

MyWebReceipts 1.00 Setup Guide

Installing & running MyWebReceipts 1.00.

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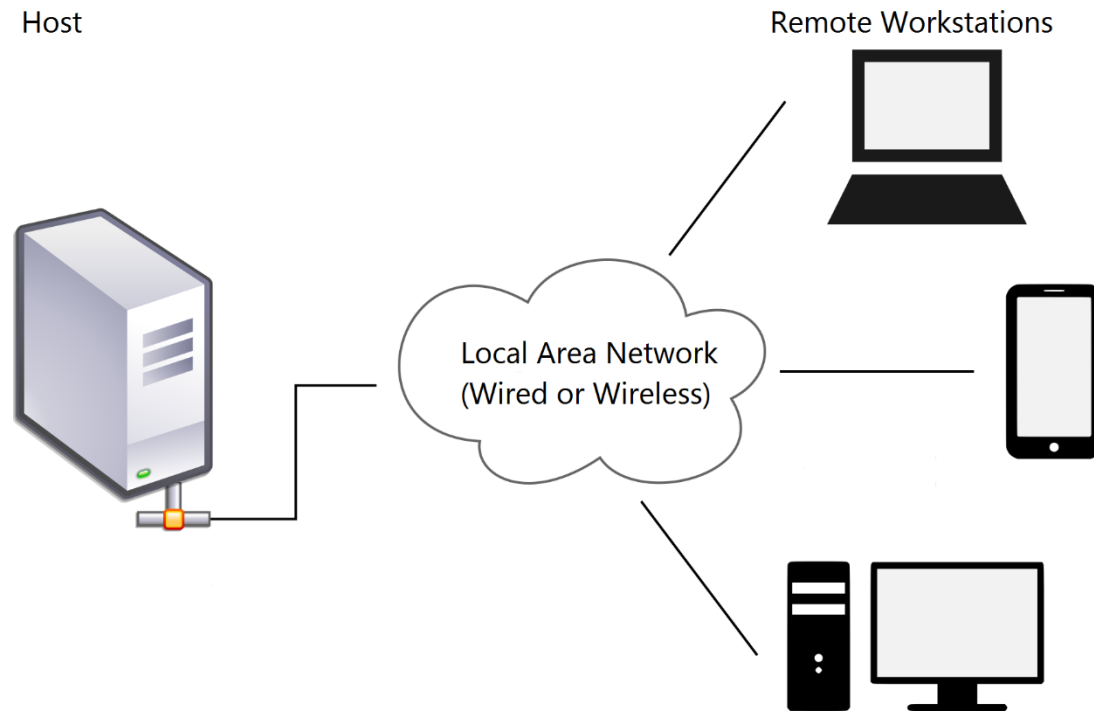
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About MyWebReceipts

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



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

Please select the appropriate setup program for your installation.

Host <http://beta.tessoftware.net/sites/default/files/SetupMyWebReceiptsHost1.00.exe>

Remote <http://beta.tessoftware.net/sites/default/files/SetupMyWebReceiptsRemote1.00.exe>

Before You Begin

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

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

Using Pre-Existing Instances of SQL Server

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

If you already have an instance of SQL Server Express installed, setup will detect & use it, providing the following requirements are met:

- SQL Server Express version 2012 or later.
- SQL Client SDK Tools are installed.

Setup MyWebReceipts Host

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

The MyWebReceipts host *does* require a number of third-party products, all of which can be downloaded & installed via the setup program.

Required 3rd party software includes:

- Microsoft SQL Server 2012 Express
- .NET Framework 4.5
- .NET Framework 2.0
- Universal C Runtime
- Ingenico USB Drivers (for use with Ingenico EMV chip readers)
- Paywire OCX Driver

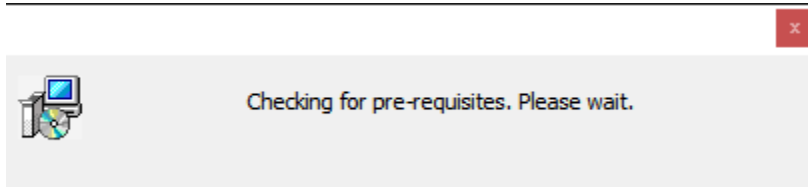
The following provides detailed help on using the MyWebReceipts Host setup program to install & configure all required software.

MyWebReceipts 1.00 Setup Guide

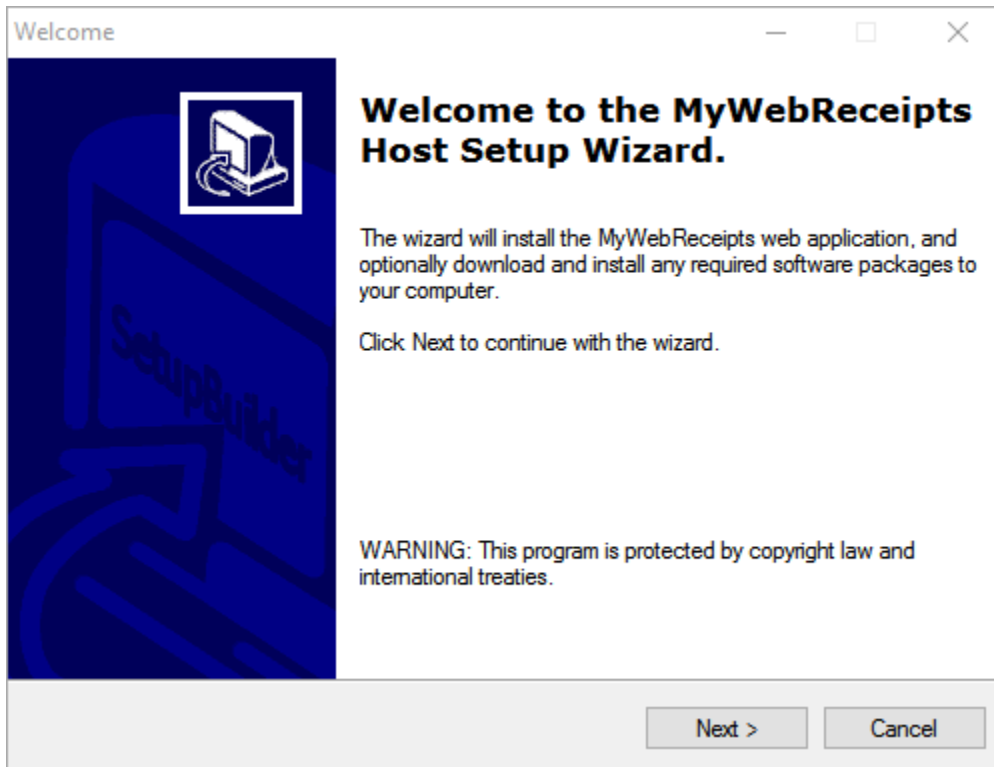
1. Download & run the SetupMyWebReceiptsHost1.00.exe application from the TES Software web site:

