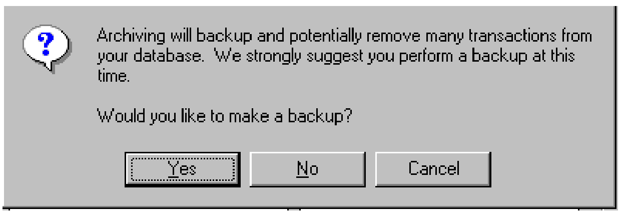
To use a default archive file name, click inside the Archive Name box and double click. TransAct generates the file name by adding the invoice Date To numbers to the letters "ar" (i.e. armmddyy).

To change the file name, use the **Tab** key to highlight the default file name, or click inside the Archive Name box to edit. Delete the default file name and type in your desired archive file name (8 characters maximum).

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

Click **Archive** to continue.

Because archiving alters the database, TransAct recommends making a backup of the current database prior to archiving.



Backup Warning

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

Click **No** when you do not want a backup prior to archiving, and TransAct automatically continues archiving.

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

If you highlight a file name in the list of archive files or typed a duplicate file name in the Archive Name box, a warning appears: This archive file already exists. Do you want to overwrite this archive file?

Click **No** to return to the Archive Transactions window.

Click **Yes** to overwrite the existing file name.

If you do not specify a file name, the following warning appears: No archive name specified.

Click **OK** to return to the Archive Transaction window.

Enter a file name and click **Archive** 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, 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: Are you sure you want to delete this archive?

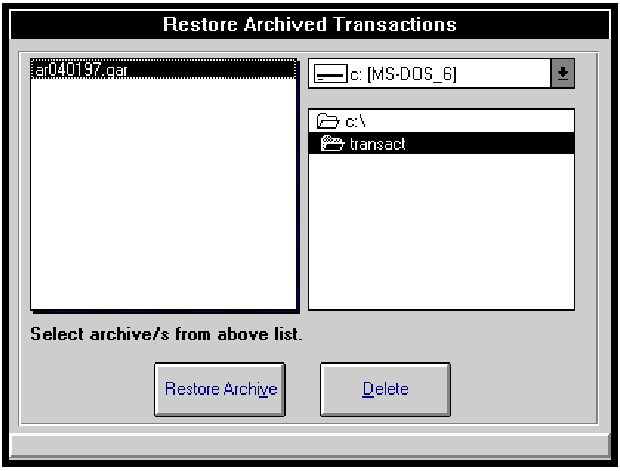
Click **Yes** to delete the file and proceed.

Click **No** to return to the archive window without deleting.

7.5.4 Restore Archive

Use Restore to restore archived transactions. Restoring archived transactions may be necessary for some reporting purposes.

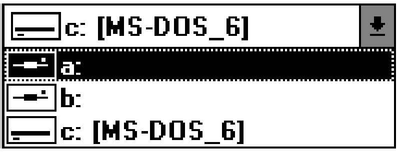
To run the restore utility, select **Admin…** | Utilities | Restore Archive to access the Restore Archived Transactions window.



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 diskette, click the single down arrow to show a drop-down box listing available drives. Select your diskette drive (usually drive a:).



The directory box is under the destination box. Use the directory box to select a different directory other than the c: default directory where the

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

Note: To select multiple files for restoring, hold down the **Shift** key and click to select continuous file names. Hold down the **Ctrl** key and click to select discontinuous file names.

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

Because restoring an archive alters the database, TransAct recommends making a backup of the current database. Prior to restoring, the following message appears: Restoring an archive can potentially add many transactions to your database. We strongly suggest you perform a backup at this time. Would you like to make a backup?

Click **Yes** to automatically open the Backup window. Once the backup is complete, archive restoring continues. Archive Restored appears at the bottom of the window when the archive restoration is complete.

Click **No** when you do not wish to perform a backup prior to restoring an archive; archive restoring automatically begins.

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

7.6 Importing and Exporting Data

TransAct provides utilities for importing and exporting transaction information. Currently, only the database Transaction Table can be used for importing and exporting.

Before importing or exporting, you need to create definition files. A definition file tells TransAct what information you want to import or export, and how TransAct should import or that information.

Create definition files using any text editor, such as Windows Notepad or Dos Editor. Save the files with a .gid extension in the TransAct installation directory. The first line of the definition file identifies the database table to use. Each line of the definition file is formatted into seven comma-delimited columns.

The following is an example of an export definition file named transexp.gid

```
TransactionTable

Ticket Number      ,Number    ,   ,   ,       ,COMMA,
Account            ,Number    ,   ,   ,       ,COMMA,
Truck Number       ,Character ,   ,   ,       ,COMMA,
Waste Code         ,Character ,   ,   ,       ,COMMA,
Date Out           ,Character ,   ,   ,       ,COMMA,
Time Out           ,Character ,   ,   ,       ,COMMA,
Weight In          ,Number    ,   ,   ,       ,COMMA,
Weight Out         ,Number    ,   ,   ,       ,COMMA,
Net Weight         ,Number    ,   ,   ,       ,COMMA,
Charge             ,Number    ,   ,  2,       ,COMMA,
```

Each line contains the following information. You must define a place for each of the seven delimiters, even if you don't use the delimiter.

Field Name	Valid Transaction database field names (listed later).
Field Type	A database field is either a *Character* or *Number*.
Field Length	Length of field that will be written to export data file. Number of characters extracted from an import file. Ignored if a field delimiter is defined.
Decimals	Used for importing numeric data fields that have an implied decimal point. For example, if decimals is 2 and the imported field is 15025, then the data is converted to 150.25.
Fixed Value	Used to place a fixed value in an export data file field or to assign a fixed value to a database field when importing.

Delimiter	Character used to delimit the field. These names can be used for the following predefined delimiters: TAB — NL (new line) SPACE — COMMA CR (carriage return) — LF (line feed) Any character can be used for a delimiter field by entering the character's numeric ASCII code. For example, the ASCII code for a space is 32 and a tab is 9.
Multi-delimiters	*Yes* or *No*. Used to import files that have multiple delimiter characters between fields. The default value for this field is *No*.

The following is a list of fields from the Transaction Table that can be used in the export/import definition files.

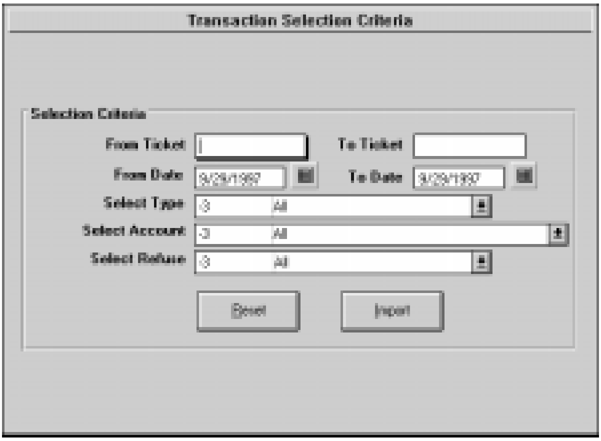
Charge Type	Character	Regular Charge, Finance Charge, Payment or Credit
Ticket Number	Number	Sequential number assigned to each transaction
Ticket Sequence	Number	Item Number when multiple items per ticket are used
Hauler Account	Number	Hauler account number
Account	Number	Bill-To account number
Permit	Number	Permit Number
Job	Character	Job Code
Job Table	Character	Job Code Description
Tare1 Number	Character	Replace Tare1 with user-assigned name
Tare2 Number	Character	Replace Tare2 with user-assigned name
Tare3 Number	Character	Replace Tare3 with user-assigned name
Category1 Code	Character	Replace Category1 with user-assigned name
Category2 Code	Character	Replace Category2 with user-assigned name
Category3 Code	Character	Replace Category3 with user-assigned name
Category4 Code	Character	Replace Category4 with user-assigned name
User Number	Number	User-defined number
Date In	Character	Date transaction started
Time In	Character	Time transaction started
DateTime In	Character	Date and Time transaction started
Date Out	Character	Date transaction ended
Time Out	Character	Time transaction ended
DateTime Out	Character	Date and Time transaction ended

Date Edited	Character	Date transaction was edited in Quick Scan
Time Edited	Character	Time transaction was edited in Quick Scan
DateTime Edited	Character	Date and Time transaction was edited in Quick Scan
Weight In	Number	Weight-based number derived from the scale
Weight Out	Number	Weight-based number derived from the scale
Net Weight	Number	Weight-based number derived from the scale
Adj Weight	Number	Weight after percentage adjustments were made
Adjustment1	Number	Percent of Load adjustment
Adjustment2	Number	Percent decrease adjustment
Scale Unit	Number	Unit of measure of the scale
Unit	Number	Unit of measure selected in TransAct
Charge	Number	Total charge of the transaction
Added Charge	Number	User-defined number
Sales Tax1	Number	User-defined number
Sales Tax2	Number	User-defined number
Sales Tax3	Number	User-defined number
Rate1	Number	User-defined number
Rate2	Number	User-defined number
Rate3	Number	User-defined number
Payment	Number	User-defined number
Check Number	Number	User-defined number

7.6.1 Import Data

Once you have defined an import definition file to match data in the file to be imported, use TransAct to import the data into the Transaction Table.

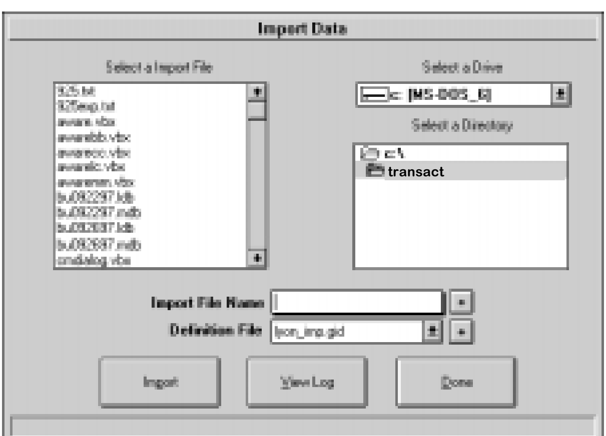
To run the import utility, select **Admin…** | Utilities | Import Data to access the Transaction Selection Criteria window.



Use this window to select specific data to import.

To import all data from the import file, click the **Import** button as soon as the above window appears.

To import only certain data from the import file, use the Select Criteria form to determine which information should be selected from the import file. Click the **OK** button to continue on to the Import Data window (below). Use this window to select the import file and import definition file.



Select a file, then click the  button to view the file using Windows Notepad or Dos Editor.

Once the you have selected the import and definition files, click the **Import** button. TransAct uses the definition file to read information in the import file. If the system encounters any errors during the read, it halts operation and displays the following error message.

Note: The system writes nothing to the database unless it is error free.

Click the **OK** button to clear the error message. To help determine what might be wrong, click the **View Log** button. Correct the problem with either file, then try again. When the system reads the data correctly, the following message appears: XX transactions were processed with no errors. 0 transactions were rejected. The message also lists the Total Weight, Total Charge, and Total Credit values, and asks: Would you like to add these to your database?

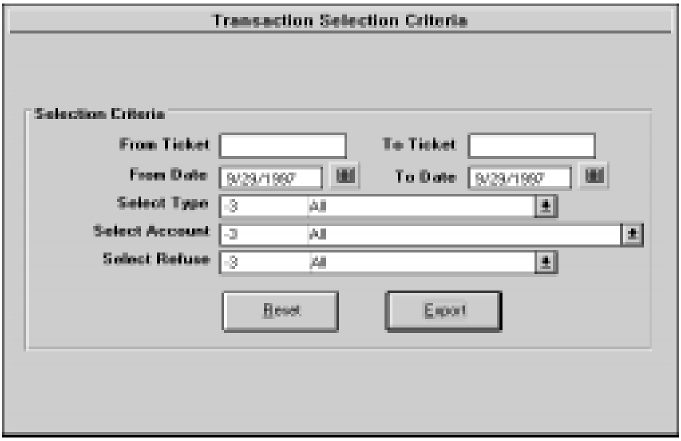
If the information displayed is correct for the import file, click the **Yes** button to complete the operation and add the transactions to the Transaction Table.

Click the **No** button to cancel the operation and add nothing to the Transaction Table.

7.6.2 Export Data

Once you have defined an import definition fil to match data needed for exporting, use TransAct to export the data from the Transaction Table.

To run the export utility, select **Admin…** | Utilities | Export Data to access the Transaction Selection Criteria window.



Use this window to select specific data to export.

To export all data to the export file, click the **Export** button as soon as this window appears.

To export only certain data from the export file, use the Selection Criteria window to determine which of the data should be selected from the import file. Click the **Export** button to continue on to the Export Data window.

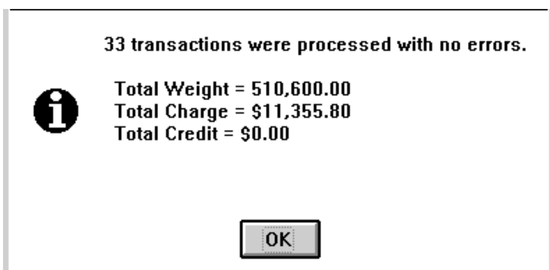
Use this window to select the export file and the export definition file. In most cases, exporting requires you to create a new file. Type the name of the export file in the Export File Name box. To overwrite an existing file, select the file from the Select an Export File list. Select to overwrite the file during exporting. To view an existing file, select the file, then click the + button to view the file using Windows Notepad or MS Write.

Once you have selected the export and definition files, click **Export**. TransAct uses the definition file to send information to the export file.

TransAct may encounter errors when you type/use the wrong Transaction Table field, or when one of the comma delimiters is missing in a line. The following message appears:

Click **OK** to clear the error message. To help determine what might be wrong, click the **View Log** button. Correct the problem with the export definition file, then try again.

When the system sends the data correctly, the following message appears.



If the information displayed is correct for the import file, click the **Yes** button to complete the operation and add the transactions to the Transaction Table.

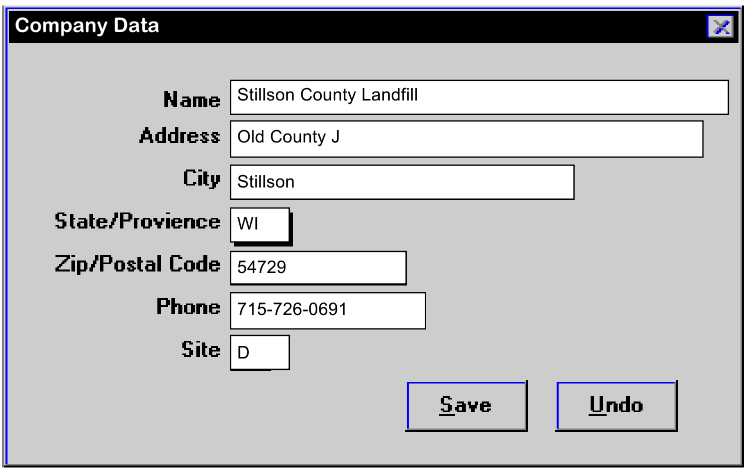
Click the **No** button to cancel the operation and add nothing to the Transaction Table.

7.7 Preferences

7.7.1 Company Data

The Company Data window 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 **Admin…** | Preferences | Company Data to access the Company Data window.



Company Data Window

Use the **Tab** key to move from field to field (or click inside the field), and enter your company's data.

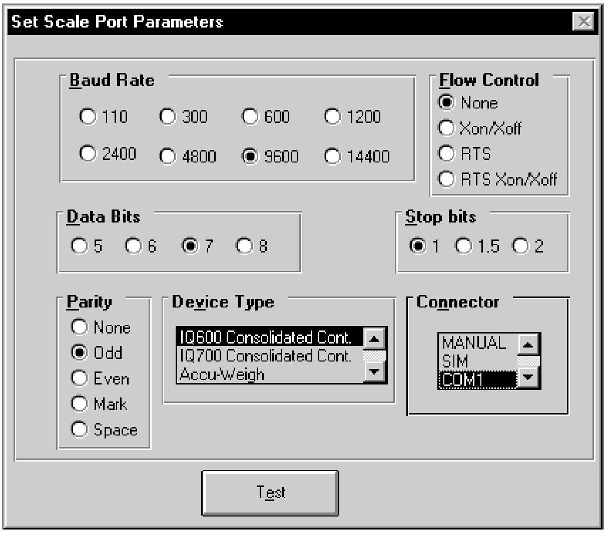
Click **Save** to save the entries.

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

7.7.2 Scale Port 1 & 2

Use the Scale Port 1/Scale Port 2 sections 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 **Admin…** | Preferences | Scale Port to access the Set Scale Port Parameters window.



Set Scale Port Parameters

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

To demonstrate how TransAct runs with a scale, select SIM, to let you simulate a scale in the Weigh form. Arrows to increase and decrease the weight appear next to the scale indicator in the Weigh form.

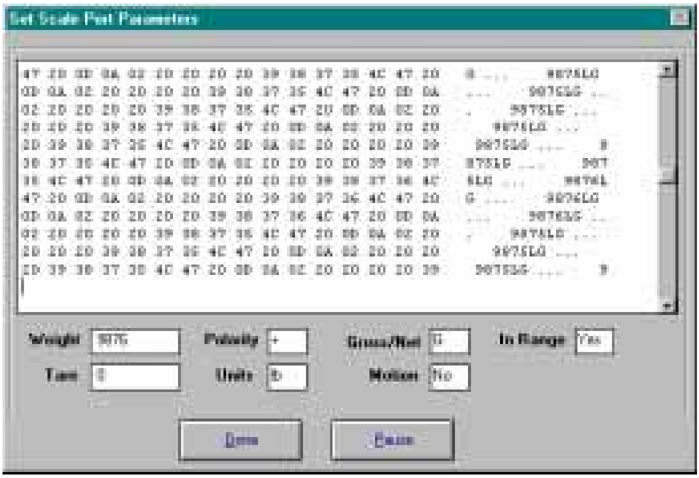
If you are interfacing a scale with the computer, select the communication port (COM1 through COM4) to which the interface cable is attached. Use the up and down arrows in the Connector box to view all four ports.

Use the arrows 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.

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 you select a Connector and Device Type, the settings boxes become available for editing (i.e. Baud Rate, Flow Control, Data Bits, Stop Bits, and Parity). **Note:** Set the indicator to continuous mode. Always use continuous (not demand) mode when interfacing with a computer. Check your indicator's installation manual for the correct settings.

After you set up the scale port, click the **Test** button to view data from the scale. If you have difficulty connecting with the scale you may need to change one or more of the settings. The following screen shows a test display from a correctly interfaced scale.



If you have correctly interfaced the scale with the computer, you will be able to read the scale weight in the right side of the window. The correct weight should also appear in the Weight box at the bottom of the window.

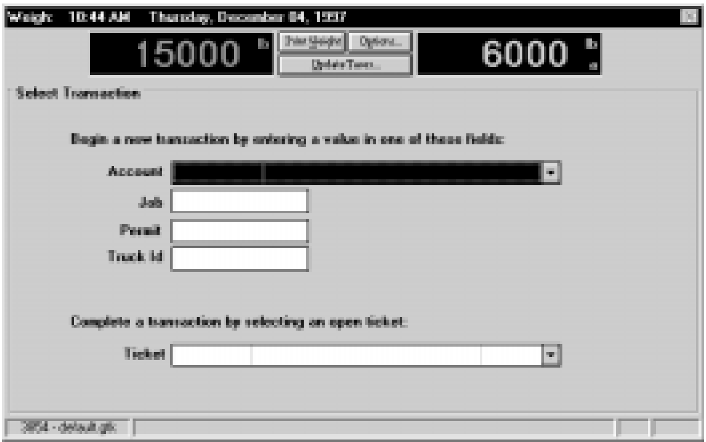
Click **Done** to return to the Set Scale Port Parameters window.