<http://beta.tessoftware.net/sites/default/files/SetupMyWebReceiptsHost1.00.exe>

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



3. Click Next on the Welcome page.



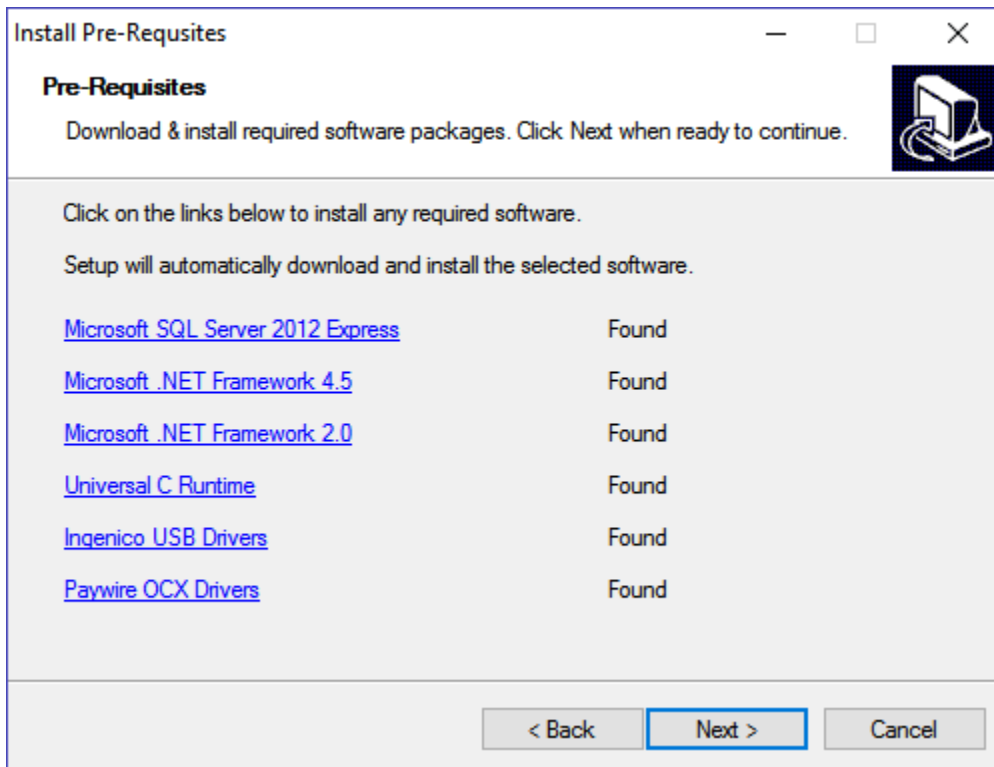
- Carefully review the Pre-Requisites to determine what 3rd party components need to be installed.

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

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

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

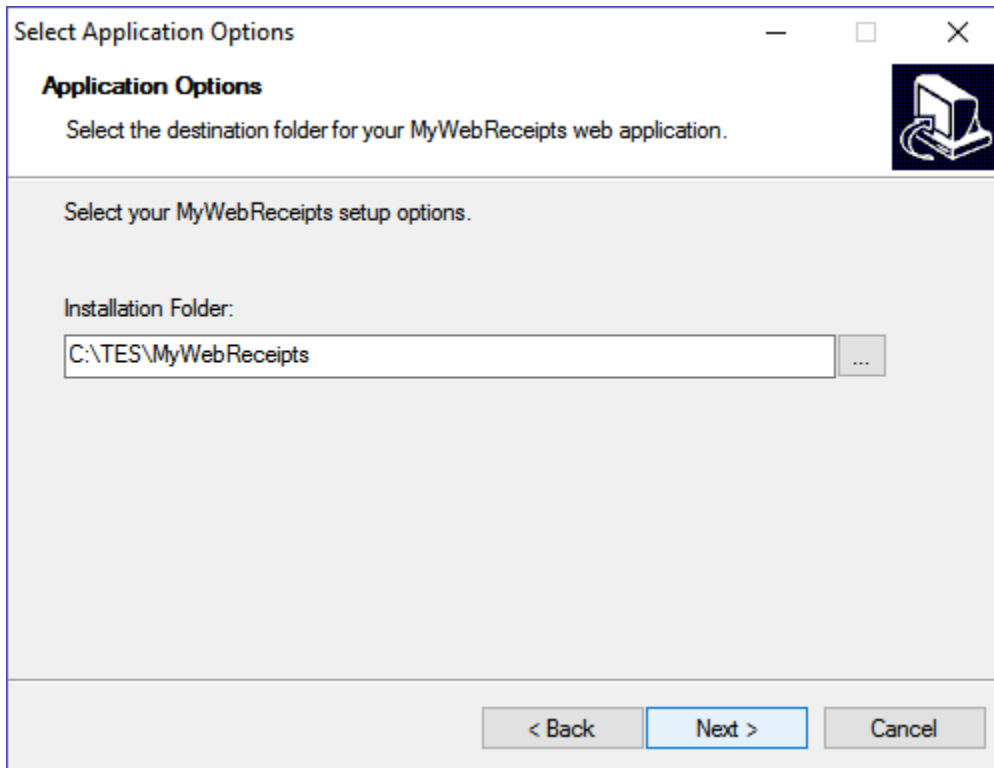
As you work through the list, the Not Found indicator will update to show you have installed the software.



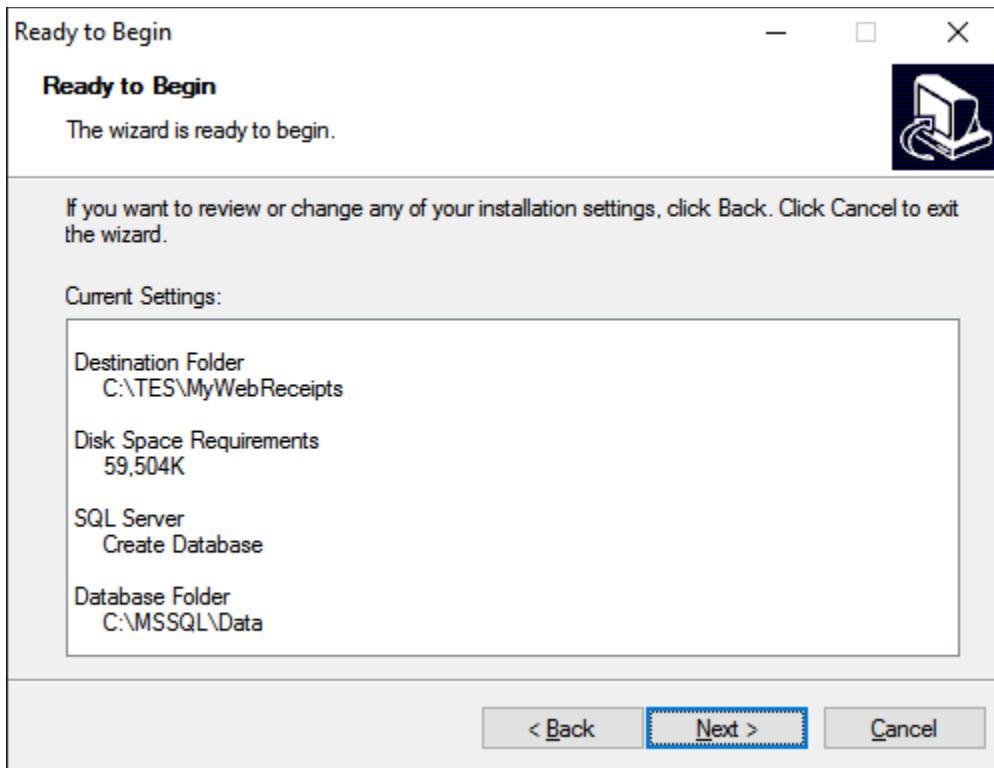
When complete, click Next to continue.

5. Select a folder to install the MyWebReceipts web application to. This can be any folder on your system, but do *not* install it on a network drive.