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.

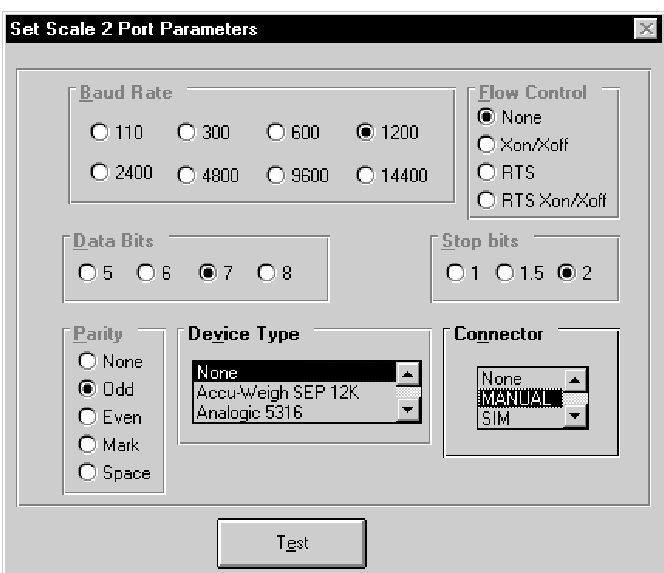
7.7.3 Dual Scales

Some applications may dictate using one scale as for Weigh In and another separate scale for Weigh Out. To initialize a second scale indicator, your PC must have an available serial port. You can configure and use a second scale in the TransAct Weigh form. When enabled, both scale displays appear in the Weigh form.



TransAct allows only one scale to be active at a time. Activate a scale by clicking the indicator display window in the Weigh form. The foreground color of the active scale is red, and a letter "a" also appears in the active scale display. TransAct automatically makes the other scale inactive; however, TransAct still reads and displays the scale's activity. The inactive scale display is grayed out.

TransAct uses the weight from the active scale for processing transactions. You can switch the active scale at any time during the transaction process. Select **Admin…** | Preferences | Scale Port 2 to access the Set Scale 2 Port Parameters window. Use this window to setup the second scale.



Select the Device type, Connector (i.e. serial port), and correct settings for the second scale. Click the **Test** button to view activity received from the scale. Data will be readable if the settings are correct.

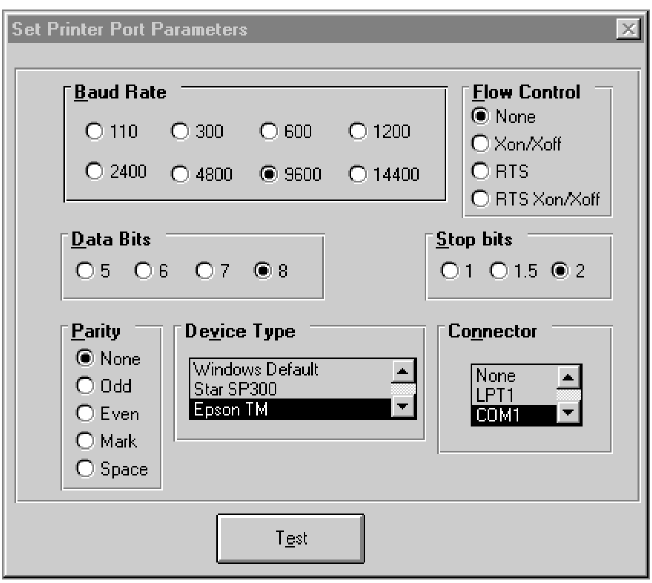
Note: Be sure to select either Comm Ports 1 & 2 together, or Comm Ports 3 & 4 together. These combinations ensure that each port has a unique interrupt, unless you have changed their configuration. If two scales have the same interrupt, the dual scale feature will not work.

When you are not using a second scale, set the Connector to None. This prevents the second indicator display window from appearing in the Weigh form.

7.7.4 Ticket Printer Port

Use this mode 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 **Admin…** | Preferences | Ticket Printer Port to access the Set Printer Port Parameters window.



Set Printer Port Parameters

If you are not using a ticket printer with the TransAct program, simply select None from the Connector list.

TransAct provides several ticket printer options, including receipt printers, dot matrix printers, and laser printers. Use the arrow buttons within the Device Type box to view a list of all available print drivers.

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.

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

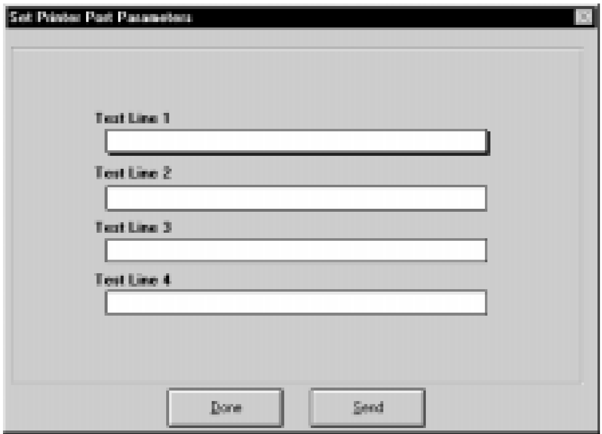
When using a printer selection other than Windows Default or Direct to Printer Port, you also need to set the Baud Rate, Flow Control, Data Bits, Stop Bits, and Parity sections. After you have selected the communication port and device type, the settings boxes become available for editing. Check your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

TransAct provides common drivers for ticket printers that produce receipts similar to those at a grocery store. Such drivers include the SP2000, SP2200, IDS 150A, Star SP200, and the Epson TM. Select Serial Printer when the available drivers do not match a printer type. Use the arrows in the Device Type option box to choose a printer.

TransAct also provides options for using an 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.

You can also 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.

After you set up the ticket printer, click the **Test** button to send up to four lines of text to the printer. Test Lines 1–4 appear.



Enter text into any or all of the four Test Lines.

Click **Send** to print the text.

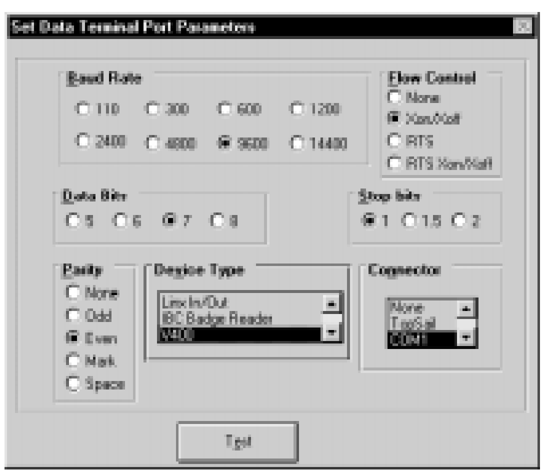
Click **Done** when testing is complete.

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

7.7.5 Data Terminal Port

A data terminal is a device used to collect and store information. Bar code, magnetic strip, and radio frequency identification equipment can be interfaced to data terminal collection devices. TransAct can be customized to interface with such devices.

This section is provided to test and troubleshoot data terminal devices that have been configured to interface with TransAct. To test a data terminal port, select **Admin…** | Preferences | Data Terminal Port to access the Set Data Terminal Port Parameters window (shown at right).



The data terminal you are interfacing with the computer should be listed under Connector.

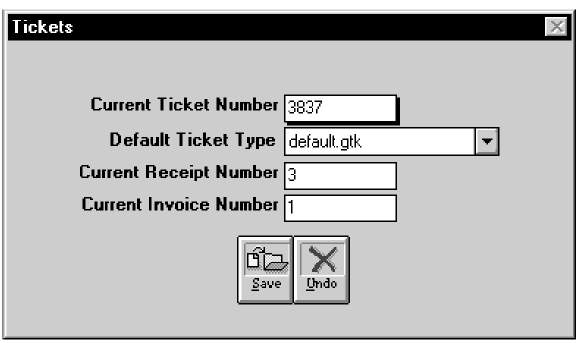
Use the **Test** button to send data to the device and view what is being sent back to the computer. A window appears displaying boxes for Unit, Data Received, and Data To Send. Click the **Done** button when testing is complete.

7.7.6 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, you need to access the TransAct initialization file in your computer hard drive. Only the system administrator should perform this procedure. See Section 12.4 for more information on changing the ticket format.

To reset any of the above items, select **Admin…** | Preferences | Select Tickets to access the Tickets window (below).



Press the **Tab** key to move from field to field or click inside a box, then enter the change.

Click **Save** to save the changes.

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

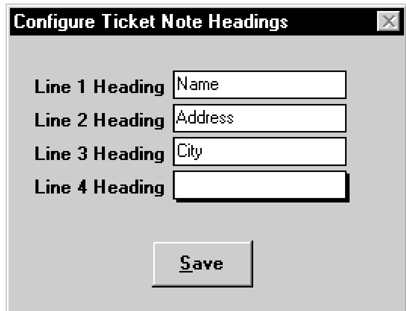
Note: TransAct prints tickets according to the format established in the default.gtk file stored in your computer hard drive. The default ticket has the format shown on the top of the next page.

See Section 12.4 to learn more about editing the ticket file and to see an example default ticket.

7.7.7 Note Headings

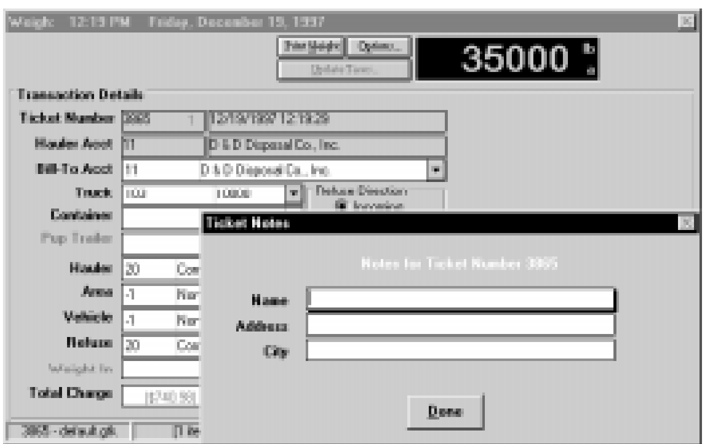
TransAct allows the user to define up to four note lines used in the Weigh form when creating or completing a transaction. TransAct prints these notes on the transaction ticket given to the customer.

To edit the headings for the notes, select **Admin…** | Preferences | Note Headings to access the Configure Ticket Note Headings window (below).



Only the boxes containing text appear when you select the **Notes** button in the Weigh form. Any of the empty lines of notes will not show on printed tickets. TransAct only stores a note with incomplete transactions. Once the transaction has been completed and printed, TransAct erases the note.

The following is an example of a three-line note in the Weigh form generated from note headings Name, Address, City text entered in the Configure Ticket Note Headings window.



In this example, only three Note lines appear with headings because the user defined only three of the four lines in the Configure Ticket Note Heading window.

If you want 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, a one-line memo window appears. Enter the note into the Memo box, then click **Done** to store the one-line note.

7.8 About TransAct

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

The start-up About TransAct screen appears (see below). This screen also appears whenever you first start TransAct.

About TransAct Start-Up Screen

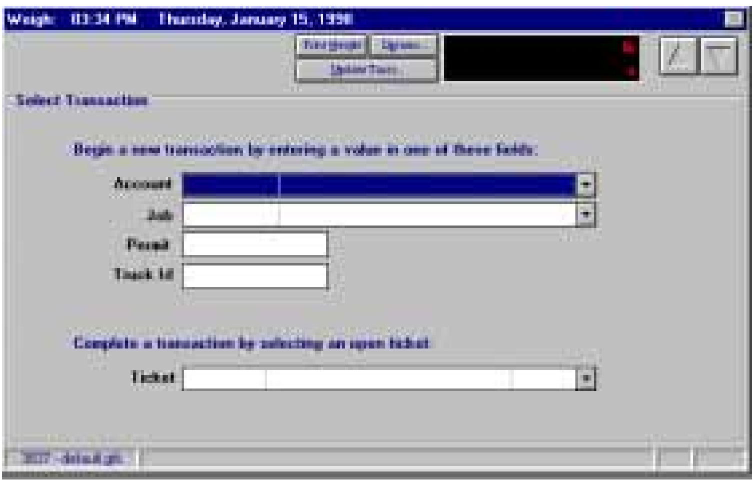
When the About TransAct screen appears, you can click any other main menu icon in the toolbar to close the About TransAct screen and move to other parts of the program.

8.0 Weigh

Use the **Weigh…** section of TransAct to create, complete, and store weigh transactions in the database. TransAct allows you to edit these transactions and print transaction reports using the Reports features in the **Reporting…** menu.

8.1 Select Transaction Window

Click the **Weigh…** icon from the main menu toolbar to access the Weigh form Select Transaction window (below) and begin a transaction.



8.1.1 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 your computer's time and date, and restart TransAct.

The time, date, **Print <u>W</u>eight** button, **O<u>p</u>tions…** button, and display window are always present in the Select Transaction window. The **<u>U</u>pdate Tares…** button is only available when you start a transaction.

8.1.2 Status Bar

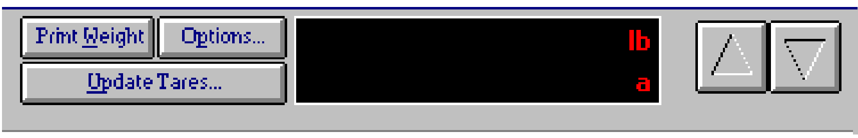
The status bar at the bottom of the window displays the next ticket number and the ticket format file (default.gtk, unless you have modified the ticket format).

8.1.3 Display Window

The display window shows the scale weight. This window will look different depending on the type of scale you selected and whether you selected dual scale mode. See Section 7.7.3 for more information.

When the scale port is in MANUAL mode, the display window is inactive. You must manually enter weights 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 3000 pounds.

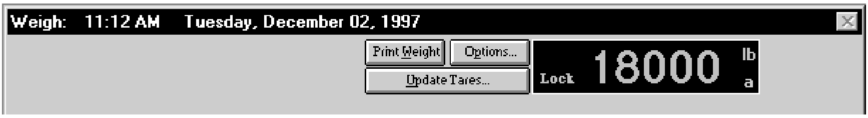


Weight Display Window in Simulation Mode

When you connect a scale 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) used by the scale indicator also appears in the display window.

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

Once motion stops, you can lock the scale weight to help speed the weighing process. To lock the weight, double click in the lower left corner of the display window. Once you lock the weight, the truck can continue into the site while you modify information about the transaction before storing the ticket.



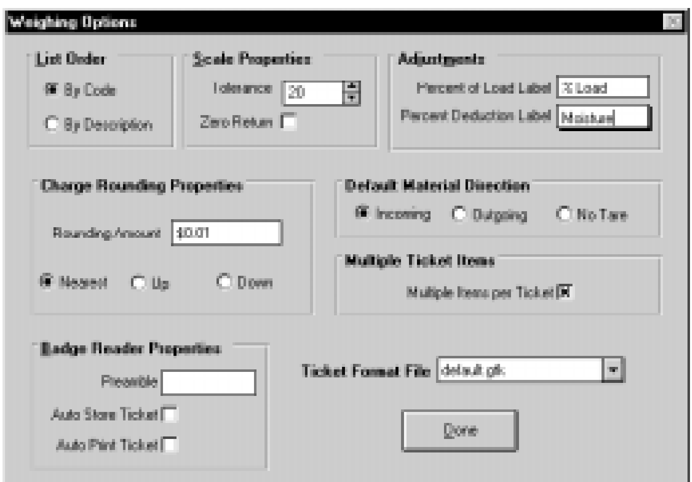
Locking a Stable Weight

8.1.4 Print Weight Button

Click **Print Weight** to print a weight without creating a transaction. Only the date, time and weight of the truck print on the ticket.

8.1.5 Options Button

Click **Options…** to change the weighing options setup. The Weighing Options screen allows you to change the List Order, Scale Properties, Badge Reader Properties, 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 TransAct displays tables containing drop-down lists, such as (Customer) Account, (Open) Ticket, and Categories. Make your selection by clicking in the circle by the selection: By Code—the lists displays in number code order; By Description—the lists displays 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 set up tolerances and zero return for interfaced scale indicators. Choosing Zero Return prevents TransAct from creating or completing transactions until the scale indicator returns to zero. If you attempt a transaction before the indicator returns to zero, the following warning appears: Next transaction cannot begin until scale returns to zero.

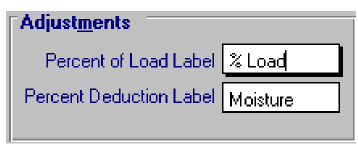
Tolerance is the amount the indicator can fluctuate when there is no load on the scale. When you specify a tolerance weight, TransAct recognizes a Zero Return, + or – the tolerance weight. Enter a positive weight for this field. The tolerance is used exclusively with the Zero Return property.

Adjustments

TransAct provides two Adjustments fields. When the operator enters a description in either box, adjustment option boxes appear in the Transaction Detail form. If you do not enter a description, the Adjustments option boxes do not appear.

Adjustment 1—Percent of Load Label

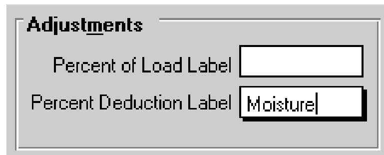
Use the percent load label when splitting a load between two or more items. Enter meaningful text in this box and click the Multiple Ticket Items box to turn the feature on. Using the Percent of Load feature only requires the truck to weigh in and out one time. The Weight In, weight Out, and Net weight remain the same; however, TransAct calculates changes using the percent entered. The status bar at the bottom of the Weigh form will display the adjusted charge calculation.



Example: A recycling center allows a hauler to bring recyclable materials for commercial and residential customers in the same load. However, the recycling center needs to track how much of the load is commercial and how much is residential. The hauler informs the recycling center attendant that 60% of the load is commercial and 40% of the load is residential. During the transaction, the attendant enters 60% in the % Load field. When the attendant selects Print Ticket, a decision window appears. Click **Add a Percent of Load Item** to add the next item at 40%.

Reports display the adjusted weight. In most cases, the adjusted weight equals the Net weight. TransAct stores the adjusted percent with the completed transaction ticket. You can view the adjusted percent using the Quick Scan feature (see Section 10.1).

Adjustment 2—Percent Decrease Label

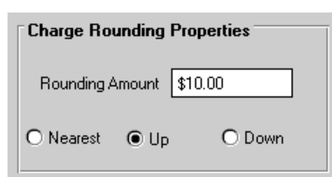


Use this adjustment when changes affect a single load. Enter meaningful text in this box to turn the feature on. The Weight In, weight Out, and Net weight remain the same; however, TransAct calculates charges using the percent entered. The status bar at the bottom of the Weigh form displays the adjusted charge calculation.