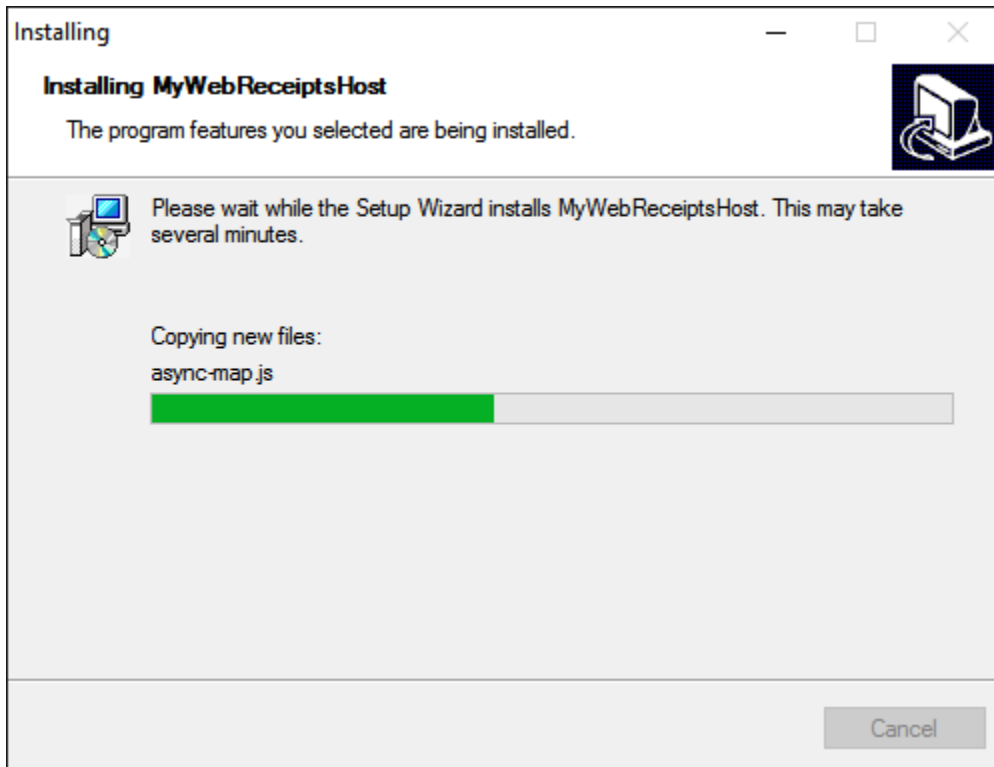
A folder of C:\TES\MyWebReceipts is recommended.



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

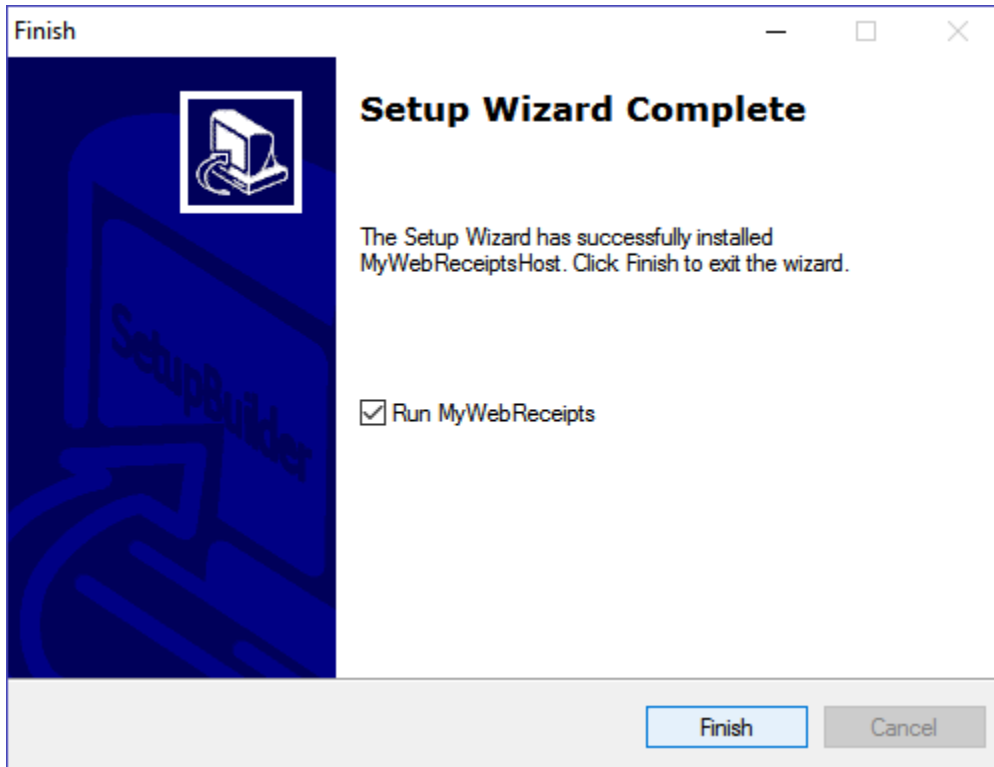


7. Wait while MyWebReceipts is installed on your computer.



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

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



Remote Workstation Setup

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

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

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

Required 3rd party software includes:

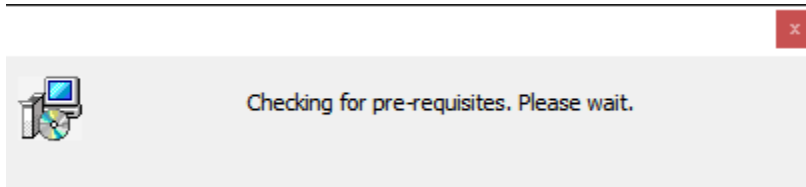
- .NET Framework 2.0
- Universal C Runtime
- Ingenico USB Drivers (for use with Ingenico EMV chip readers)
- PaywireReceiver

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

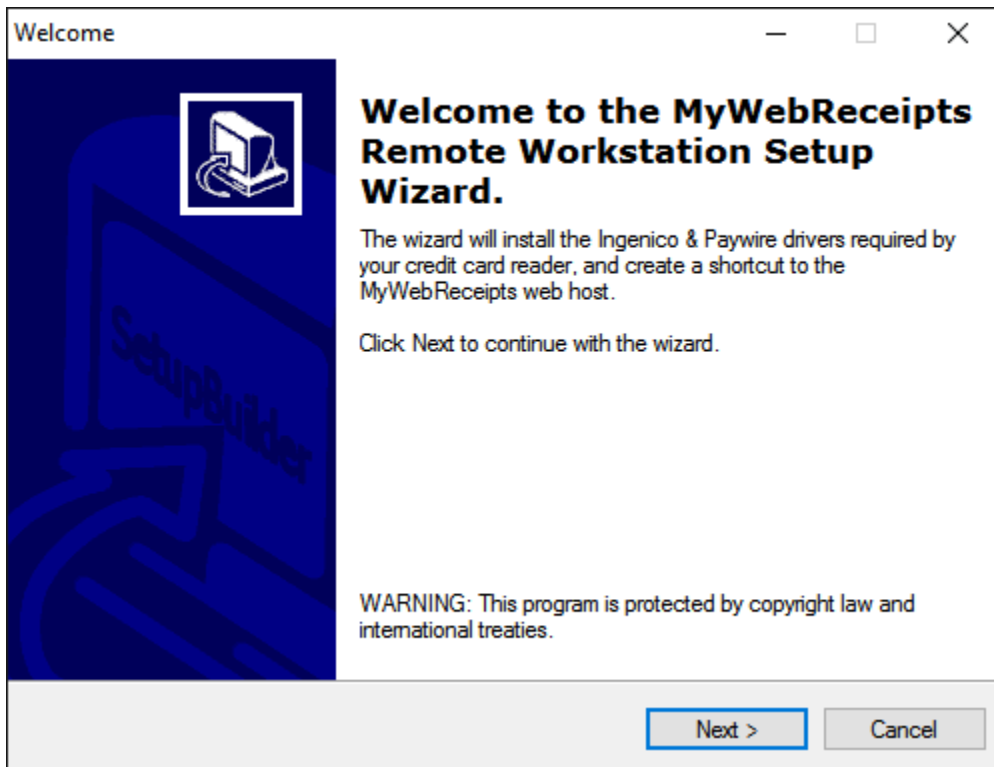
1. Download & run the SetupMyWebReceiptsRemote1.00.exe application from the TES Software web site:

<http://beta.tessoftware.net/sites/default/files/SetupMyWebReceiptsRemote1.00.exe>

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



3. Click Next on the Welcome page.



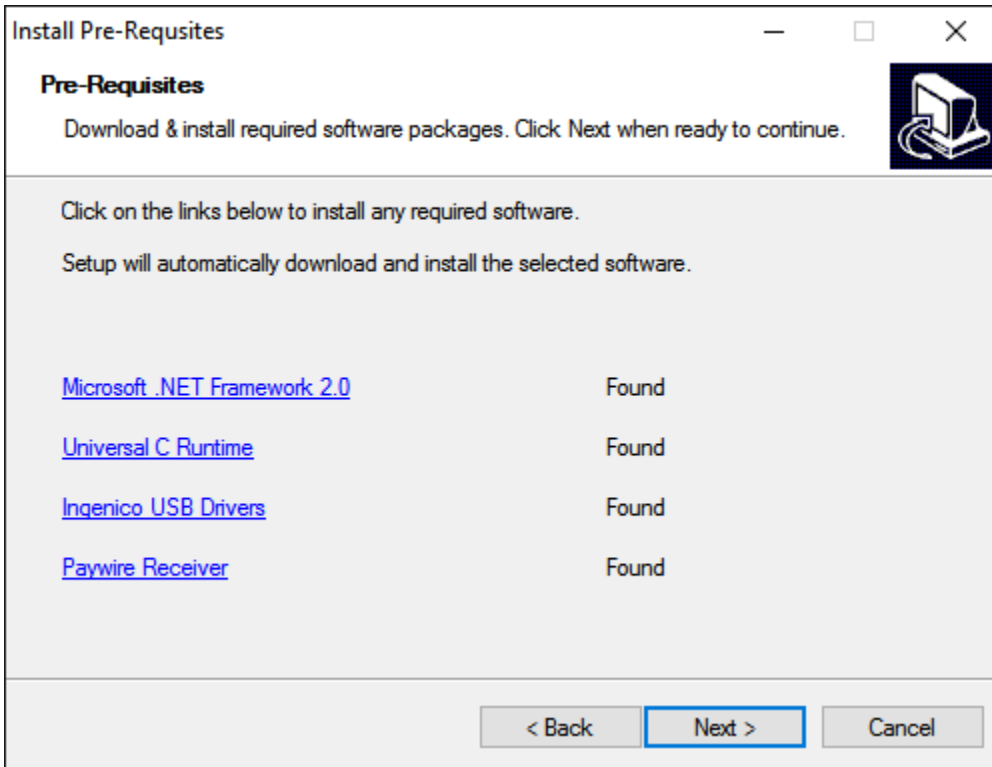
- Carefully review the Pre-Requisites to determine what 3rd party components need to be installed.

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

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

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

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



When complete, click Next to continue.

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

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

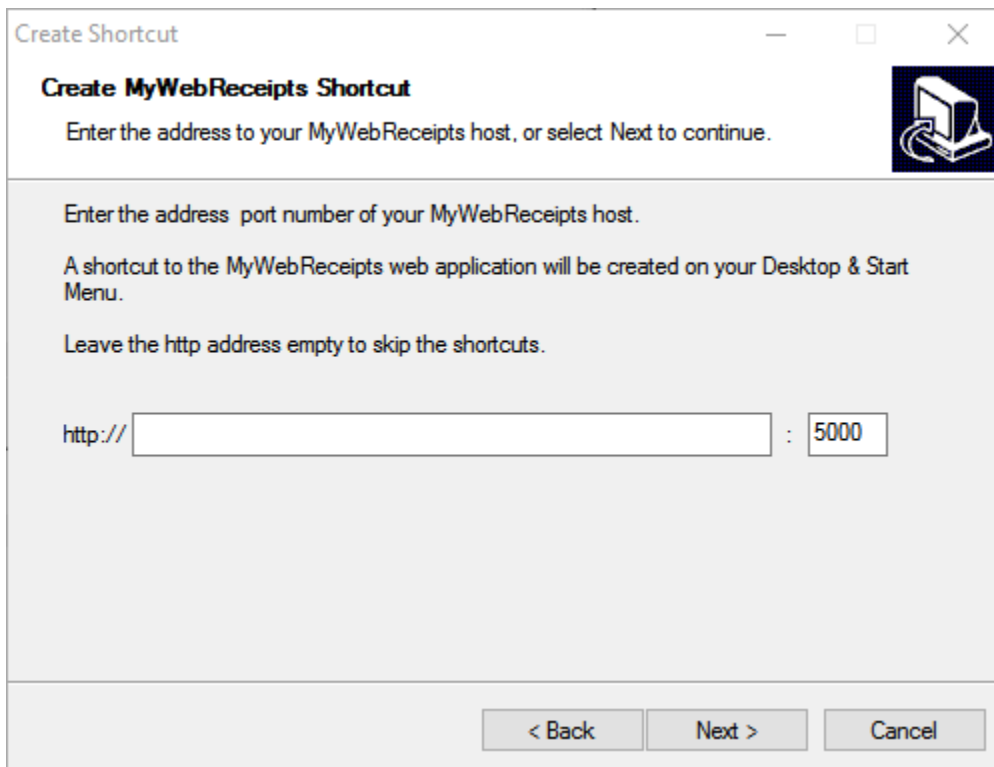
DebbiesPC : 5000

ComputerName.DistrictName.org : 5000

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

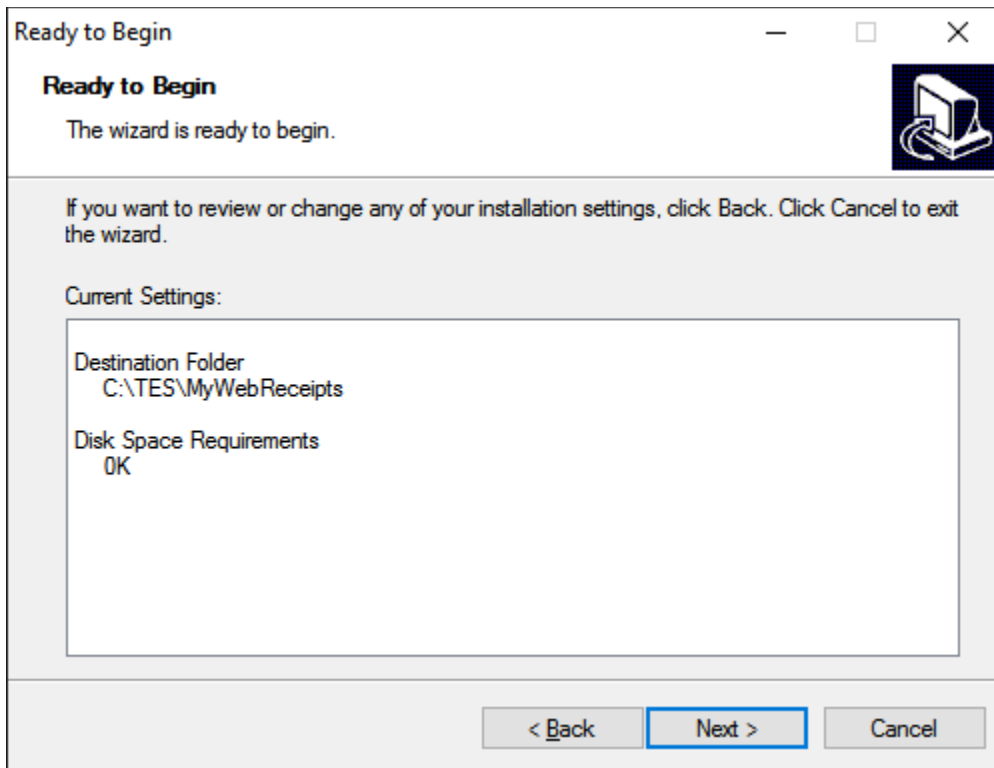
If you omit the web address, no shortcut will be created, but you can manually open a browser and connect to the web site later.