Example: Grain elevators will take moisture into account when weighing a trailer. TransAct weighs the trailer and stores the weight. The driver then unloads the grain, and the grain is tested for a moisture percentage. For the weigh-out procedure, the attendant enters the moisture percentage in the %decrease box. The Weight In, weight Out, and Net weight will not change; however, TransAct uses the adjustment % to calculate the charge.

The adjusted weight prints on reports, and on the ticket, if desired. TransAct stores the adjusted percent with the completed transaction ticket. The operator can view the ticket using the Quick Scan feature under the **Reporting…** menu.

Charge Rounding Properties



Rounding applies to the base charge only. TransAct adds Sales Tax, Minimum Charges, and Fixed Charges to the base charge. For example, if you set Rounding to the next higher $10, and Sales Tax is 5.5%, then TransAct rounds a $98 charge to $100. TransAct then calculates tax on the $100 rounded charge for a total charge of $105.50.

By default, rounding is to the nearest penny. Use this section to modify the rounding parameters. You can choose to round charges up to the next higher increment, down to the next lower increment, or to the nearest increment of the Rounding Amount.

Default Material Direction

Click inside the circle to select the direction of material flow for your application. Is material entering your site like it would at a landfill, or is material leaving your site like a gravel quarry? **Note:** The Default Material Direction only applies when a transaction uses tare weights.

Multiple Ticket Items

When you turn on Multiple Ticket Items, you enable TransAct to place items of different category types and different units of measure on the same ticket. Using a landfill application as an example, a single ticket could contain separate items for 2500 pounds of garbage, 1000 pounds of demolition material, and 5 appliances. TransAct calculates a charge for each item and stores the charges separately in the database. You can choose to group these charges together and total them when printing a ticket.

Click inside the check box (mark with an X) to turn on Multiple Ticket Items.

Badge Reader Properties

You can use badge reader equipment (i.e. magnetic strip, bar code, RFID) to create an automated or semi-automated system. TransAct stores the badge number in the customer database and uses this badge number to identify a truck. The badge reader sends information to Transact to start the transaction. TransAct matches the badge number to the customer, then displays the customer's information in the Transaction Detail form.

Badge Reader Preferences allow you to set up parameters for these badge readers. The Preamble is a string of characters preceding the decoded data used by wedge decoders to differentiate between a keyboard input and a badge input. . When available, use the Auto Store Ticket option to automatically save the transaction once the scale weight stabilizes. If you select the Auto Print Ticket option, the ticket prints, and the transaction completes automatically.

Ticket Format File

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

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

You can manually create a custom Ticket Format File with any text editor (such as Windows Notepad or Dos Editor). See Section 12.4 for more information on editing a ticket file.

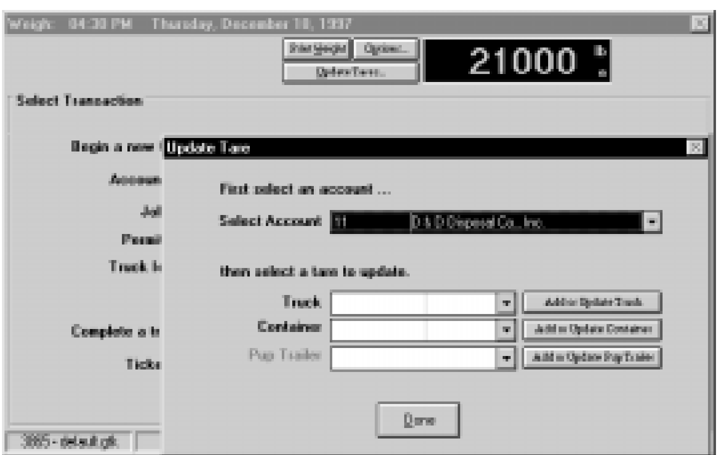
Returning to the Weigh Form

Click the **Done** button to save the settings selected in **Options** before returning to the Weigh form.

8.1.6 Update Tares Button

Update Tares… allows you to update stored tare weights while the truck is on the scale. TransAct only allows you to update tares *at the beginning* of the transaction so that it can overwrite a previously-stored tare (that for whatever reason is now incorrect) with the actual weight from the scale.

To add or update a tare, wait for the motion indicator to clear. Click **Update Tares…** to access the Update Tares Table (below).



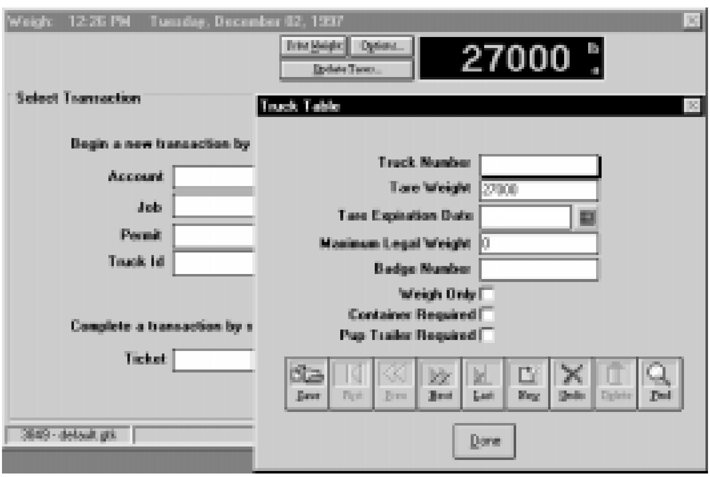
Note: Once you are in the final Transaction Detail screen, you cannot update a tare.

The table uses the descriptions you assigned to each tare field. For example, Truck = Tare1, Container = Tare2, and Pup Trailer = Tare3. If you do not use a tare field, 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 to choose from the list. The customer account and existing tare fields appear in the tare table.

From this table, you can add or update tare weights by clicking **Add or Update** to the right of each tare field type. A grayed out tare field (for example, Pup Trailer in the preceding window) indicates that no tares exist for that field.

To add a new truck tare, leave the tare field blank and click **Add or Update Truck**. When you select Truck (Tare1), an empty Truck Table appears. Likewise, an empty table appears when you select Container (Tare2) or Pup Trailer (Tare3). To demonstrate adding a new tare, we will use the Truck Table (below).



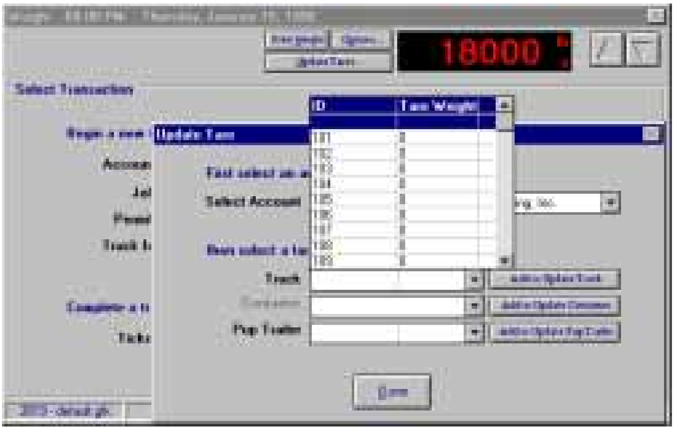
Adding a New Truck Tare

TransAct automatically places the weight from the scale into the Tare Weight box. You can modify that value by keying in changes to the tare value; however, doing so triggers TransAct to print a Keyed Tare note on the final weigh ticket. Enter a Truck Number and any other information needed for this entry.

Click **Save** to store the new tare.

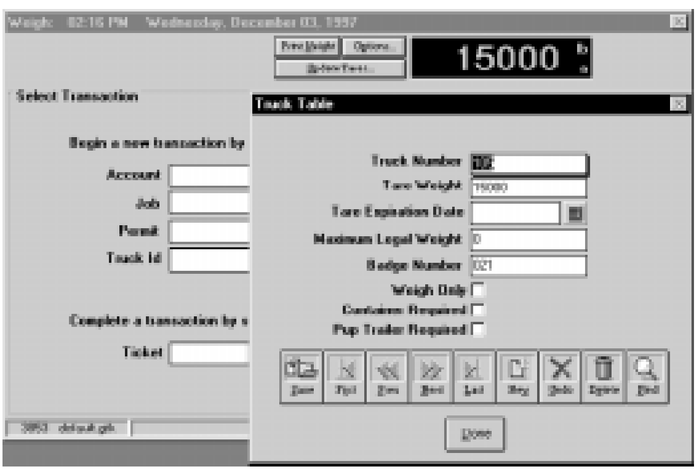
Click **Done** to return to the Select Transaction table. **Note:** The system warns you if you try to continue without clicking **Save**.

To edit an existing tare, use the single down arrow next to the tare fields to select a tare from the tare list.



Selecting an Existing Tare to Update

Click the **Add or Update** (**Truck**, **Container**, or **Pup Trailer**) button. The selected tare table appears, a Truck Table in the example below.



Add or Update Tares

The selected truck information appears in the Truck Table. TransAct replaces the stored Tare Weight 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, then click **Save.**

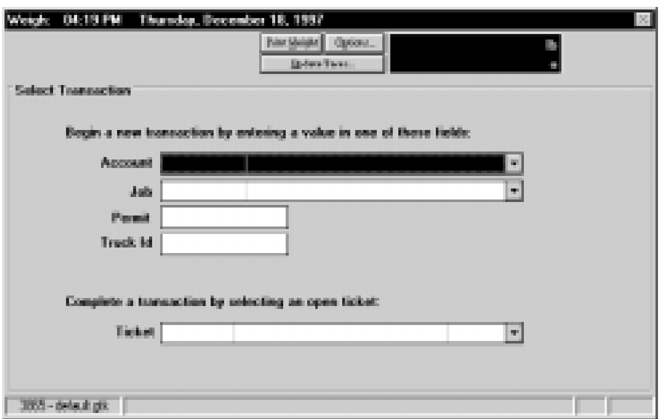
Click **Done** to return to the Select Transaction table.

8.2 Weigh In / Weigh Out Transactions

When a transaction does not use any stored tare weights, TransAct considers it a Weigh In/Weigh Out transaction. The driver must weigh the truck coming into the site and exiting the site. TransAct records the net weight, calculates the charges, and stores the ticket.

8.2.1 Weigh In

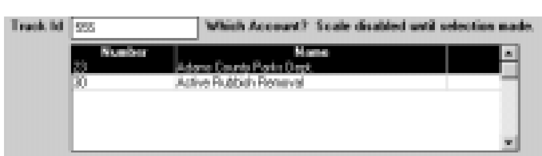
Click the **Weigh…** icon from the main menu toolbar to start a transaction. The Select Transaction table appears where you can select an Account, Job, Permit, or Truck ID to begin the transaction.



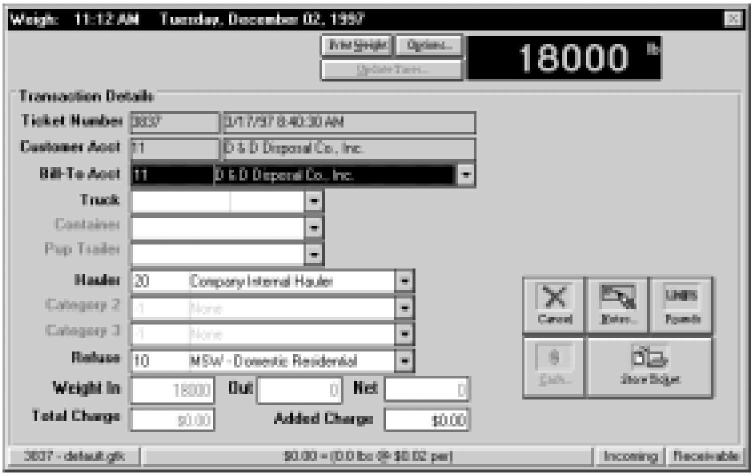
Use the **Tab** key to move from field to field or click inside a field to edit. Click on the single down arrow next to Account to produce a drop down box list of all customer accounts.

Depending on the List Order selected from the Options window, you can enter the account by typing a Code or Description. Use the **Esc** key to clear any information typed incorrectly. Press **Enter** when correct.

> **Note:** If more than one company uses a Truck ID number, a window appears asking to which account you want to assign the truck. Choose the customer account to start the transaction.



After selecting an Account, Job, Permit, or Truck ID, press **Enter**. The main weigh form, Transaction Details, appears (below).



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

If you selected the wrong Customer Account, 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 an account has stored tare groups, TransAct enables the available fields in the Transaction Detail table. For this Weigh In/Weigh Out transaction, TransAct assumes you will not select one of these stored tares.

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

If you select a Truck, Container, or Pup Trailer tare but the display shows a 0 stored weight, TransAct still treats the transaction as Weigh In/Weigh Out.

Click the **Units** button to change the unit of measure you want to print on the ticket. You can only adjust the units of measure when you are creating the transaction. 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 TransAct calculates the charge, the direction of the transaction (Incoming/Outgoing) and if the charge is a payable or receivable.

When you create a transaction, TransAct displays the account's default categories. Click the single down arrows to list items in a category. Use these lists to select or change a category item, or use the keyboard to type the Code or Description in the field. TransAct only stores changes to the default items with the current transaction. Once the transaction is complete, TransAct resets the account defaults.

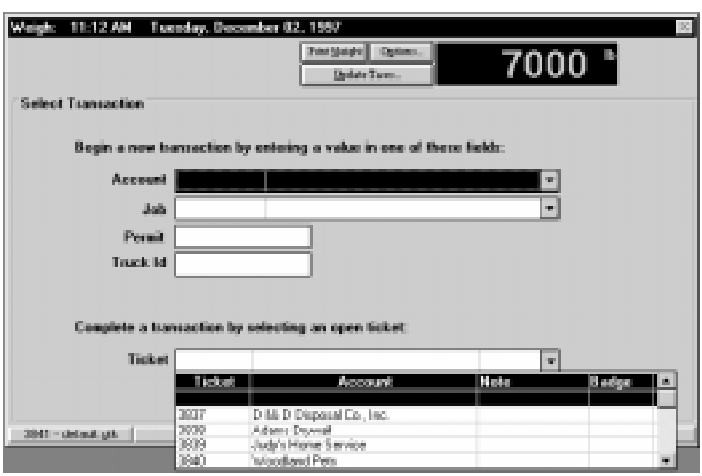
Click **Cancel** to return to the Select Transaction table.

Click **Notes…** to add a message that prints on the customer ticket. TransAct stores the note until the transaction is completed and the ticket prints. Use Preferences in the **Admin…** mode to define Note Headings.

Click **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 TransAct stores the ticket, the program returns to the Select Transaction table, where you can create a new weigh transaction.

8.2.2 Weigh Out

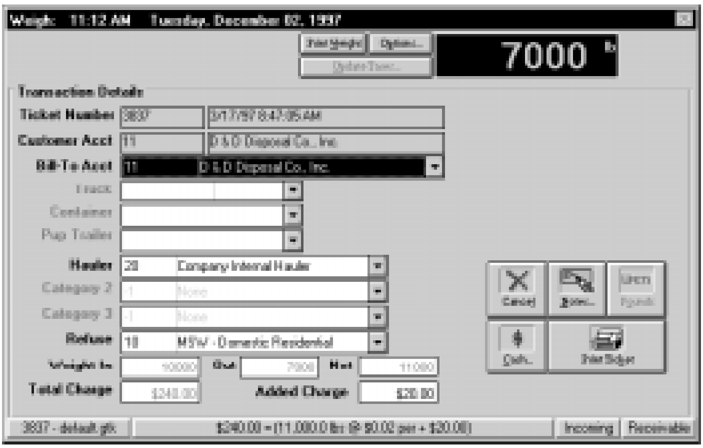
Starting from the Select Transaction table, select an open ticket. Highlight the Ticket field and type the ticket number or account name, or click the single down arrow next to the Ticket field to produce a drop down box listing all open transaction tickets.



Click the open Ticket number to complete the Weigh Out.

> **Note:** Depending on the List Order you selected in the Weighing Options window, you can enter the ticket by typing a Code or Description.

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



Transaction Detail Window

If you selected an incorrect ticket, 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.

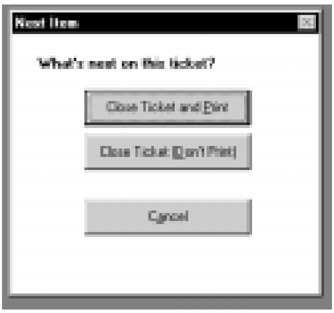
Use the single down arrow to the right of the Category fields to select a different category.

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

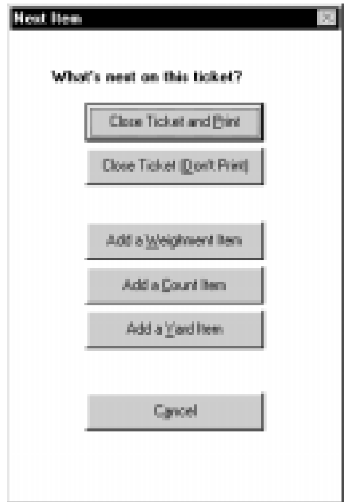
Click **Notes…** to add a message to the customer ticket.

Click **Cash…** to record a cash payment received at the time of transaction completion. After clicking the **Cash** button, the Transaction Detail table displays fields for entering the cash Amount and Check #.

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



Print Ticket Decision Window



Print Ticket Decision Window with Multiple Items Per Ticket (see Section 8.4)

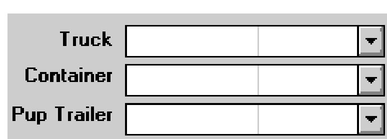
Click **Close Ticket and Print** to print the ticket and store the transaction information in the TransAct database.

Click **Close Ticket (Don't Print)** to store the transaction information without printing the ticket.

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

8.3 Transactions with Tare Weights

Tare transactions use one of three tare fields: Tare1, Tare2, and Tare3. You can configure the names of these buttons for the specific application using the TransAct initialization file (see Section 12.2). We will refer to Tare1 as Truck, Tare2 as Container, and Tare3 as Pup Trailer.



Default Tare Names

When you select a tare, a transaction Direction box becomes available. Click to select the material direction at the site: Incoming or Outgoing.

For example, landfill operations are mostly incoming; aggregate sand and gravel operations are mostly outgoing.

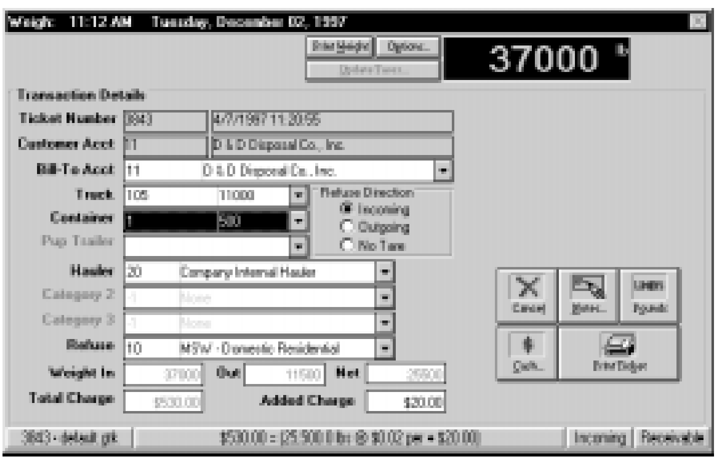
Select No Tare to record tare IDs but ignore tare weights. When you select No Tare, TransAct treats the transaction as a Weigh In/Weigh Out transaction. TransAct uses Tare IDs to identify the transaction.