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

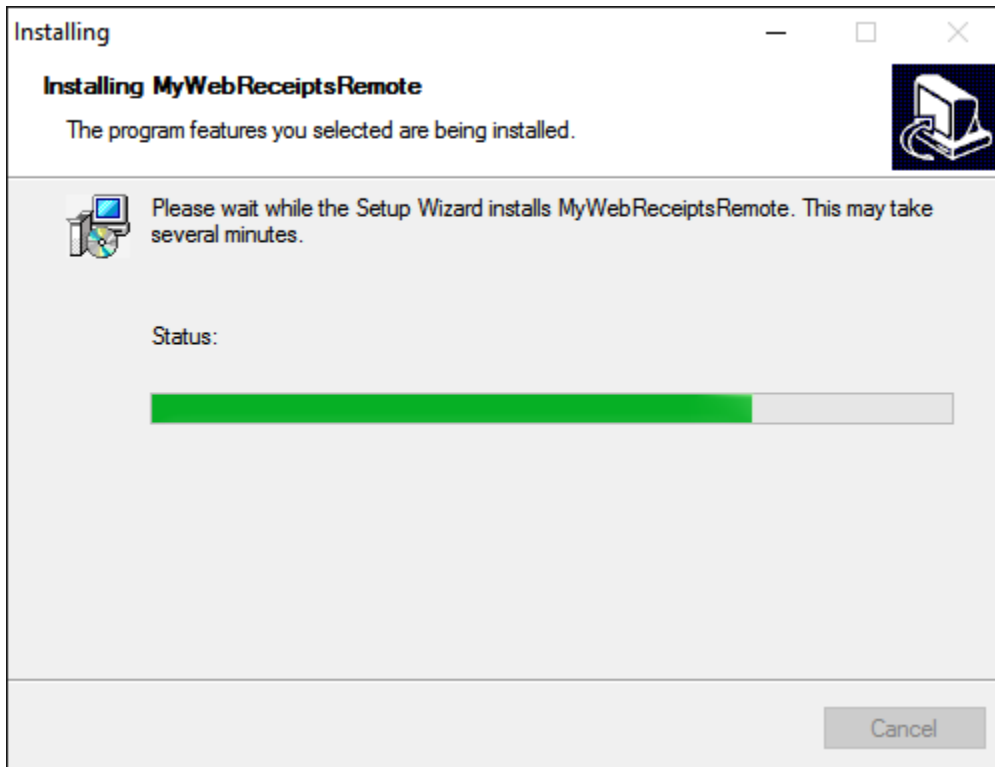


The screenshot shows a Windows-style dialog box titled "Create Shortcut". The main heading is "Create MyWebReceipts Shortcut". Below the heading, it says "Enter the address to your MyWebReceipts host, or select Next to continue." There is a small icon of a computer with a circular arrow. The main area of the dialog contains the following text: "Enter the address port number of your MyWebReceipts host.", "A shortcut to the MyWebReceipts web application will be created on your Desktop & Start Menu.", and "Leave the http address empty to skip the shortcuts." Below this text is a text input field with "http://" on the left, a colon separator, and a small input field containing "5000". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

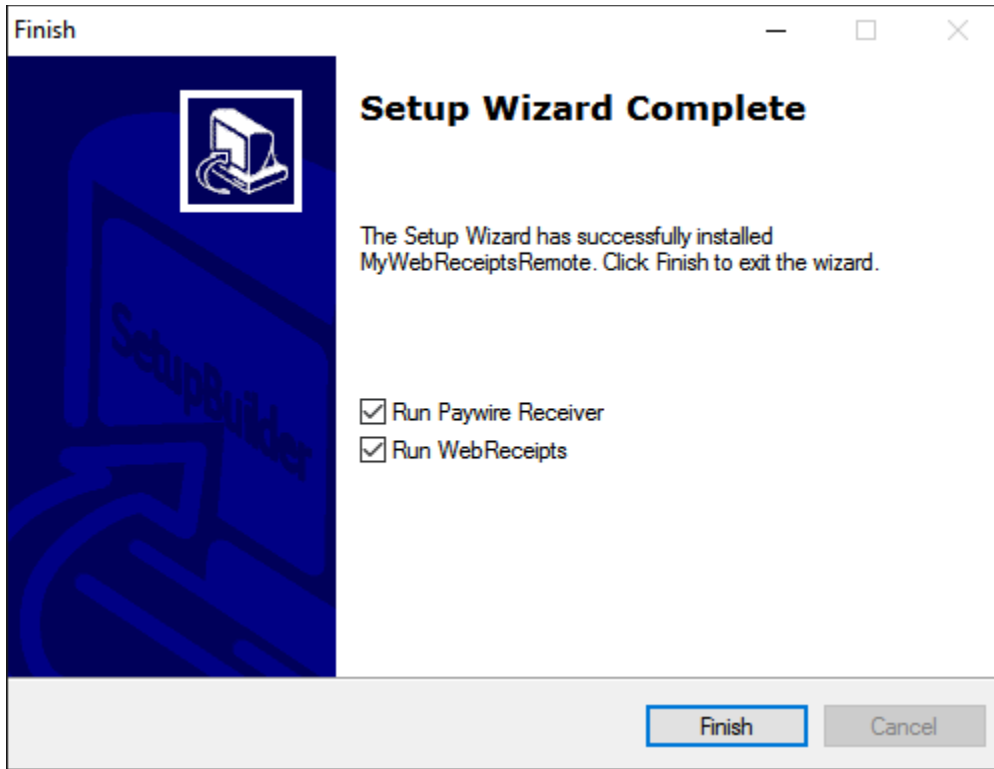
6. Review your selections and select Next when you are ready to begin. You may use the Back button to go back & change any of your selections.



7. Wait while MyWebReceipts is installed on your computer.

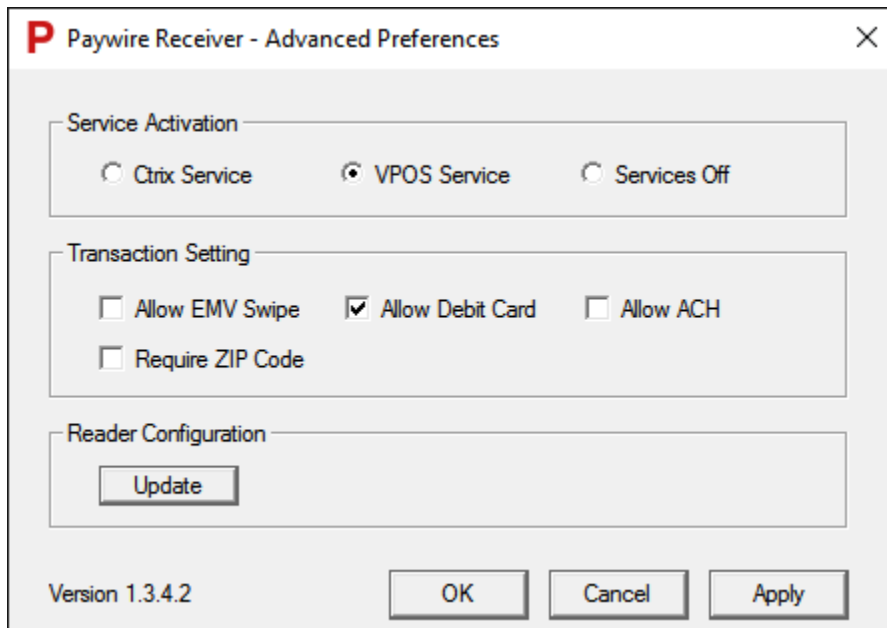


8. To start using MyWebReceipts right away, select the Run Paywire Receiver and Run WebReceipts check boxes on the Finish page & click Finish.