8.3.1 Stored Tares Used as the Weight Out

TransAct uses a tare weight as a Weight Out when the default Refuse Direction is set to Incoming in the Weighing Options table.

Example: A landfill operation has incoming refuse; therefore, TransAct uses stored tares to calculate the net weight of loads.

Use the single down arrows to the right of the tare fields to display and select (click on) available tares. The total weight of all tares selected appears in the weight Out box. TransAct automatically subtracts the tare weight from the Weight In and the adjusted weight appears in the Net weight box.



The Ticket Number, date and time, and Customer Account are locked fields once the transaction begins.

If you selected an incorrect customer account, click **Cancel** to reset the transaction. Select the appropriate Bill-To Account if different from the Customer Account.

When you select a customer account, TransAct enables any tare fields the account uses and disables any unused tare fields.

Example: The customer in the preceding figure (D&D Disposal Co., Inc.) uses two tare fields, Truck and Container. The account does not use the third tare field.

When you select a customer account, TransAct displays the default categories for the customer. You can change a category item by clicking the single down arrow next to each category. Select the new category item from the list. TransAct only stores changes with the current transaction. When you select an account for a new transaction, TransAct resets to the default categories.

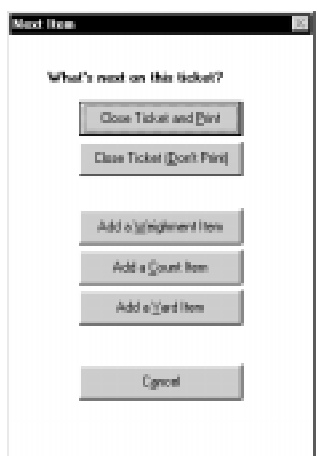
The status bar at the bottom of the window displays how TransAct calculates the charge, the direction of the transaction (Incoming/Outgoing) and whether the charge is a payable or receivable.

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 the **Cash** button to record payments received at the time of the transaction. After selecting the **Cash** button, options for entering the cash Amount and Check # appear.

Click  to print the customer ticket and store the transaction in the database. A decision window appears for the next item.

Print Ticket Decision Window



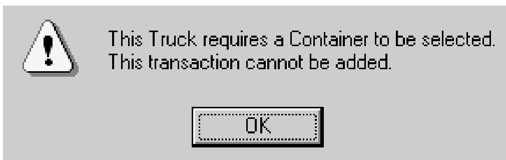
Print Ticket Decision Window with Multiple Items Per Ticket (see Section 8.4)

Click **Close Ticket and Print** to print the ticket and store the transaction information in the TransAct database.

Click **Close Ticket (Don’t Print)** to store the transaction information without printing the ticket.

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

> Example: Certain trucks used by D&D Disposal Co., Inc. will always have a container with them. You can set up the trucks bringing containers to the site to require a container in the tare table. To setup Tare 1 items to require Tare 2 or Tare 3 items, see Section 7.1.4.



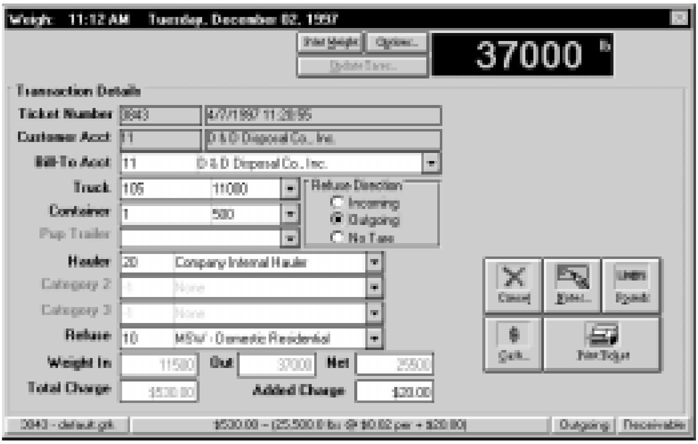
Click **OK** to return to the Transaction Detail table. You can then select the item required, Tare2 or Tare3, and click the **Print Ticket** button to complete the transaction.

8.3.2 Tares Used as the Weight In

Transact uses a stored tare 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 use. 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 you select a customer account, TransAct displays the default categories for the customer. Change a category item 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 you select the account for a new transaction, TransAct lists the default categories 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. The Next Item decision window appears.

Click **Close Ticket and Print** to print the ticket and store the transaction information in the TransAct database.

Click **Close Ticket (Don't Print)** to store the transaction information without printing the ticket.

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

8.4 Multiple Items Per Ticket

Click **Options…** to enable Multiple Ticket Items. When enabled, this feature allows you to place items of different category types and different units of measure on the same ticket. TransAct stores each item separately in the database. You can choose to group these items together and total them when printing a ticket.

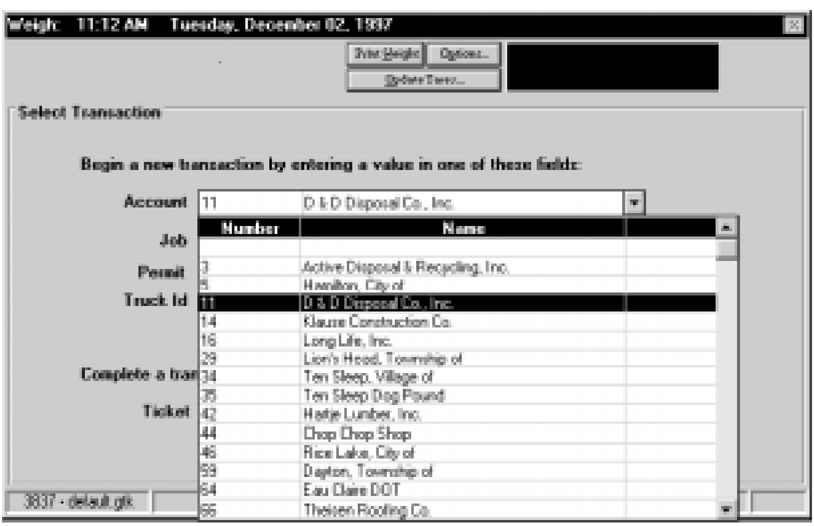
Example—Multiple Ticket Items

This example shows how to create a multiple item ticket for a truck carrying two appliances and four tires that need to be entered as separate Count transactions. The truck also carries several bags of garbage that require the attendant to create a separate Weigh transaction.

It is easiest to create transactions for the appliances and tires first. To start the transaction, click the **Weigh…** icon from the menu bar. The Select Transaction window appears in the Weigh form. Select an Account, Job, Permit, or Truck ID to start the transaction.

Note: Depending on the List Order you selected in the Options window, you can enter the account by typing a code or description. Use the **Esc** (Escape) key to clear any information typed incorrectly.

For this example, we select an Account.

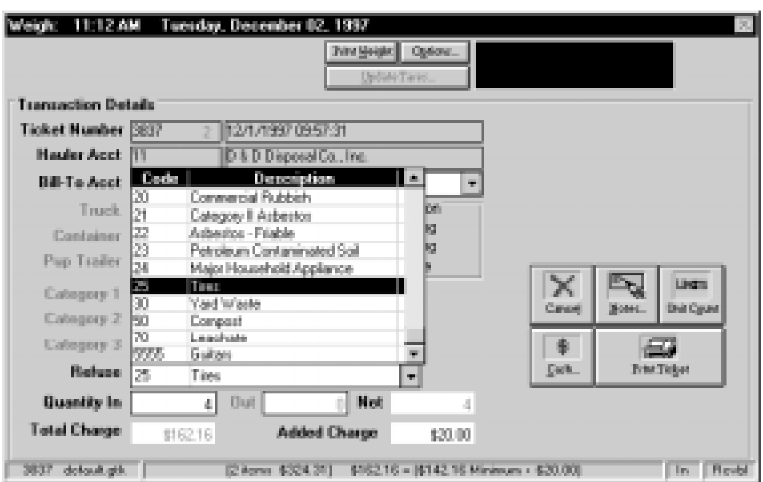


After selecting an account, the Transaction Detail form appears. The first transaction will dispose of the appliances.

Click **Units** until Unit Count appears. Select Major Household Appliances from the Refuse list. Enter 2 in the Quantity In box.

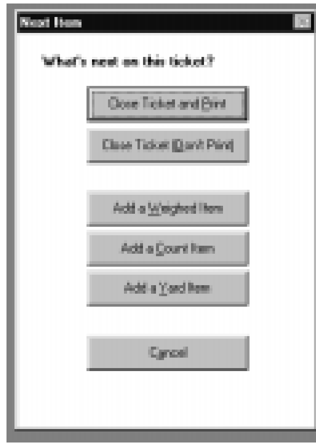
Click **Print Ticket**. A dialog box appears with a list of options (shown at right).

Click **Add a Count Item** to store the current transaction and return to the Transaction Detail form. **Note:** When you select any **Add** button, TransAct stores the current transaction, and the Transaction Detail form reappears.

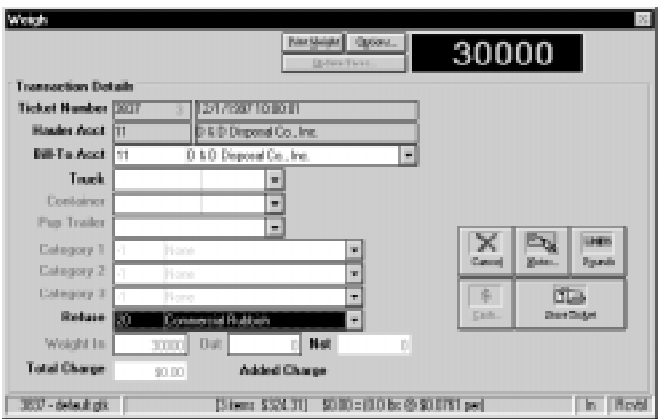


The status bar at the bottom of the window indicates which item information is being entered, the total charge for all items, and the charge for the current item.

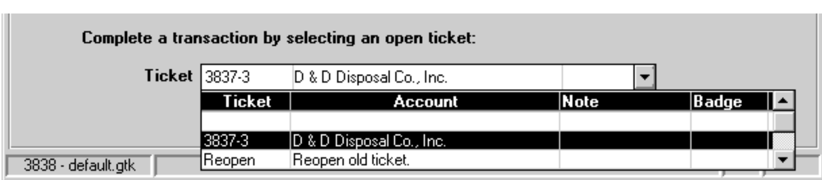
Select Tires from the Refuse list and enter the number 4 in the Quantity In box. Click **Print Ticket**. A dialog box appears with a list of options (shown at right).



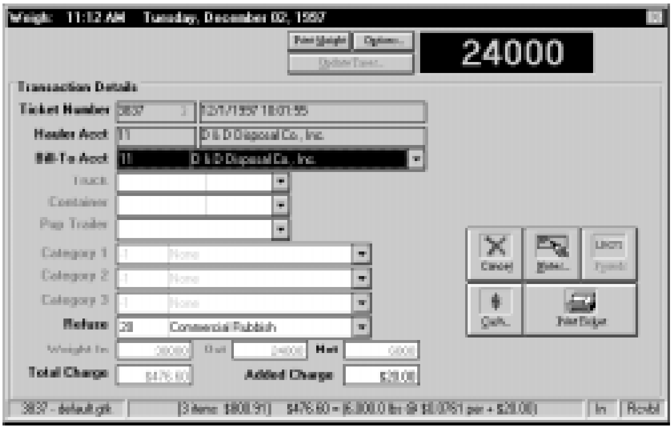
Click **Add a Weighment Item** to store the tire transaction. TransAct is then ready to start the weighing portion of the ticket. The driver moves the truck onto the scale (minus the appliances and tires) to weigh the garbage.



Select the type of Refuse, then click **Store Ticket** to store the open transaction. The ticket remains open until the truck driver empties the truck load and returns to the scale. When the driver returns, select the open ticket from the list of open tickets in the Select Transaction form.



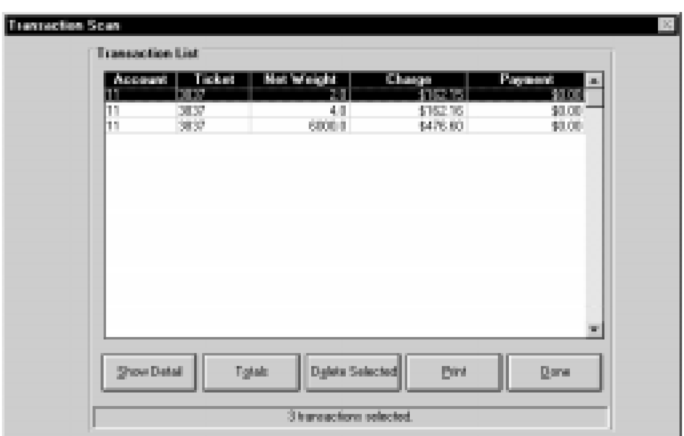
The open ticket appears in the Transaction Details form.



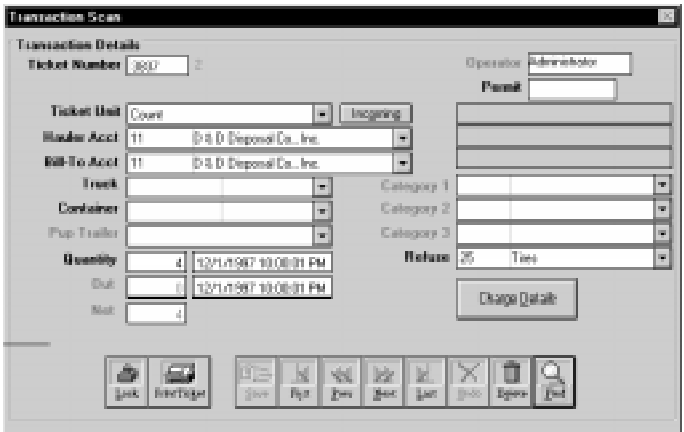
Click **Print <u>T</u>icket** to store the transaction. A dialog box appears with a list of options.

Click **Close Ticket and <u>P</u>rint** to complete the transaction and print the three item ticket.

Use the Quick Scan feature of the **Reporting…** section to view, edit, and reprint ticket information (see Section 10.1). Click **<u>S</u>can** to view a list of tickets (below). All the items will appear to have the same ticket number.



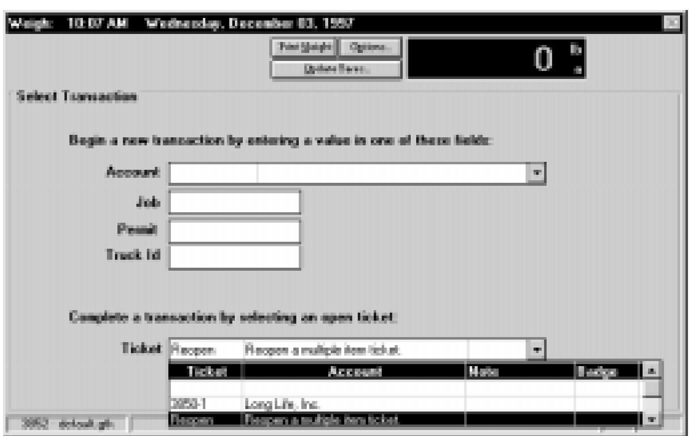
Click **Show Detail** to view details of the transaction. The item sequence number appears in the details form next to the transaction number.



Click **Unlock** to edit the ticket fields. Click inside the fields to edit. Click **Save** to save changes.

8.4.1 Reopen an Old Ticket

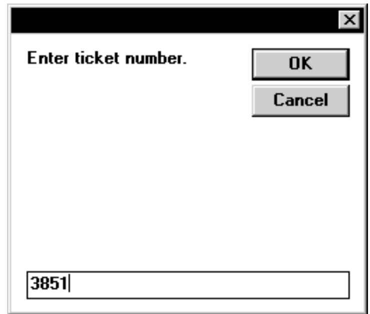
The Ticket section of the Select Transaction form has an option to Reopen a multiple item ticket.



Reopen a ticket when you need to add items to the transaction. If the last item you entered was a weight, TransAct may use the item as the Weigh In for the new transactions.

Example: Ticket #3851 contained two transaction items; before the third item was weighed, the ticket closed. To reopen the ticket select Reopen a multiple item ticket.

A message box appears. Enter the ticket number you want to reopen, then click **OK.**



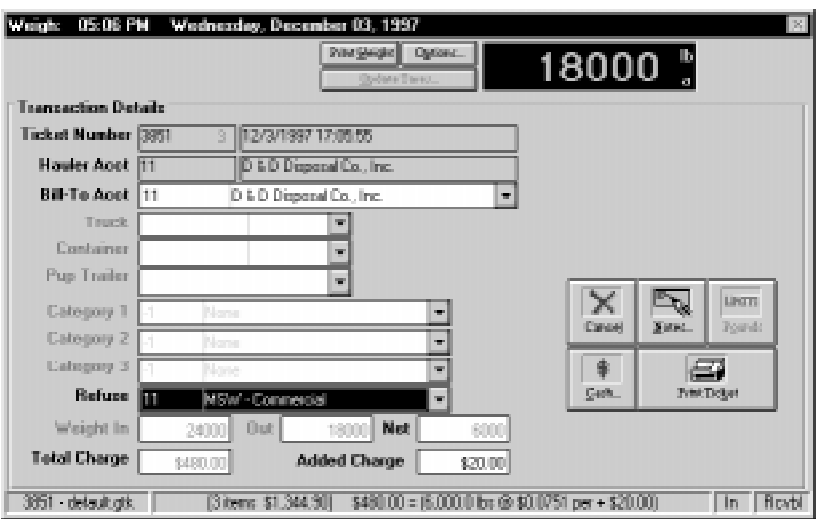
The following message may appear: Do you want to use the last weigh out (2400) as the starting weight?

Note: This message only appears if the last transaction item was a weighed item.

Click **Yes** to use the previous weight as the Weight In value.

Click **No** to accept the weight on the scale as the Weight In value.

The Transaction Detail form appears with the weight and category items from the last transaction displayed.



Select the correct category items (i.e. Refuse). Once the weight on the scale stabilizes, click **Print Ticket**. A dialog box appears with a list of print options.

Click **Close Ticket and Print** to complete the transaction, or click on of the Add Item buttons to add another item to the ticket.

8.4.2 Dual Scale Operation

See Section 7.7.3 for information on Dual Scale operation.

8.5 Axle Weighing

Warning **Axle weighing is not NTEP certified!**

You can activate axle weighing by adding the following line to the **`[Weigh Options]`** section of the transact.ini file.

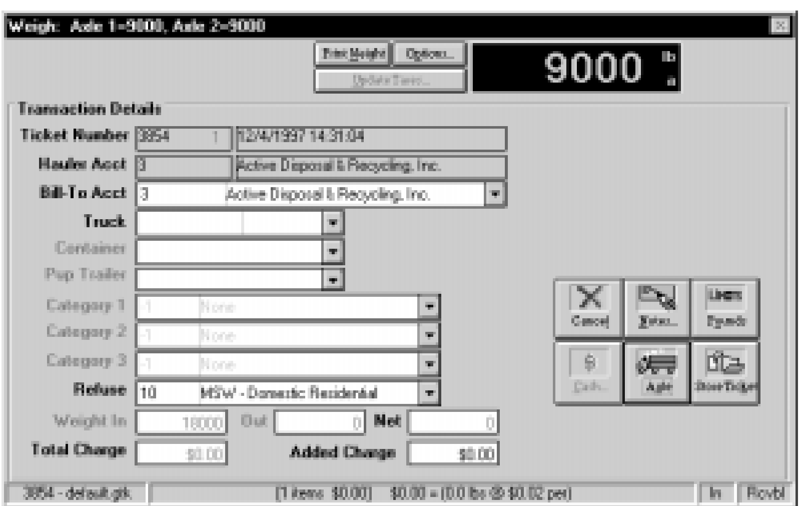
`AxleWeighing=On`

To learn more about editing the .ini file, see Section 12.2.

When you activate axle weighing, a button for recording axle weights becomes available in the Transaction Details form.

Each time you click the **Axle** button, TransAct adds an axle weight to the Weight In or Weight Out box. You can click **Axle** up to five times to add five axle weights together.

The Weigh window title bar displays each axle weight. To delete axle weights, hold down the **Shift** key and click **Axle**.



9.0 Accounting

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

9.1 Defining Rates and Taxes

TransAct uses rates to calculate charges after completing a transaction. These charges are based on measured rates, minimum charges, discounts, and taxes. Units of measure available for calculating charges are weight (pounds or kilograms), yard, and count.

Rates are based on one of the four category tables, i.e. Refuse. You can set up three different Rates and Tax tables for the category. This feature was specifically added for the state of Minnesota. Minnesota requires their landfills to account for local and state fees separately.

> Example: The following steps show how TransAct calculates charges. The unit of measure used for this example is Net Weight.
>
> 1. Net Weight ×Rate 1 + Calculated Taxes = Amount1
> 2. Net Weight ×Rate 2 + Calculated Taxes = Amount2
> 3. Net Weight ×Rate 3 + Calculated Taxes = Amount3
>
> 4. Amount1 + Amount2 + Amount3 = Total Amount
>
> 5. Total Amount vs. Minimum Charge = Base Charge
>
> Note: If the Total Amount is less than the Minimum Charge, replace the Total Amount with the Minimum Charge. (If the Minimum Charge is not used, nothing is replaced.)
>
> 6. Base Charge – Discounts = Charge

You can attach rates to any one of the TransAct category tables. To change the category table rates, see Section 12.2.

Use the following steps to setup rate structures. If you have any questions, please your distributor or see Section 14.0.

9.2 The Setup and Miscellaneous Rates Table

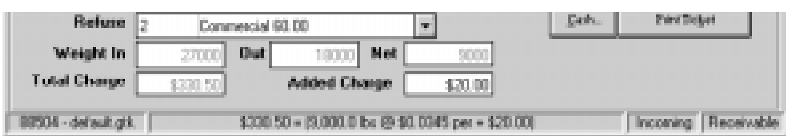
Use the Setup and Miscellaneous Rates table to enter a Fixed Charge, Monthly Finance Charge and Rate and Tax definitions (assign Rates and Tax names appropriate to your organization).

Select **Admin...** | Setup and Misc Rates to access the Setup and Miscellaneous Rates table (below).

Note: The table above shows a how Setup and Miscellaneous Rates appears with a new database.

Fixed Charge

If applicable, enter a Fixed Charge. This charge automatically appears in the Weigh form, in the Added Charge box (see below).



Monthly Finance Charge

Enter the Monthly Finance Charge as a percentage value. This charge is applied to all accounts during Statement processing (Plus Only).

Note: If you have accounts that are charged a monthly finance charge and others that are not, do not enter a Monthly Finance Charge in this table. Individual monthly finance charges can be added to each account in the Discounts table covered later in this section.

Rate Name Assignment

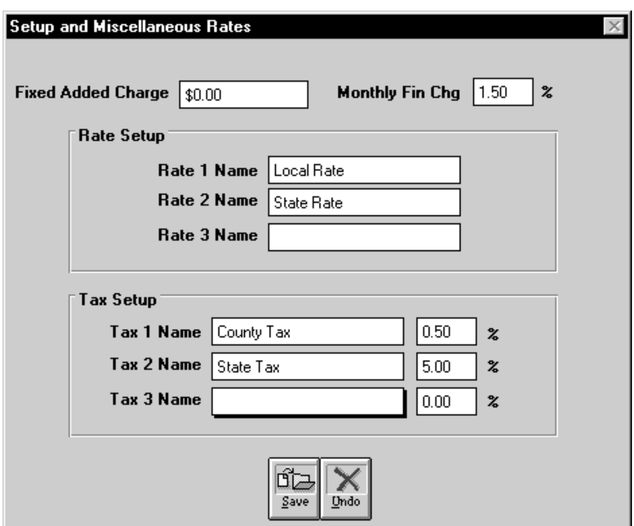
Replace Rate 1–3 Names with names associated with your particular application. The examples in this manual use Local Rate and State Rate as the Rate 1 and Rate 2 names. Only fields containing text appear on subsequent forms (i.e. if you use only two rates, delete Rate 3 from the Rate 3 Name box to eliminate that field from subsequent forms).

Note: If you are no longer using an existing rate table, simply remove the Rate Name from the table. You do not have to clear the table before continuing. Removing the name from the table prevents TransAct from using the table. See the example window on the next page.

Tax Setup

Replace the Tax 1–3 Names with the tax names associated with your particular application. The examples in this manual use County and State as the Tax Names. Only fields containing text appear in subsequent forms (i.e. if you use only two taxes, delete Tax 3 from the Tax 3 Name box to eliminate that field from subsequent forms). See the sample window below.

Enter taxes as a percentage value. TransAct converts percentages into a decimal value for calculation.



Click **Save** to store all the changes to the table. **Note:** The system warns you if you try to continue without clicking **Save**.

Click **Undo** to cancel any changes.

9.3 Minimum Charges

TransAct applies the Minimum Charge to a transaction when the calculated measured rate is less than the value in the Minimum Charges table.

Note: If you do not use a minimum charge, do not enter anything in this table. Open the table to verify that all category items are set to 0.0. Set items to 0.0 if necessary.

Default Minimum Charges

Select **Accounting** | Minimum Charges to access the Minimum Charges table (below).

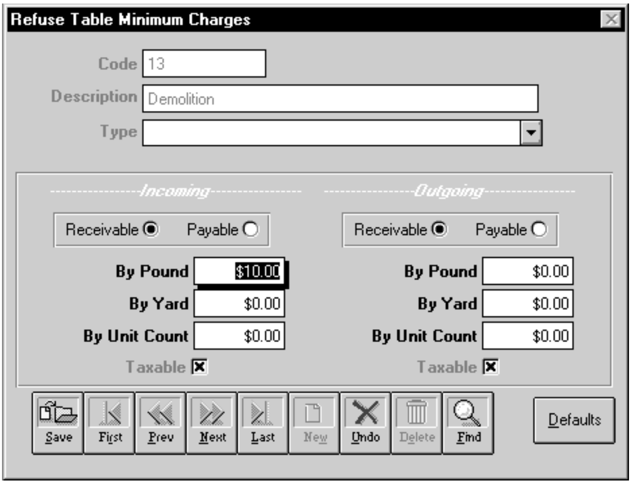
Default Minimum Charges Table

Use this table to setup default Minimum Charges by unit of measure (Pound, Yard, and Count) and direction of transaction (Incoming or Outgoing).

When the Minimum Charge for a category item is 0.00000, TransAct applies the default minimum charges to the charge calculation. Press the **Tab** key to move through the dialog boxes, or use the mouse to click inside the box, then enter the value.

Minimum Charges for a Category Item

If individual category items receive a different minimum charge, click **Update Individual** [**Category**] **Codes**. The Refuse Table Minimum Charges table appears.



The middle section of the table is identical to the Default Minimum Charges table; however, note the Code and Description fields at the top of the page.

Click **Next** to navigate through each item, or use **Find** to select an item. Minimum Charges defined for individual category items greater than zero override the default charge.

Click **Save** to store all the changes to the table. **Note:** The system warns you if you try to continue without clicking **Save**.

Click the **Undo** button to cancel any changes.

9.4 Measured Rates

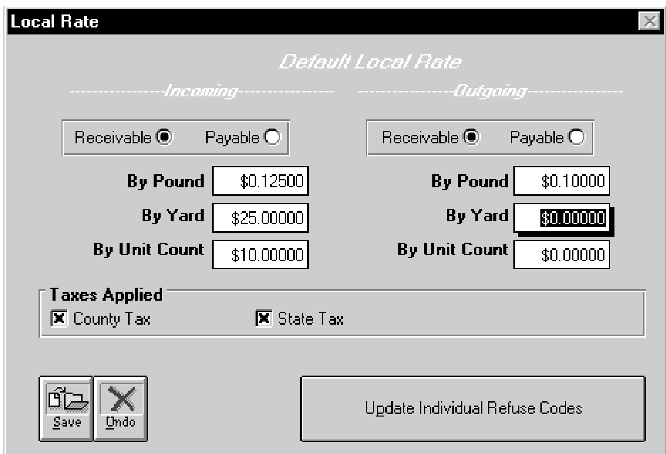
TransAct calculates the Measured Rate per unit of measure. Units of measure available in the Measured Rates table are weight (pounds and kilograms), yards, and count. **Note:** You can define a maximum of three Rate tables.

Total Charge = Rate 1 + Rate 2 + Rate 3
Example: Total Charge = (Net Weight × Rate 1) + (Net Weight × Rate 2) $30.50 = (1800 × .019) + (1800 × .0035)

9.4.1 Rate Table 1

Choose Measured Rates from the **Accounting…** pull-down menu to define measured rates for the first rate table. Click on the desired Measured Rate to edit, in this case, Local Rate.

The Local Rate table appears. Use this table to define system default rates and individual category item rates.



If you want the rates calculated by the ton, figure the rate per pound by dividing the rate per ton by 2,000.

Example: A land fill uses a default charge of $25.00 per ton. To figure the rate per pound, divide 25 by 2,000 (25 ÷ 2000 = .0125).

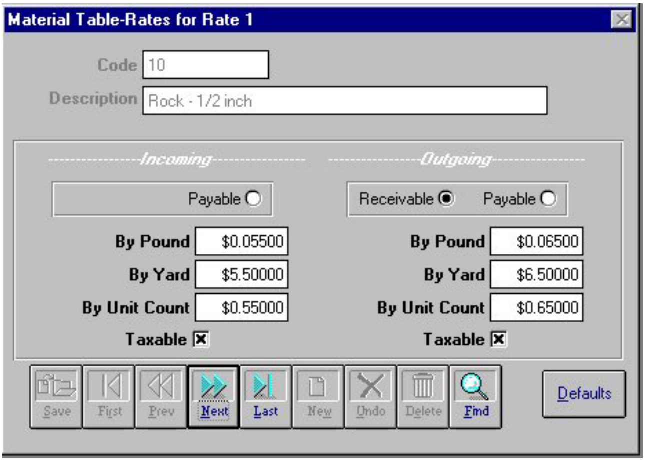
Select which taxes to apply to this rate in the Taxes Applied box. To apply a tax, click the box next to the desired tax. An X appears to designate the taxes selected. Click the box again to undo the apply tax.

Click **Save** to store all the changes to the table. **Note:** The system warns you if you try to continue without clicking **Save**.

Click **Undo** to cancel any changes.

9.4.2 Measured Rates for a Category Item

If individual category items receive a different Measured Rate, click the **Update Individual** [**Category**] **Codes** button. The Rate table changes to display the Code and Description of each category item.



Setting Measured Rates for a Category Item

Enter the appropriate rate for each item that has a rate different from the default rate. Place an X (click inside) in the Taxable box to apply the taxes. **Note:** Taxes applied are the same as those selected in the default rate window. In this example, County and State taxes will be applied to Outgoing Demolition material. **Note:** Measured Rates defined for individual category items greater than zero override the default rate.

Click **Save** to store all the changes to the table. **Note:** The system warns you if you try to continue without clicking **Save**.

Click **Undo** to cancel any changes.

9.4.3 Rate Table 2 and 3

If you use multiple rates, set up Rate 2 and Rate 3. Use the same procedures as listed for Rate 1 (see Section 9.4.1) to set Rates 2 and 3.

9.5 Discounts and Account Flags (Plus Only)

Use Discounts and Account Flags to setup discounts and finance charges for individual customer accounts. TransAct applies finance charges when generating statements. Use Discounts and Account Flags for marking accounts as revoked, not billed , cash only, and tax exempt.

Select **Accounting…** | Discounts to access the Customer Account Table.

Discounts Table (TransAct Plus version)

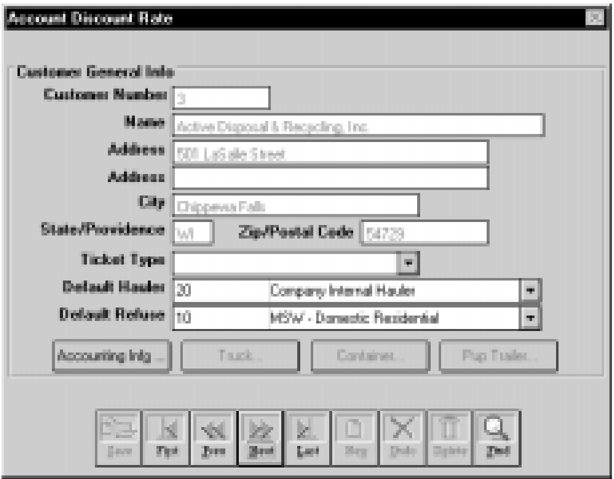
Items displayed as light gray (i.e. Previous Balance and Current Balance above) cannot be edited. Click the box next to the desired option to activate that option (an X appears to mark the selected option). Click the box again (remove X) to turn the option off.

TransAct interprets the Discount Rate and Finance Charge options as percentages. You must enter these options in decimal format. For example, enter a 10% discount as 0.10.

TransAct applies a Finance Charge to any unpaid previous balance when generating statements. This finance charge overrides the global monthly finance charge defined in Miscellaneous Rates.

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

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



Discount Rates: Customer General Information

Note: You cannot edit the Customer General Info. window from Discounts. If you need to edit this information, access them from Customer Accounts under the **Admin…** pull-down menu.

9.5.1 Discounts (TransAct 2.0 Standard)

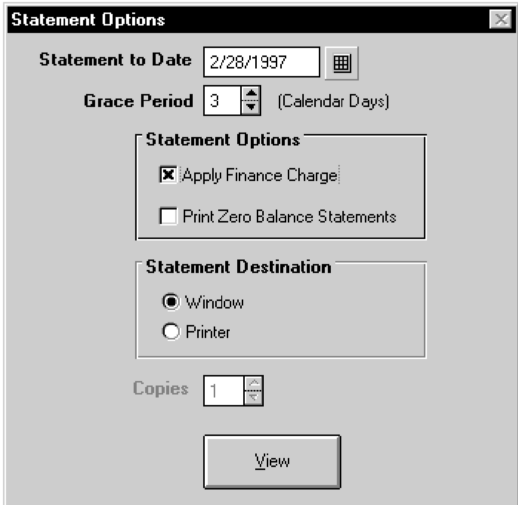
The Discount feature for the standard version of TransAct has fewer options than TransAct Plus. The only fields available are Discount Rate, Finance Charge, and Last Transaction.

Accounting features such as Previous and Current Balance, Not Invoiced, and Cash Only are not available. There is also no **General Info…** button since there is no accounting information to display.

9.6 Statements (Plus Only)

Use Statements to create monthly billing statements.

To generate statements, select **Accounting…** | Statements to access the Statement Options window.



Statement Options Window

TransAct uses the date entered in the Statement To Date box 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 you select Statements 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.

Use the keyboard or mouse to enter the Statement to Date. 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 arrows on either side of the month to select a new month; click the arrows on either side of the year to select a different year. Select the day by clicking on the numbers displayed in the calendar. Click **OK** to store the new date and return to the Statements window, or click **Cancel** to exit the calendar without saving.

You can choose to grant a Grace Period to Payments to allow companies to pay for a previous month's bill. The Grace Period applies only to payments. Payments made within the grace period are applied to the current statement. Use the up/down arrows to increase or decrease the number of days granted for the grace period.

Note: Enter the grace period in calendar days, *not business days*. If the grace period includes weekends, be certain to include those calendar days in the grace period.

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

TransAct applies any payment made during the billing period to the previous balance, then applies the finance change to the remaining previous balance that was 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 you set up a 1.5% Monthly Finance Charge, TransAct calculates the finance charge to add as follows:
>
> 1. $1,000 – $800 = $200
> 2. $200 × 0.015 = $3
>
> TransAct calculates the current balance 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.

Set up monthly finance charges 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.

By default, TransAct does not print a statement for accounts with a zero balance. If you need to print statements for accounts with zero balances, click to place an X in the Print Zero Balance Statements box.

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

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

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

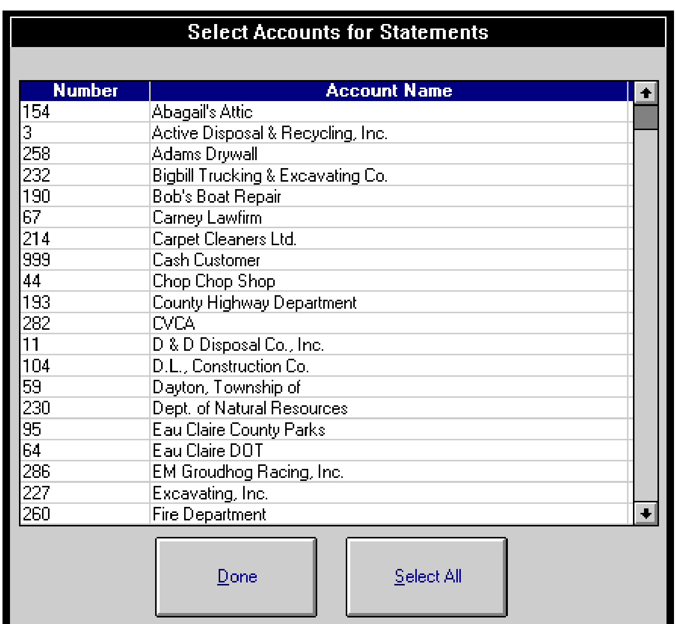
After completing billing, TransAct marks transaction, payments, and credits as having been billed. **Note:** Once TransAct marks these items, you cannot unmark them.

Because billing makes changes to the database, TransAct advises you to make a backup of the database before continuing: Invoicing can potentially make many updates to your database. We strongly suggest you perform a backup at this time. Would you like to make a backup?

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

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

When TransAct completes the backup, or if you choose to skip the backup, the Select Accounts for Statements table appears.