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

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



Microsoft SQL Server 2012 Express Setup

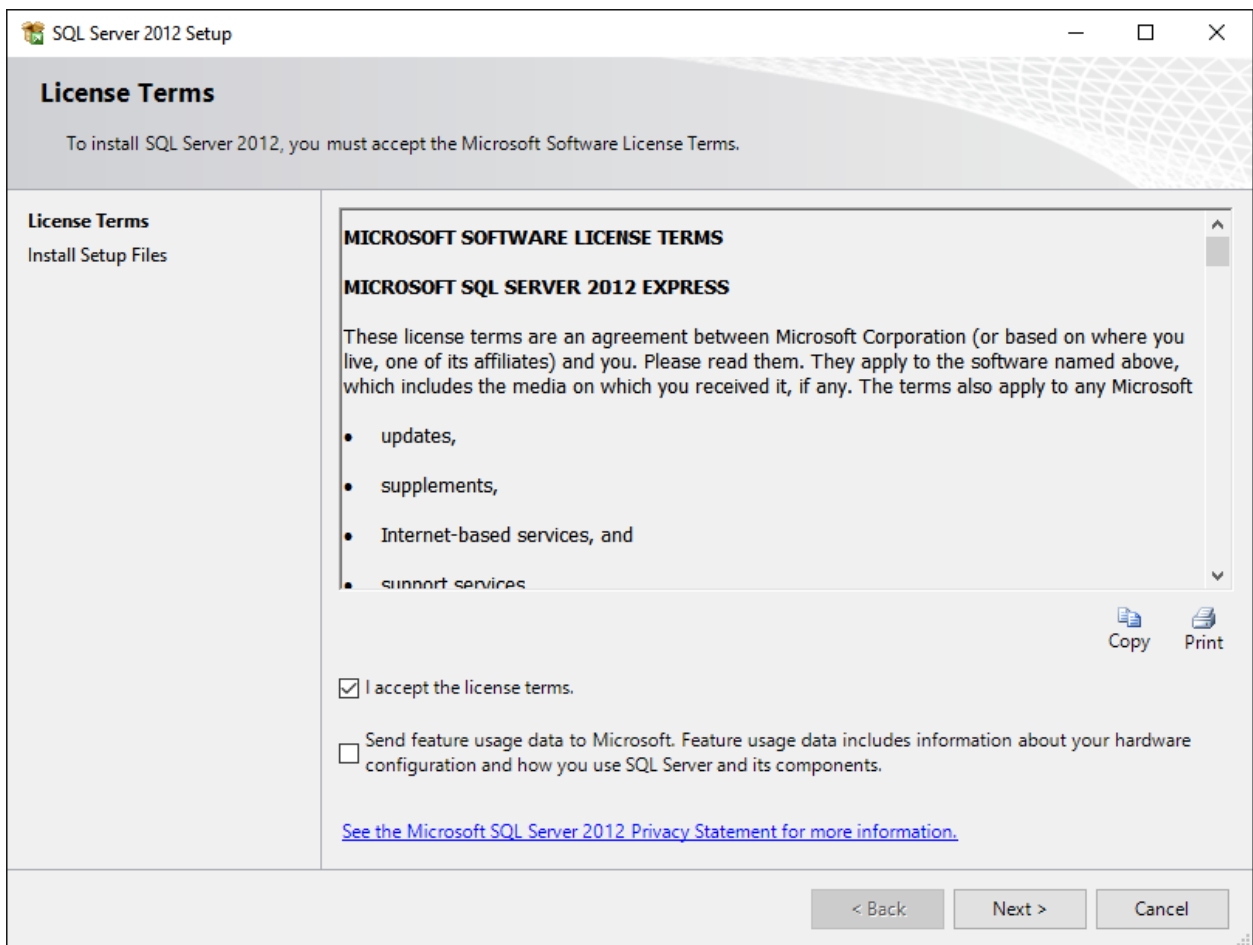
MyWebReceipts utilizes a dedicated Microsoft SQL Server Express database engine for its data storage. The MyWebReceipts setup application provides a pre-packaged installer for SQL Server, and executes the program with pre-configured settings required by MyWebReceipts.

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

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

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

2. Review & accept the license terms.



Select Next to continue.

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

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

Feature Selection

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

Instance Configuration

- ✓ Named instance: SQLEXPRESS

Server Configuration

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

Database Engine Configuration

Server Configuration

- ✓ Mixed Mode (SQL Server authentication and Windows authentication)
- ✓ Specify the password for the SQL Server system administrator (sa) account.
Do not change the password provided. If you inadvertently modify this password, contact TES Support for help.
- ✓ Specify SQL Server administrators
BUILTIN\ADMINISTRATORS
Select Add Current User to add your user account to the list.