Select Accounts for Statements

Number	Account Name
154	Abagail's Attic
3	Active Disposal & Recycling, Inc.
258	Adams Drywall
232	Bigbill Trucking & Excavating Co.
190	Bob's Boat Repair
67	Carney Lawfirm
214	Carpet Cleaners Ltd.
999	Cash Customer
44	Chop Chop Shop
193	County Highway Department
282	CVCA
11	D & D Disposal Co., Inc.
104	D.L., Construction Co.
59	Dayton, Township of
230	Dept. of Natural Resources
95	Eau Claire County Parks
64	Eau Claire DOT
286	EM Groudhog Racing, Inc.
227	Excavating, Inc.
260	Fire Department

Done
Select All

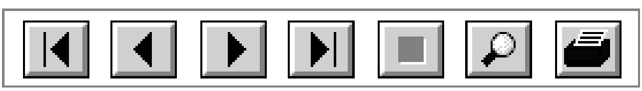
The Select Accounts for Statements table allows you to select which accounts to bill. You have three options for choosing which accounts to include:

- Select an individual customer account by clicking the account.
- Select a range of accounts. Hold the **Shift** key on the keyboard while selecting continuous customer accounts in a row.
- Select accounts. Hold the **Ctrl** key on the keyboard, while selecting discontinuous customer accounts.
- Click **Select All** to select every account in the database.

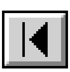
If there are accounts that TransAct should bill, you should mark them as Not Billed in the Accounting Info section of the Customer Accounting table. **Note:** TransAct will not process accounts marked as Not Billed.

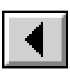
Once you have selected the accounts, click **Done.**

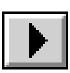
When previewing statements, use the navigation buttons at the top of the screen to view the statements.

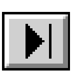


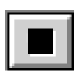
View Statements Window Buttons

 View the first statement

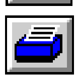
 View the previous statement

 View the next statement

 View the last statement

 Stop generating statements

 Magnify/shrink statement size

 Print the statement

Complete statement processing by moving to another portion of the program, such as the Weigh form. After clicking on any button in the toolbar, the following message appears: At this point you must decide if you would like to mark the transactions that appeared on this invoice, update previous balance and generate finance charges. Typically, if all invoices have printed successfully, you would answer yes.

Would you like to mark transactions, update previous balances and generate finance charges?

If the statements print correctly, click **Yes.** When you select **Yes**, TransAct marks all transactions for the current billing period as having been billed. These transactions will not reappear on subsequent statements. TransAct updates the previous balance to include payments, charges, credits and finance charges.

If the statements did not print correctly, or you need more time to review printed statements, click **No.** This cancels the update process, preventing you from making changes to customer accounts.

When you have resolved any problems, rerun the statements. Choose to either view or print the statements. Select another portion of the program to continue. Select **Yes** to update transactions. **Note:** If you already printed statements and do not need to reprint any, choose to only View the statements. Enter another section of the program (i.e. Weigh, Reporting, etc.) to continue, and click **Yes** when TransAct prompts you to update transactions.

9.7 Payments (Plus Only)

Use the Payments section of **Accounting…** to record customer payments and credits.

9.7.1 Recording a Payment

Select **Accounting** | Payments to access the Payment/Credit Form (below).

Click inside the circle to select Payment. **Note:** A black dot inside the circle denotes the selected item.

Use the single down arrow next to the Account box to select the customer account to apply the payment to, or type the customer name inside the Account box.

After you select the Customer Account, TransAct displays the account's default categories. If you received payments as itemized payments, use **Save Item** 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 you select the Customer Account, TransAct displays the customer's default category items. 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 or click inside the Check Number box to enter a Check Number (if applicable).

Click **Save** to save the receipt.

Multi-Line Item Payment

The Payment/Credit 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 the item being paid for, click inside the Amount Paid box, then enter the amount. Click inside the Check Number box and enter the Check Number (if applicable).

Click **Save Item** to save the item. TransAct displays a status bar at the bottom of the form to help track the number of items entered and the total amount entered for the receipt.

After clicking **Save Item**, TransAct adjusts the Account Balance box and clears the Amount Paid box. 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; you do not need to reenter the Check Number. Click **Save Item**. Continue entering each item, clicking **Save Item** after each item. When you have entered all items, click **Save** to save the receipt. The Balances/Reconciliation report will list each receipt by number and list 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 uses the multi-item payment option described above. Item 1 would be $75.00 with refuse type Residential Rubbish. 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.

9.7.2 Applying a Credit

TransAct applies credits the same way it applies payments.

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.

You can enter credits as single-item receipts or multi-item receipts, just like payments.

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 Section 9.7 for information on handling payments.

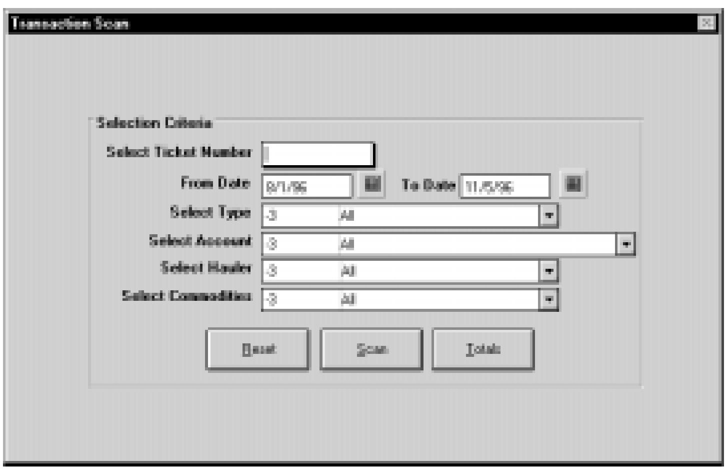
10.0 Reporting

Use the **Reporting…** section to view, edit, reprint, or delete stored transaction tickets, and create daily, weekly, and monthly reports based on selected criteria.

10.1 Quick Scan

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

To run a query, click **Reporting…** from the menu bar and select Quick Scan to access the Selection Criteria window (below).



Selection Criteria Table

If you know the ticket number, enter the number in the Select Ticket Number box. Click **Scan** to view the transaction.

To find a transaction or group of transactions, select a date range for the search and any other applicable criteria. To select a date, use the **Tab** key to select (highlight) the box and enter the date using the keyboard (you do not need to type the slashes), click the **Calendar** button to the right of the date boxes. Click the arrows on either side of the month and year to select a different month or year. Click on the day of the month the query should start or finish. Click **OK** to close the calendar window and display the selected date. **Note:** Click **Cancel** to return to the Transaction Scan window without setting a new date.

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.

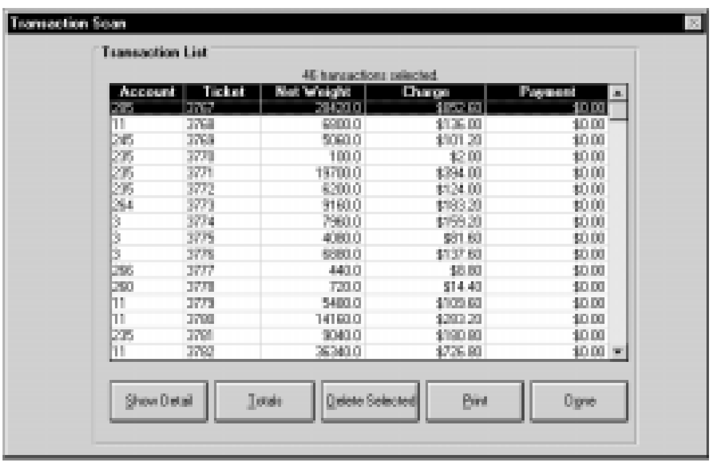
Note: TransAct defines transaction type as items being brought into a site or items being taken out of a site. TransAct automatically categorizes transactions according to the truck's weight in/weight out difference when the transactions is complete.

Reset

The **Reset** button resets the Selection Criteria window back to its default values.

Scan

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

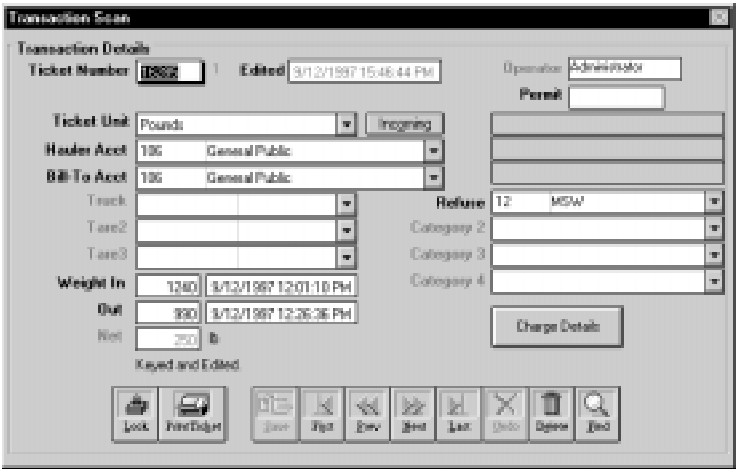


10.1.1 Editing Scanned Transactions

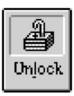
Click on a transaction from the list then click **Show Detail** to view details from any transaction.

The Transaction Detail table then appears. From this table you can view all the information created during the transaction.

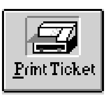
You can also edit and print these recorded transactions by unlocking the information in the table using the **Unlock** button.



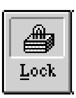
The following function keys are available:



Click to unlock the transaction for editing.



Click to print a transaction.



Click to lock the transaction and not allow editing.

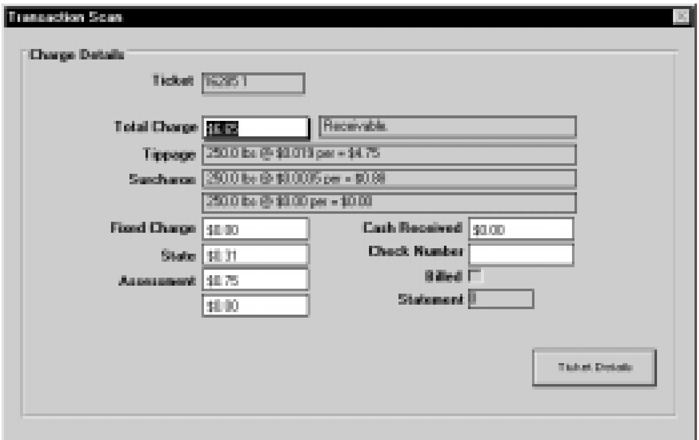
Click to delete a transaction.

Click to cancel any unsaved change to the transaction.

Click to return to the transaction list table.

Click to store changes and return to the Transaction list table. **Note:** The system warns you if you try to continue without clicking **Save**.

To view and edit charge information, click **Charge Details**. The Charge Details window appears.



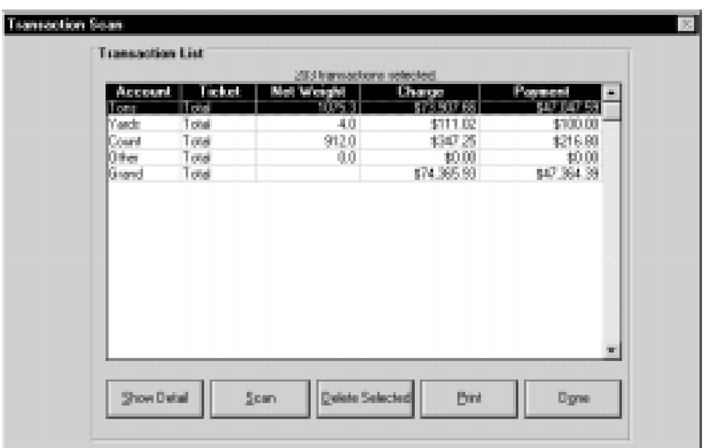
Note: Fields unavailable for editing are shown in gray.

Click **Ticket Details** to return to the Transaction Details window.

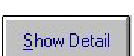
Totals

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

Click **Totals** to view the Transaction List table.



The following function buttons appear at the bottom of the Transaction List table.



Click to show detailed information about the selected transaction, including weight, volume and unit counts. **Note:** This button is not available in the Totals window.

The button changes to the **Scan** button to allow toggling between the Totals and Transaction List windows.

Click to 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.

Click to delete a selected transaction.

Click to print the Transaction or Totals list.

Click to return to the Selection Criteria table.

10.2 Reports

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

Report Types include:

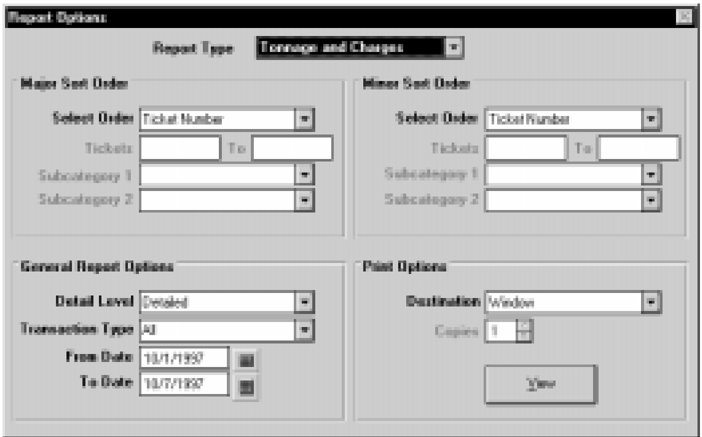
- Tonnage and Charges
- Truck Listings
- Tare Listings
- Category Listings
- Payments/Credits (Plus Only)
- Permit Listings (Plus Only)
- Account Listings
- Aging (Plus Only)
- Charges (Plus Only)
- Balances/Reconciliation (Plus Only)

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

- Transaction Type
- Sort Order
- Account Number
- Destination
- Detail Level
- Copies
- From Date
- To Date

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

To generate a report, Select **Reporting…** | Select Reports to access the Report Options window.



Use the Report Options table to select the type of report to generate, how the report is organized, the detail level and date range of the report. The Report Options table contains the following fields.

Report Type

See the list on the previous page.

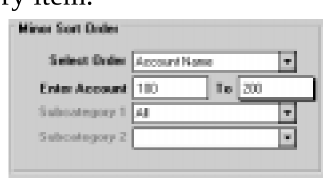
Major Sort Order

Items available for sorting include Ticket Number, Account, Permit, Truck, all Tare types (up to 3), and all defined Category types (up to 4). Use the single down arrow to view a list of available sort orders. Depending on the item you select, other criteria may become available.

For example, choosing a category will make the From/To box available, as well as any related subcategories. When the From and To box is empty, all items are included on the report. To enter a range of items, move the cursor to the Enter Item box (Enter Refuse in the example above). Enter the first item number. Move the cursor to the To box and enter the last item number.

If you have defined subcategories for a category, they will also be available when you select the category. Click the single down arrow to choose a different subcategory item.

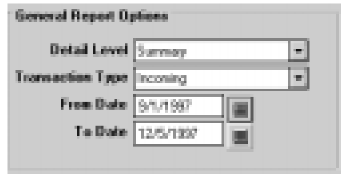
Minor Sort Order



Minor Sort Order options are available for report types Tonnage and Charges and Payment/Credits.

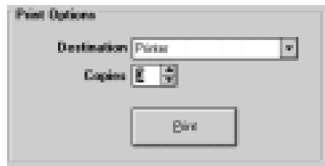
The Minor Sort Order functions the same as Major Sort Order previous page. Again, other fields will become available depending on the item selected.

General Report Options



General report options include Detail Level (Detailed or Summary), Transaction Type (All, Incoming, or Outgoing), and Date range.

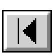
Print Options



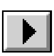
Allows you to View a report before printing or select Printer to send the report directly to the printer. When you select Printer as the Destination, you must select the number of Copies to print.

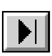
Once you select the report criteria, click the **View** button to see the report on-screen, or click **Print** to send the report to the printer.

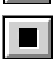
The View report contains a row a function buttons that control how you view the report on-screen. The buttons function as follows:

 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

 Zoom—magnify or shrink view of the report

 Print the report

To return to the Report Options window, select Reports from the Reporting pull-down menu. The Report Options window displays the previously selected criteria. After you quit TransAct, the Report Options window returns to the default criteria.

Note: The Aging report groups unpaid transactions in the following age brackets:

0 to 30 days   31 to 60 days   61 to 90 days   Over 90 days

It is possible that the sum of unpaid transactions in the above four age brackets will not equal the current account balance. This can be due to the initial balance entered when the account was set up or by archiving unpaid transactions. The amount of the initial balance is placed in a fifth age bracket called Initial Balance.

10.2.1 Custom Reports

Please see Section 12.4 for more information about creating custom reports.

11.0 Attended vs. Unattended

The Unattended option of TransAct is sold separately. When you purchase and install the option, the **Attended** icon appears in the menu bar.

Once you install the equipment and test the system, you can place TransAct in Unattended mode.

Click the **Weigh…** icon from the menu bar. The **Attended** icon becomes active to designate that the system is running in Attended mode.

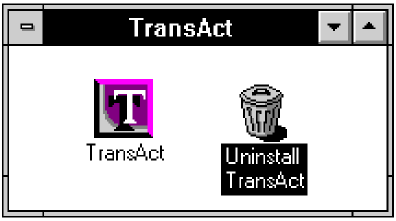
To switch to Unattended mode, click the **Attended** icon in the menu bar. The icon changes to the **Unattended** icon, and all features of TransAct are disabled until the operator clicks the **Unattended** icon. TransAct is then placed back in Attend mode.

12.0 Appendix

12.1 Uninstall/Reinstall

12.1.1 Uninstall and Delete the Database

During installation, TransAct adds an Uninstall icon to your desktop.



Windows 3.11

Windows 95

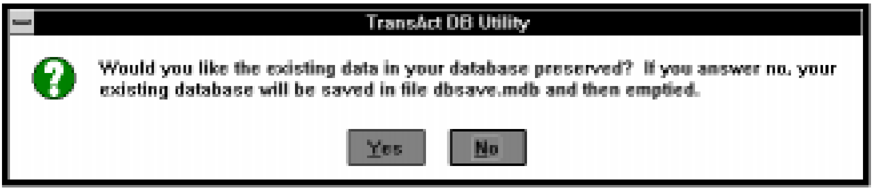
If you want to clear the entire program from your system, double click the Uninstall icon in the TransAct program group to delete all TransAct files from the hard drive and remove changes made to your system files.

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 you selected the industry type Solid Waste in your current program but now want to use General for an industry type, you must uninstall TransAct prior to reinstalling the software for the new General category tables to become active.

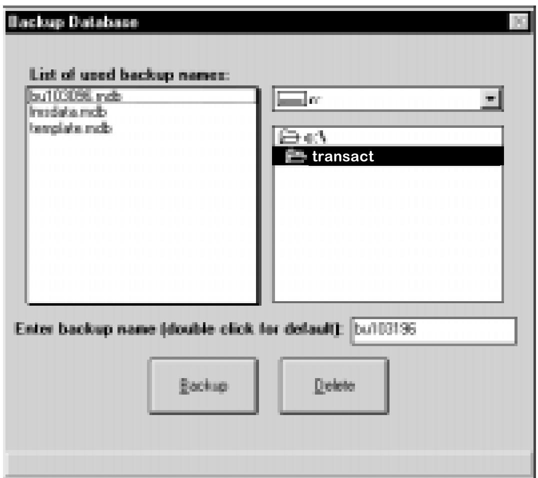
12.1.2 Uninstall and Preserve the Database

If you wish to preserve your existing customer database for use 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. Copy the backup 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 allows you to do this.



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

TransAct then displays the Backup Database window, prompting you to designate a backup name and location.



Choose a secure location outside of the c:\transact directory (preferably on a removable floppy disk) and click **Backup.**

When the backup is finished, the Uninstall program continues to completion. Depending on your computer's configuration, you may have to restart after completing the Uninstall.

12.1.3 Reinstall with Restored Database

To reinstall TransAct using your original (or archival) disks, follow the procedures in Section 2.0. When TransAct prompts: Would you like some sample data in your database? select No.

Once you have reinstalled TransAct, restore your database backup using TransAct's Restore utility. See Section 7.5.2 for directions on backup and restoring databases.

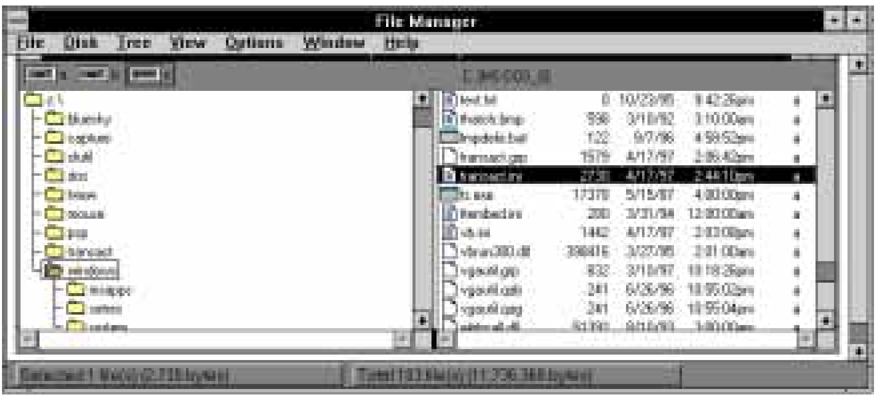
12.1.4 Reinstall with an Empty Database

If you have used the Uninstall program to remove fictitious customer accounts from the sample database, you can 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 Section 2.0. When asked if you would like some sample data in your database, select **No.**

12.2 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*

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

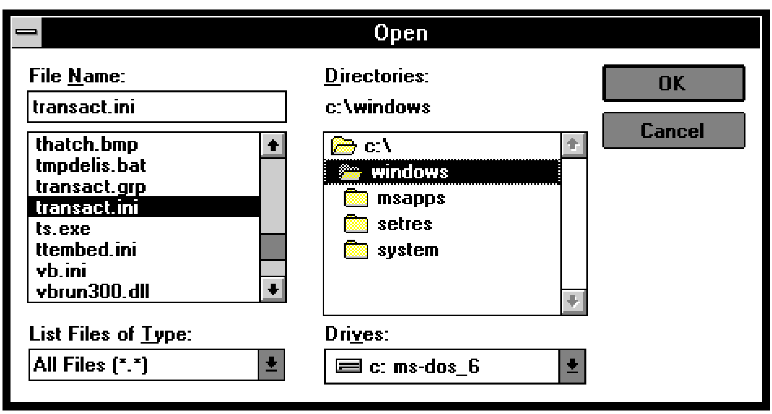
You can configure many of the items in the transact.ini file from within TransAct while the program is running. For example, you can configure the **`[Tickets Notes]`** section from within TransAct by selecting **Admin...** | Preferences | Note Headings. Configuring these sections within TransAct is best because you can use the graphic display.

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

Windows Notepad in Accessories Window

You should quit TransAct before opening and editing the .ini file. 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 the file.



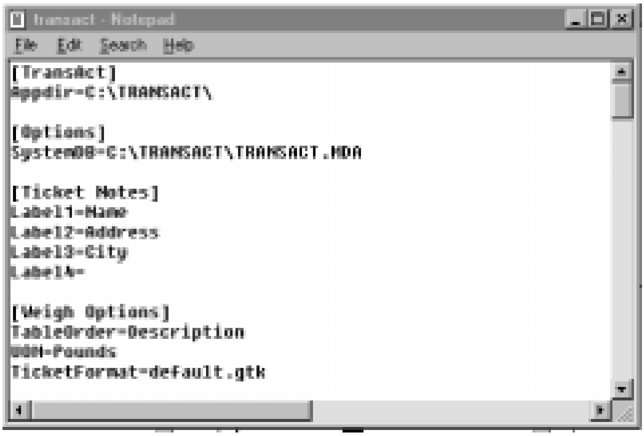
Opening the transact.ini *file in Notepad*

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]`**.

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

12.2.1 [TransAct] Directory

The **`[TransAct]`** section contains the path to the directory where TransAct is 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 enter the new path name. A valid path name would appear as:

`Appdir=X:\TRANS\`

12.2.2 [Options] Database Directory

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 system cannot find a file, 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 has changed, delete the existing directory name and enter the new path or directory name.

12.2.3 [Ticket Notes]

The **`[Ticket Notes]`** section defines the four headings for the Notes feature of the Weigh form. You can configure these headings while running the TransAct program by selecting **Admin…** | Preferences | Note Headings. If you leave any of the label definitions blank, that line will not appear when you click the **Notes…** button in the Weigh form.

12.2.4 [Weigh Options]

Use the **`[Weigh Options]`** section to change the default Unit of Measure (UOM). UOM defines the unit of measure to which TransAct converts the scale value. This value appears 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, you need to change the UOM in the .ini file to read **`Tons`**.

If you need to activate Axle Weighing, add the following command line to this section.

`AxleWeighing=On`

You can change all of the other information in the **`[Weigh Options]`** section by clicking the **Options…** button in the Weigh form while running the TransAct program. TransAct recommends using the Weighing Options window for all other changes.

12.2.5 [Tares]

Use the **`[Tares]`** section to activate up to three tare options. Some or all of the tares were activated when you install TransAct. Active tares appear in TransAct under **Admin…** | Customer Accounting.

```
[Tares]
Tare1=Truck
Tare2=Container
Tare3=Pup Trailer
AutoTareExpire=0
```

To activate a tare button, position the cursor after the equal sign and type the name for the button. **Remember:** 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=Tare will not work. TransAct only recognizes three tare options.

12.2.6 [Rates]

Use the **`[Rates]`** section to change the category to which Measured Rates and Minimum Charges are attached.

```
[Rates]
MeasuredRates= 4
MinimumCharges= 4
RateBasis=Pounds
Tax1=State
Tax2=Federal
Tax3=
Rate1=Local Rate
Rate2=State Rate
Rate3=
```

Enter the category number corresponding to the category after the equal sign.

```
[Rates]
Measured Rates= 4
Minimum Charges= 4
```

12.2.7 [Category 1-4]

The .ini file contains a similar section for each of the four category tables. TransAct automatically configures two main categories 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.

Sample empty category:

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

The category name is displayed in the Title section. To activate main category 2, enter the new category name you would like directly after **`Title=`**. Each main category can have up to two subcategories, defined by **`SubCat1Title`** and **`SubCat2Title`**. To define the subcategories, enter the subcategory names directly after **`SubCat1Title=`** and **`SubCat2Title=`**.

Save the change in Notepad, then exit Notepad and restart TransAct. The new category then appears on customer accounts and on Weigh forms.

Example 1: Changing Category Names

Let's use a solid waste operation for an example. When you installed TransAct, you set up Hauler and Refuse as your two categories; however, instead of Refuse you prefer to use the word Product.

Open Notepad. Select File | Open. Find transact.ini in the Windows subdirectory 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 cursor at the end of the word **`Refuse`** and press the **Backspace** key to delete the word **`Refuse`**. Enter the word Product exactly as you would like it to appear in TransAct. **Note:** This entry is case-sensitive—if you do not capitalize the letter P, it will not be capitalized in the program.

You should see the following:

```
[Category 2]
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 2: 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 2 for our example. Run the Notepad program 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=
SubCat1=
SubCat1Title=
SubCat2=
SubCat2Title=
```

Position the cursor after **`Title=`** and type the word Area, just as you would like it displayed in TransAct.

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 3: Adding Multiple Sub-Categories

You can add two subcategories to each main category. We'll add two subcategories to the Refuse category in the following 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 you use subcategories 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 enter 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 enter the specific subcategory items (each location) enclosed in parentheses. It is important not to leave spaces (except as previously noted) or you will receive an error when running TransAct. Within the parentheses, 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.

12.2.8 [Indicator Types]

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.

12.2.9 [Scale Settings]

We do not recommend using the [Scale Settings] section to change your scale port settings. You can change and test all of the items while running the TransAct program. Select **Admin…** | Preferences | Scale Port and select the scale

Indicator Type, Connector, Baud Rate, Flow, Parity, and Stop Bits. Click the **Test** button at the bottom of the window to view the data the computer is receiving from the scale indicator.

12.2.10 [Printer Settings]

We do not recommend using the [Printer Settings] section to change your printer port setup. You can change and test all of the items while running the TransAct program. Select **Admin…** | Preferences | Printer Port and select the Printer Type, Connector, Baud Rate, Flow, Parity, and Stop Bits. Click the **Test** button at the bottom of the window, to send up to four lines of text to the printer.

12.2.11 [Data Terminal Settings]

We do not recommend using the [Data Terminal Settings] section to change your data terminal port setup. You can change and test all of the items while running the TransAct program. Select **Admin…** | Preferences | Data Terminal Port and select the Type, Connector, Baud Rate, Flow, Parity, and Stop Bits. Click the **Test** button at the bottom of the window, to send up to four lines of text to the printer.

12.2.12 [Reports]

You can add custom reports using Crystal Reports for Visual Basic™ Version 2.0 to the list of reports in the Report Options form. Add the following heading and report information at the end of the transact.ini file.

```
[Reports]
Report1=Name of Report,nameorpt.rpt
```

Where **`Name of Report`** is the name of the report you want displayed in the Report Type drop-down list, and **`nameorpt.rpt`** is the name of the Crystal Report file.

When you select Name of Report from the report drop-down list, TransAct generates the nameorpt.rpt report. Place the file in the TransAct installation directory (usually c:\transact). You can add subsequent reports by inserting additional lines in the initialization file.

```
Report2=
Report3=
etc.
```

TransAct disables Major and Minor sort controls when you select custom reports. You must handle all transaction selection (other than the General Selections for Type and Date Range) and sorting within the custom report.

12.3 Modifying Standard Reports

You can modify standard reports to preserve the use of all sorting options. Standard reports are located in the TransAct installation directory (usually c:\transact). All report files are of the following GF*.RPT name type. Below is a list of all the standard reports.

GFACCT.RPT	GFAGING.RPT	GFBALNCE.RPT
GFCAT.RPT	GFCHGDET.RPT	GFCHGSUM.RPT
GFCHGTKT.RPT	GFCMMDET.RPT	GFCMMSUM.RPT
GFINVOI.RPT	GFPAYDET.RPT	GFPAYTKT.RPT
GFPERMIT.RPT	GFPMMDET.RPT	GFPMMSUM.RPT
GFTARES.RPT	GFMMDET.RPT	GFMMSUM.RPT
GFTONDEL.RPT	GFTONSUM.RPT	GFTONTKT.RPT

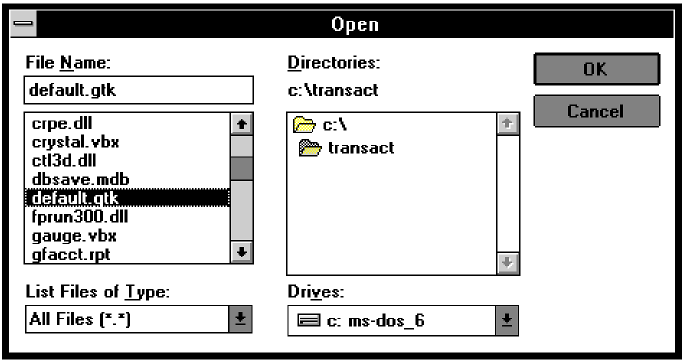
To change one of the standard reports, use Crystal Reports for Visual Basic Version 2.0. When saving the modified report, select Save As from the File pull-down menu and replace the G in the file name with the letter C (examples: CFACCT.RPT, CFAGING.RPT, etc.). Always preserve the original file report.

Save the modified file in the TransAct installation subdirectory. When selecting a report type, TransAct uses the report type beginning with the letter C first. If TransAct does not find a custom report, it uses the report beginning with the letter G.

By changing the first letter of the file name, future software upgrades will not erase the changed reports. TransAct automatically uses the modified standard report in place of the distributed standard report.

12.4 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 that you have not moved the original default.gtk ticket format file and the file is still in the same directory (c:/transact/default.gtk) where TransAct installed it.



A sample default ticket format is shown at right.

```
        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. You can create these files outside the TransAct program, using any text editor (such as Notepad or Dos Editor). We recommend using Notepad, which comes with Windows and is found in the Accessories window of your Program Manager. You can create different ticket formats in Notepad, saving the ticket format files in the same folder as the original default.gtk and using the .gtk suffix .

After creating the files, you can select any .gtk file as the new default ticket type for any account, using the Ticket Type dialog box in any Customer Account table. 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 during a weigh transaction. Then only that transaction will print a ticket with the new style you have selected. When that account comes up for another transaction, it will return to the default.gtk file you select in the Customer Account table.

In order to use printer commands, you must connect the printer to a parallel port (LPT1 or LPT2). Set the printer device type within TransAct to Direct to Printer Port. Select **Admin…** | Preferences | Ticket Printer Port from the TransAct menu bar to set up the printer.

When creating a ticket, these following field types are available:

- Static Text
- Database
- Flag Fields
- Printer Commands
- Column Positioning

To accommodate multiple item transactions, TransAct splits the ticket into three sections:

Header Lines—Printed once before the first transaction item; designated by an H in the first character position of the format line.

Body Lines—Printed once per transaction item; designated by a B in the first character position of the format line.

Footer Lines—Printed once after the last transaction item; designated by an F in the first character position of the format line.

Below is an example of a custom ticket format file.

```
\27 24 18\\

H"Account No. "[Account] COL46"Transaction Information


H[Account Name]          COL46"Ticket Number "[Ticket Number]
H[Account Address]       COL46"Date In    "[Date In]
H[Account Address2]      COL46"Date Out     "[Date Out]
H[Account City]","[Account State]" "[Account Zip Code]
H
H"Truck No.:"  COL12[Truck Number]
H
H"Detailed Transaction Information"
H"Refuse Code:"COL15"Rate""Gross Weight:"COL40"Tare Weight:"COL55"Net Weight:"
B[Refuse Code]COL15[Rate]COL25[Weight In]COL40[Weight Out]COL55[Net Weight]
F
F
F
F"Total Items"COL12[Ticket Items]COL23"Total Weight:"[Grand Total Weight]
F"Total Charge"[Grand Total Charge]
F
F{Edited"Ticket Edited"} COL48[Notes]
F{Reprint"Reprinted Ticket"}
F{Keyed Weight"Keyed Weight"}
```

12.4.1 Printer Command Field

Every printer has its own set of commands. These commands can be helpful when printing to a preprinted form. The TransAct program understands the decimal version of the command enclosed in double backslashes. The first line of the sample ticket format above is a printer command: **\\27 24 18**. This command initializes the printer and sets the character pitch for an Okidata ML320. See your printer's user's guide for a list of valid printer commands.

12.4.2 Column Positioning

Insert the **COL***nn* command when you want to line up certain database fields on the ticket. To position database fields, use the **COL***nn* command (*nn*=a sequential number). The **COL***nn* command must be followed by a space. When you use multiple **COL***nn* commands in one line, they must be in sequential order.

Legal: **`COL20 [Account] COL50 [AccountName]`**
Illegal: **`COL50 [Account] COL20 [AccountName]`**

12.4.3 Static Text Fields

Static text fields are contained in double quotes ("). Character enclosed in double quotes appear on the ticket, including spaces. Example:

`"My Grain Elevator"` = My Grain Elevator
`"Gross"` = Gross
`"Tare"` =Tare
`"Net"` = Net

12.2.4 Database Fields

Database fields are fields stored in the TransAct database. A database field is placed on a ticket by enclosing the field name in brackets ([ ]).

Below is an example of how you can use static text and database fields together on a ticket. The example will print the 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]
```

The tables on the following pages list the database field names you can use in the ticket format file.

Field Name	Description
Ticket Number	
Account	Account Number
Account Name	
Account Address	
Account Address2	
Account City	
Account	
Zip	
Hauler	Hauler Number
Hauler Name	
Permit	Permit Number
Permit Address	
Permit Street Address	
Permit City	
Permit State	
Permit Zip	
Tare1 Number Tare2 Number Tare3 Number	Tare1, Tare2, and Tare3 must be replaced with the user-assigned names for the tare tables
Category1 Code Category1 Description	Category1, Category2, Category3 and Category4 Codes and Descriptions must be replaced with the user-defined names assigned to the category tables.
Category2 Code Category2 Description	
Category3 Code Category3 Description	
Category4 Code Category4 Description	

Field Name	Description
Job	Job code
Job Table	Job description
Date In	Date for the weigh-in side of the transaction
Time In	Time for the weigh-in side of the transaction
DateTime In	Date and time for the weigh-in side of the transaction
Date Out	Date for the weigh-out side of transaction
Time Out	Time for the weigh-out side of the transaction
DateTime Out	Date and time for the weigh-out side of the transaction
Date Edited	Date the transaction was edited
Time Edited	Time the transaction was edited
DateTime Edited	Date and Time the 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 the weigh-in and weigh-out values
Tare	The lesser of the weigh-in and weigh-out values
Net Weight	Net weight, in units displayed on the scale
Adj Weight	New weight less any adjustments (see Adjustment1 and Adjustment2)

Field Name	Description
Ticket Weight	Adjusted weight, converted to some other unit (see Units)
Adjustment1	A percentage used to modify (decrease) net weight
Adjustment2	Another percentage used to modify (decrease) net weight
Unit	Ticket unit (lb, kg, yard, unit count, ton, metric ton)
Units	Same as Unit except plural
Added Charge	Additional charge
Payment	Amount paid
Check Number	Check number
Rate1	
Rate2	
Rate3	
Rate	Total. Stored in database as a charge per scale unit but adjusted on the ticket to Unit setting
Sales Tax1	
Sales Tax2	
Sales Tax3	
Sales Tax	Total
Base Charge1	Net Weight x Rate1
Base Charge2	Net Weight x Rate2
Base Charge3	Net Weight x Rate3
Base Charge	Total base charge
Charge	Total Charge

Field Name	Description
Discount	A percentage used to modify total charge
Notes 1	Ticket notes
Notes 2	
Notes 3	
Notes 4	
Multiple Items Fields	Can only be used in footer
Ticket Item	Number of items on the ticket
Grand Total Charge	Total of all ticket item charges
Grand Total Payment	Total of all ticket item payments
Grand Total Weight	Total net weight for all weighed items
Grand Total Units	Total units for all unit count items
Grand Total Yards	Total yards of all yard items

12.4.5 Flag Fields

TransAct sets a flag in the database whenever a transaction meets a special condition. The table below lists these special conditions.

Condition	Description
Minimum Charge	A minimum charge was applied to this transaction
Keyed Weigh In	The weight on a weigh-in was manually entered
Keyed Weigh Out	The weight on a weigh-out was manually entered
Keyed Gross	The Gross was manually enetered
Keyed Tare	The Tare was manually entered
Recalled Weigh In	Weigh-in weight was recalled
Recalled Weight Out	Weigh-out was recalled (stored tare)
Recalled Gross	The Gross weight was recalled
Recalled Tare	The Tare weight was recalled
Edited	The transaction was edited
Reprint	The ticket for this transaction is being reprinted from the Quick Scan form
Incoming	Icoming transaction (weigh-in > weigh-out)
Outgoing	Outgoing transaction (weigh-out > weigh-in)

A user-defined static text field can be associated with each of these conditions. A flag field is enclosed in braces ({ }). The example below assigns the static text, **`"Keyed"`** to the **`Keyed Weigh In`** flag. This text will print on the ticket whenever the **`Keyed Weigh In`** flag is set for a transaction.