Data Directories

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

User Instances

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

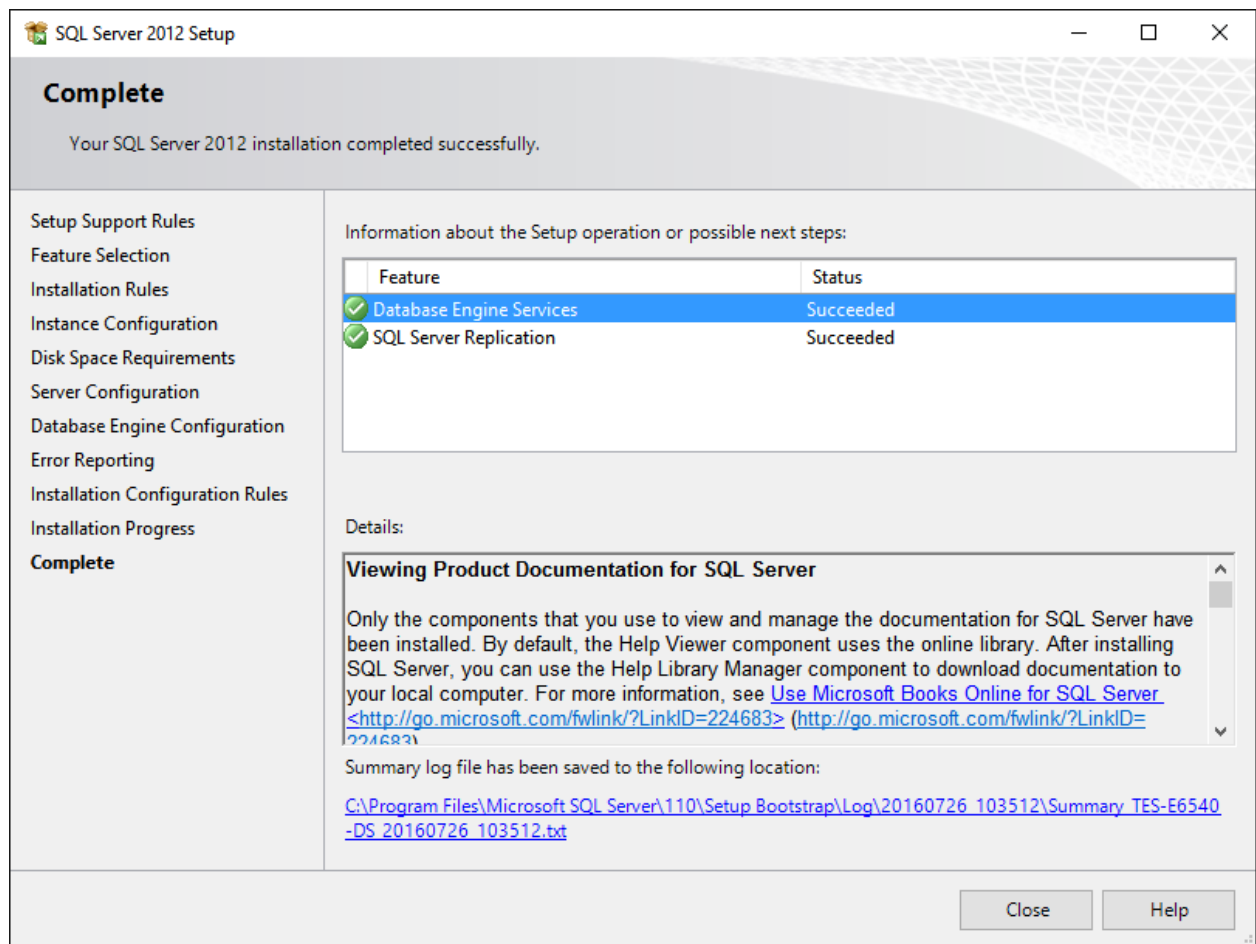
FILESTREAM

- Do *not* Enable FILESTREAM for Transact-SQL Access

Error Reporting

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

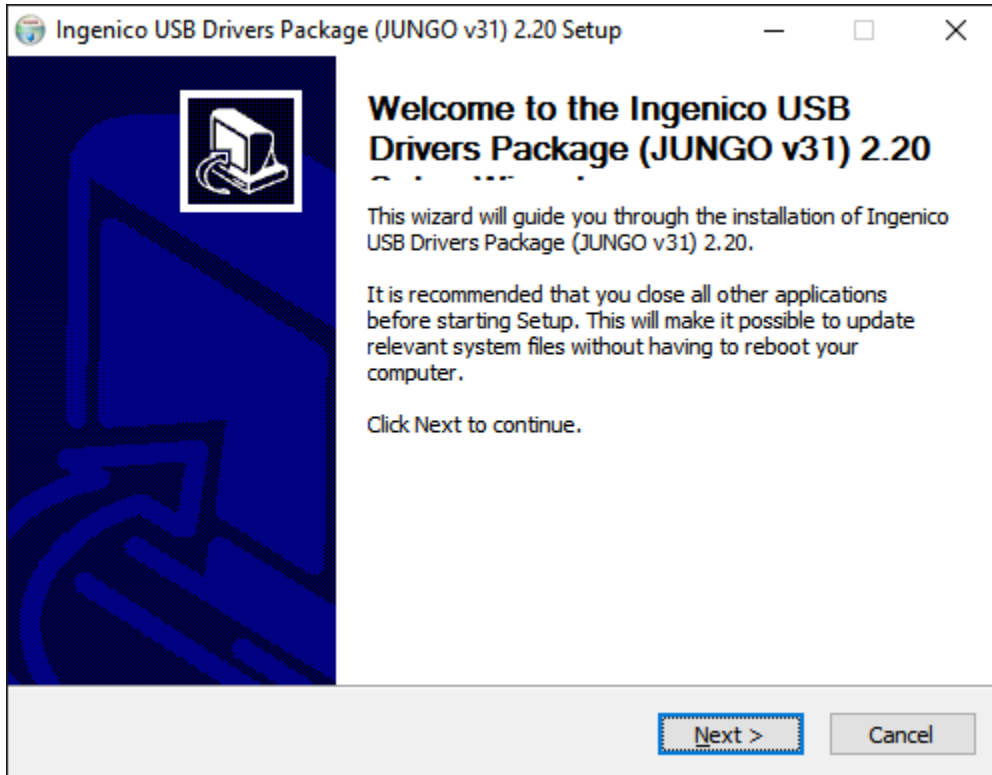
When complete, select Close to return to the MyWebReceipts setup program.



Ingenico USB Drivers Setup

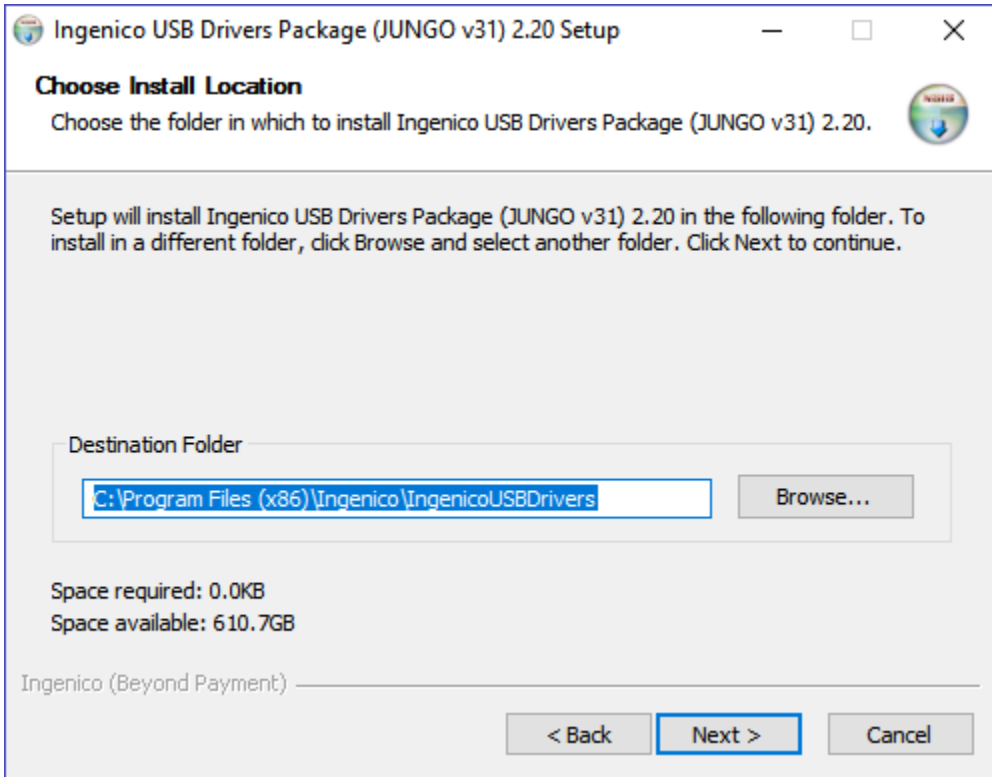
The Ingenico USB Drivers Setup application installs the required USB drivers for your Ingenico credit card reader.

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



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

Choose Install Location



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

Usb Driver Parameters

Ingenico USB Drivers Package (JUNGO v31) 2.20 Setup

Usb Driver parameters

This page allows to set parameters used by USB Driver.

Force COM Port Feature enabled

Force COM Port List - PID based

Product ID (PID)

Virtual COM Port (decimal range 1-256)

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

5 4 3 2 1

Ingenico (Beyond Payment)