Example: **`{Keyed Weigh In “Keyed”}`**

12.5 Networking TransAct

You can place the TransAct database and reports on a shared network for multiple user access. Install TransAct on each PC and assign a unique site number to each PC in the TransAct initialization file.

To set up TransAct for use on a shared network, we assume you have some knowledge about your computer network. The installation process may vary slightly depending on your network operating system (i.e. Novell, Banyan, etc.). If you are unfamiliar with your network setup, work with your network coordinator to complete the following installation procedure.

*1. Create a transact subdirectory on the file server.

*2. Make sure every user accessing the TransAct database from the server is given rights to the new subdirectory.

3. Install TransAct on one computer. Run TransAct on that computer and set up an empty database.

*4. Quit TransAct, and copy the following files from the local hard drive of the computer to the network drive.

   - lmsdata.mdb
   - template.mdb
   - *.rpt (all .rpt files)

*5. Use a Windows editor, such as Notepad, to edit the c:\windows\transact.ini file. Add the following lines to the end of the [TransAct] section:

   [TransAct]
   DBDir=*network path to TransAct subdirectory*
   (On a Novell server, the path could be f:\transact)
   SITE=*a unique alphanumeric character for each computer accessing the database on the network*

6. Run TransAct on the first computer and verify that you have network access.

   Hint: Select **Admin** | Utilities | Backup. The default drive should point to the transact subdirectory on the network.

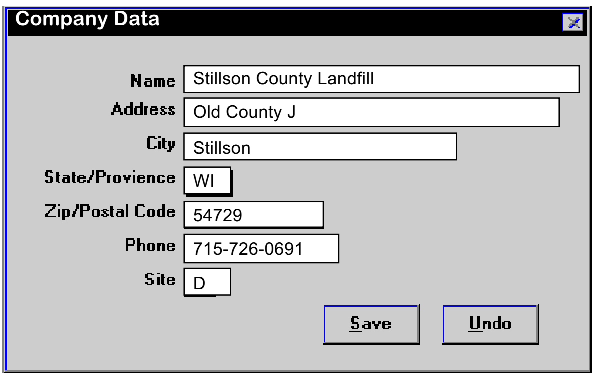
7. Install TransAct on the other computers. Run TransAct and create an empty database when prompted.

*8. Edit the c:\windows\transact.ini file on each computer.

   With the exception of the SITE designation, make sure the transact.ini file on each computer is the same.

Hint: Once you have configured the transact.ini file to meet your needs (categories, tare names, etc.), copy the file to the transact subdirectory on the network. Copy the file from the network to the c:\windows subdirectory on each computer using TransAct. Edit the c:\windows\transact.ini file and change the `SITE =` *character*. **Note:** The SITE designation should be unique for each computer.

*9. Restart TransAct to let the new changes in the transact.ini file take effect. **Note:** You can also set the Site designation within Transact. Select **Admin** | Preferences | Company Data to open the Company Data window (see below). Enter the Site designation in the Site field.



12.5.1 Moving TransAct

Use steps 1, 2, 4, 5, 8, and 9 (marked with *) from Section 12.5 to move the TransAct database and reports from a stand-alone computer to the network.

12.5.2 Administrator Functions

With several computers sharing the same database, certain TransAct functions only work with one computer at a time accessing the database. The following functions can only be performed by one computer at a time. Set all other computers to the About TransAct screen or exit TransAct completely:

- Backup
- Restore
- Import
- Export
- Archive

We recommend storing a copy of the database on the local hard drive of each computer, in the unlikely event that the network goes down. Replace the local copy of the database whenever you change the database, i.e. customer information, rates, job table, etc. Use the TransAct backup utilities to "copy" the database to the local hard drive. Select **Admin** | Utilities | Backup to access the backup function. Select drive C and the TransAct subdirectory. Enter a meaningful file name (up to 8 characters), then click the **Backup** button. This ensures that you will access the most current changes if the network is down.

12.5.3 Error Messages

The following is a list of sharing violations that you may encounter when sharing the database on a network.

Error 3197—The following error occurred while attempting to update record.

The error occurs when another user updates the record you are viewing. Click **OK** to continue and view the updated record. Enter your changes and click **Save**. You may see this error when editing any table such as Customer Accounts, Permits, Categories, etc.

Example: User A is updating addresses for Customer Accounts and User B is updating zip codes for Customer Accounts. User A and User B select Account #3 at the same time. User A updates the address and clicks **Save**. User B's screen does not change. User B enters the correct zip code for Account #3 and clicks the Save button. TransAct prompts: The following error occurred while attempting to update record. Error 3197: Another user has updated this record since your read. Your update will be lost.

When User B clicks **OK** to clear the message, the updated record (with User A's changes) appears. User B can then continue making changes to the zip code for Account #3, then click **Save**.

Error 3167—The following error occurred while attempting to move to record.

This error occurs when a user deletes a record you are trying to view using the navigation buttons. Click **OK** to clear the message. You will continue to see this message until the table is refreshed. To refresh a table, reselect the table.

Example: User A and User B open the Customer Account table at the same time. User A deletes Account #16. User B clicks **Next** to move through the table. When User B gets to the point where Account #16 used to be, the following message appears: The following error occurred while attempting to move to record.

Error 3167: Another user has deleted the record to which you are moving.

Click **OK** to clear the message and continue. To avoid getting this message again, reselect **Admin** | Customer Accounts.

12.5.4 Transaction Numbers

When you assign a Site number to a computer, TransAct uses that number as part of the transaction number. Each computer will have its own set of transaction numbers. It is possible for several computers to have the same transaction numbers. The site number determines which transaction number corresponds to each computer.

12.5.5 Network Down Time

Below are some examples to help you develop a backup plan that works for your particular company.

When the network crashes but downtime will be short

Your backup plan may be as simple as hand writing tickets and entering the tickets later when the network is back up. This is generally the solution when the network down time is short (a few minutes to an hour).

When network down time will last more than a few hours and one computer is recording transactions

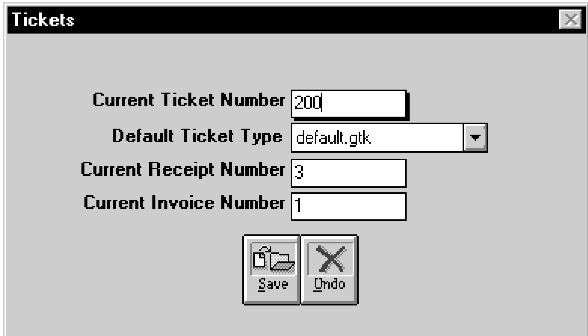
If the network is down for several hours or days, you can use TransAct locally on the computer that is connected to the scale. You can then export transactions from the computer and import them into the network database when the network is back online.

Quit TransAct and edit the c:\windows\transact.ini file of the computer recording transactions (usually the computer connected to the scale) and type `REM` (space) in front of the line below from the `[TransAct]` section. **Note:** REM stands for “remark” and prevents TransAct from executing the line.

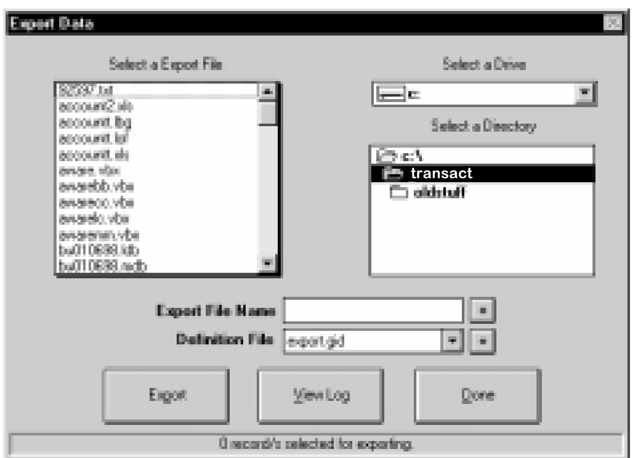
`[TransAct]`
`REM DBDir=`*network path to TransAct subdirectory*

Restart TransAct. If you have periodically run backups to the local drive, restore the most recent backup to obtain the current customer accounts, rate tables, etc.

To avoid ticket numbers being changed when you later import the transactions into the network database, select **Admin** | Preferences | Tickets and enter the next ticket number in the Current Ticket box. For example, if the last transaction ticket was 200, enter 201 as the current ticket number.



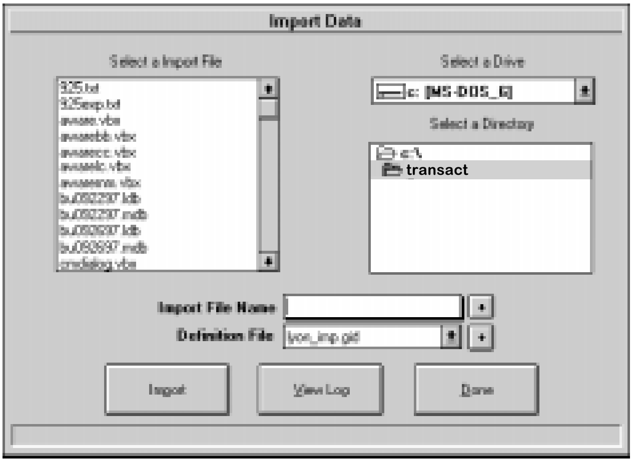
When the network is back online, backup the local database. Use the TransAct export features found in **Admin** | Utilities | Export. Set the criteria to export all transactions created during the network downtime, then click the **Export** button. Select where to store the file, the name of the file, and the export definition file to use.



Quit TransAct and edit the c:\windows\transact.ini file. Remove the **`REM`** (space) from the front of the following line to restore the network connection.

`[TransAct]`
`DBDir=`*network path to TransAct subdirectory*

Restart TransAct and verify that you are using the network database (check the current ticket number or run Quick Scan). Use the TransAct Import functions to import the transaction from the export file you just created.



Note: When importing transactions, do not select any criteria. Go directly to Importing.

When you have imported transactions into the network database, TransAct appends the transactions to the last transaction database. If you entered the current ticket number correctly, the ticket numbers should match after you have imported the data.

When network down time will last no longer than a few hours and *more than one* computer will be recording transaction.

If the network will be down for several hours or days, you can use TransAct locally on each computer. You can export transactions from each computer and import them when the network is back online.

Quit TransAct and edit the c:\windows\transact.ini file on each computer that is recording transactions. Type **`REM`** (space) in front of the following line from the **`[TransAct]`** section. **Note:** REM stands for “remark” and prevents the line from executing.

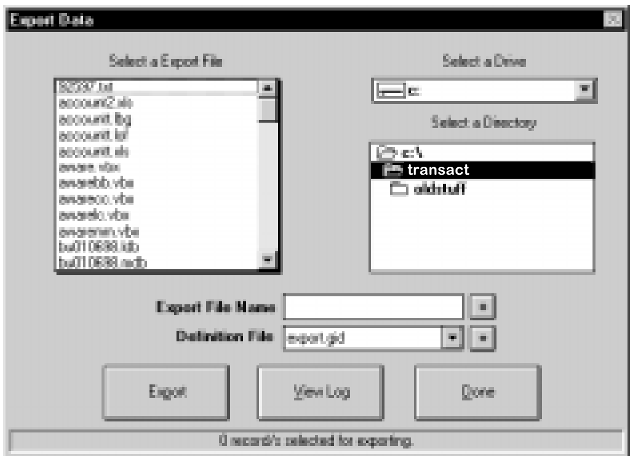
`[TransAct]`
`REM DBDir=`*network path to TransAct subdirectory*

Restart Transact. If you have periodically run backups to the local drive, restore the most recent backup to obtain the current customer accounts, rate tables, etc.

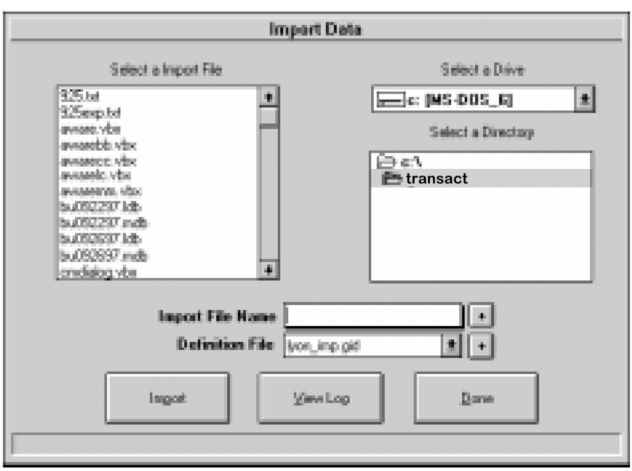
To avoid ticket numbers being changed when the transactions are later imported into the network database, select **Admin** | Preferences | Tickets and enter the next ticket number in the Current Ticket box. For example, if the last transaction ticket was 200, enter 201 as the current ticket number.

More than likely, each computer will have a different transaction ticket number.

When the network is back online, use the following procedure on each computer that recorded transactions while the network was down. Backup the local database on each computer. Use the TransAct export features found in **Admin** | Utilities | Export to set the criteria, and export all transactions you created during the network downtime. Click the **Export** button to export the transactions.



Select where to store the file, the name of the file, and the export definition file to use.



Quit TransAct and edit the c:\windows\transact.ini file. Remove the **REM** (space) from in front of the following line to restore the network connection.

[TransAct]
DBDir=network path to TransAct subdirectory

Restart TransAct and verify that you are using the network database (check the current ticket number or run Quick Scan). Use the TransAct Import functions to import the transactions from the export file you just created. **Note:** When importing transactions, do not select any criteria. Go directly to Importing.

When you import transactions into the network database, TransAct appends the transactions to the last transaction in the database. If you entered the current ticket number correctly, the ticket numbers should still match after you have imported the data.

Note: Remember, importing requires exclusive rights to the database. Only one computer can use the database on the network at one time. Once you have imported the database from one computer, quit TransAct before reconnecting the next computer. Once that computer is finished, quit TransAct and move on to the next computer until you have imported the database on all the computers. You can then run TransAct again on all computers.

When network down time is scheduled and only one computer will record transactions

If your network down time is scheduled, backup the database to the hard drive of the computer that will record transactions. Quit TransAct and edit the c:\windows\transact.ini file. Type **REM** (space) in front of the following line from the **[TransAct]** section. **Note:** REM stands for "remark" and prevents TransAct from executing the line.

[TransAct]
REM DBDir=*network path to TransAct subdirectory*

Once you have made the changes to the .ini file and restarted TransAct, restore the backup and continue where you left off.

When the network is available again, backup the database to the local hard drive. Quit TransAct and edit the c:\windows\transact.ini file. Delete the **REM** (space) from the front of the following line.

[TransAct]
DBDir=*network path to TransAct subdirectory*

Restart TransAct. Check to make sure you are using the network database by checking the ticket number or use Quick Scan. To restore the database on the local hard drive, run the Restore utility under **Admin** | Utilities. Select the file you just backed up to the local hard drive (c:).

Once you restore the database, any other computer that accesses the network database can use TransAct.

When network down time is scheduled and *more than one* computer will record transactions

If your network down time is scheduled and will last for several hours or days, you can use TransAct locally on each computer. When the network is back online, you can export transactions from all computers and import them on the shared network database.

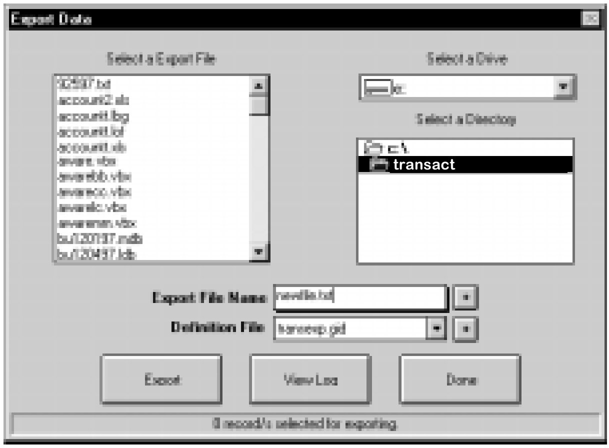
Use the TransAct Backup utilities to backup the network database to the hard drive of each computer. **Note:** The Backup utility requires exclusive rights. Make sure all other computers are set to the About TransAct screen or have quit TransAct.

Quit TransAct and edit the c:\windows\transact.ini file on each computer recording transaction. Type **`REM`** (space) in front of the following line from the **`[TransAct]`** section. **Note:** REM stands for "remark" and prevents TransAct from executing the line.

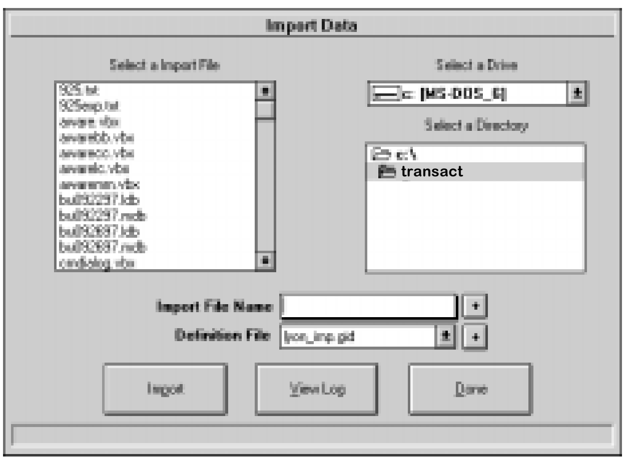
`[TransAct]`
`REM DBDir=`*network path to TransAct subdirectory*

Restart TransAct. Everything should appear the same as it was before the network was taken off-line. In TransAct, verify the correct ticket number by selecting **Admin** | Preferences | Ticket.

When the network is available again, backup the local database on each computer. Export all transactions created during network downtime. Use the TransAct export feature found in **Admin** | Utilities | Export. Set the criteria to export all transactions during the downtime, then click the **Export** button.



Select the drive, file name, and export definition file to use.



Quit TransAct and edit the c:\windows\transact.ini file. Delete the **`REM`** (space) in front of the following line to restore the network connection.

`[TransAct]`
`DBDir=`network path to TransAct subdirectory

Restart TransAct and verify you are using the network database. Check the current ticket number or run Quick Scan. Use the TransAct Import functions to import the transactions from the export file you just created. **Note:** When importing transactions into the network database, do not select any criteria. Go directly to Importing.

When you have imported the transactions into the network database, TransAct appends the them to the last transaction in the database. If you entered the current ticket number correctly, the ticket numbers should still match after you have imported the data.

Note: Remember, importing requires exclusive rights to the database. Only one computer can use the network database at one time. Quit TransAct on each computer once you have imported the data to the network database. Once you have completed importing on each computer, all computers can again start using the network database.

13.0 TRANSACT License Agreement

This is a legal Agreement between you (either an individual or an entity) and Rice Lake Weighing Systems. If you do not agree to the terms of this Agreement, promptly return the disks and the accompanying items (including written materials and binders or other containers) to the place you obtained them for a full refund.

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14.0 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 online 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.