< Back Next > Cancel

✓ **Force COM Port Feature enabled**

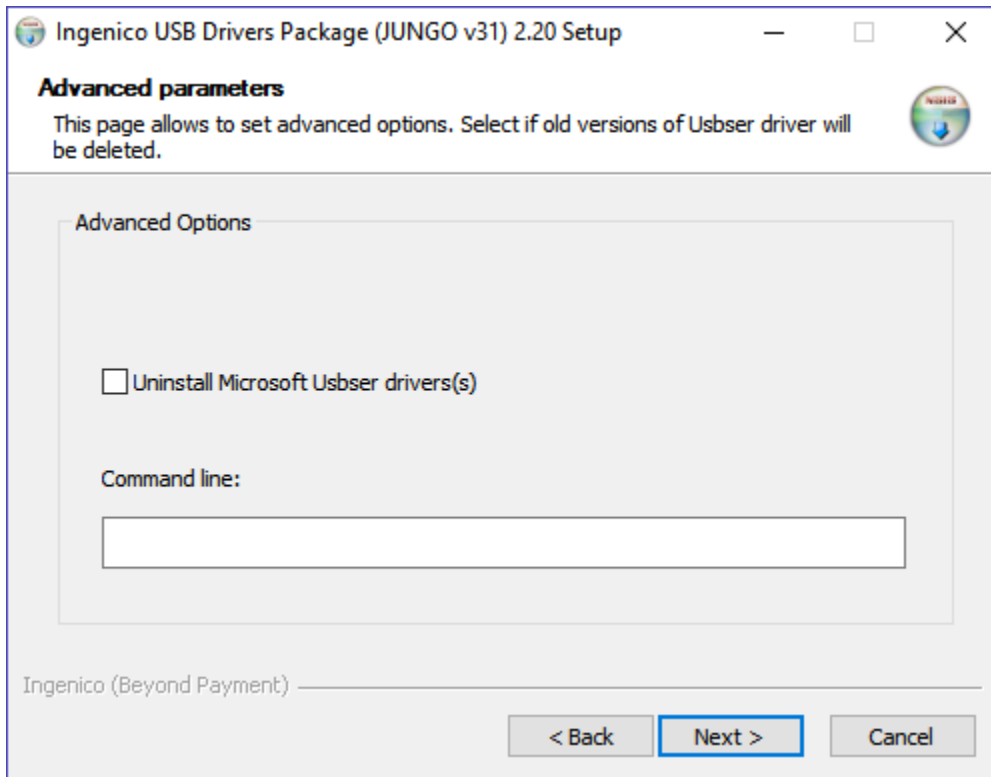
Force COM Port List - PID based

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

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

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

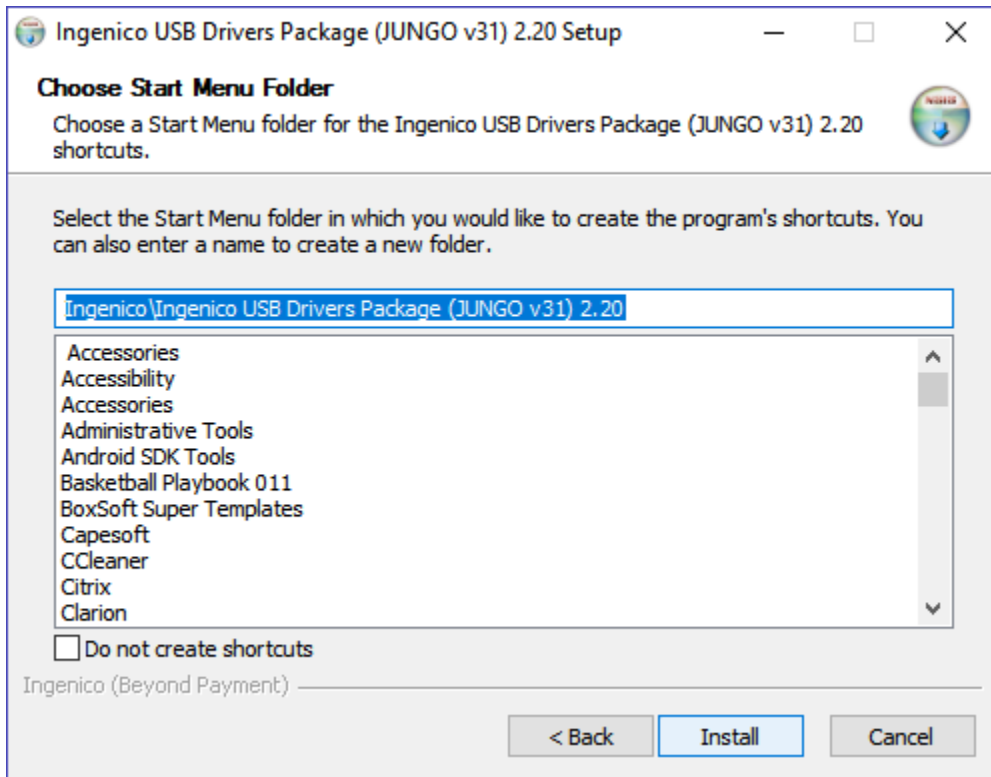
Advanced Parameters



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

Leave the Command Line option blank.

Choose Start Menu Folder



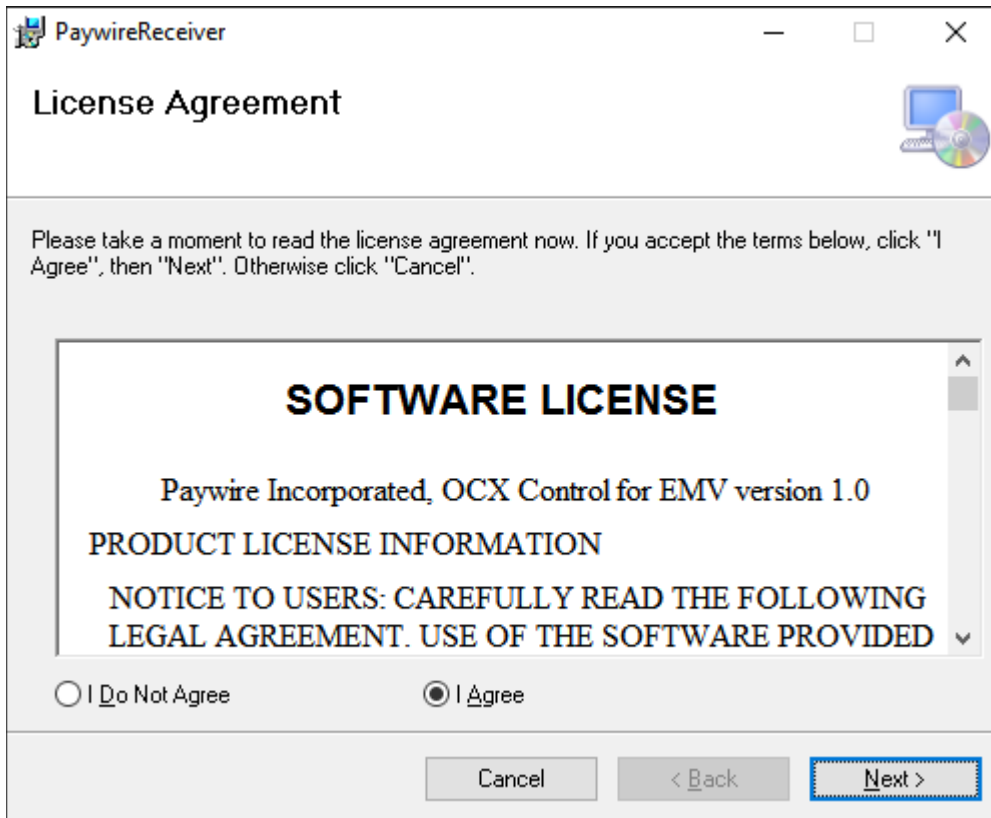
Accept the default: Ingenico\Ingenico USB Drivers Package (JUNGO v31) 2.20

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

PaywireReceiver Setup

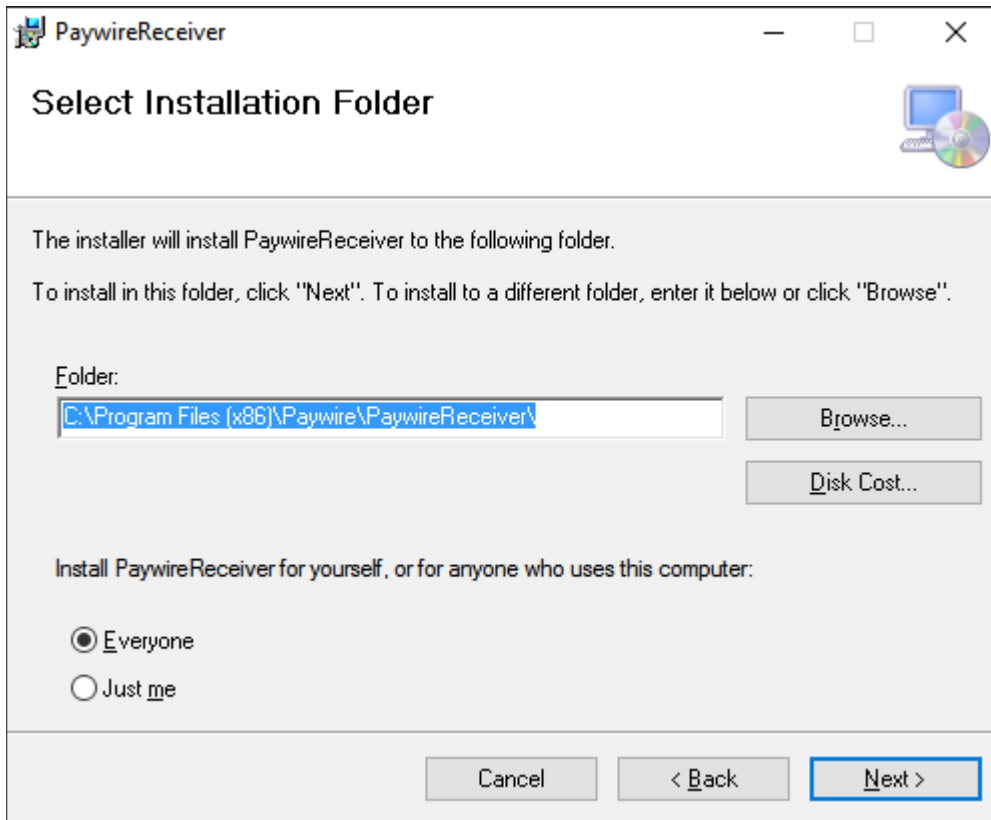
PaywireReceiver provides Paywire credit card processing support for the MyWebReceipts application.

1. Review & accept the license agreement.



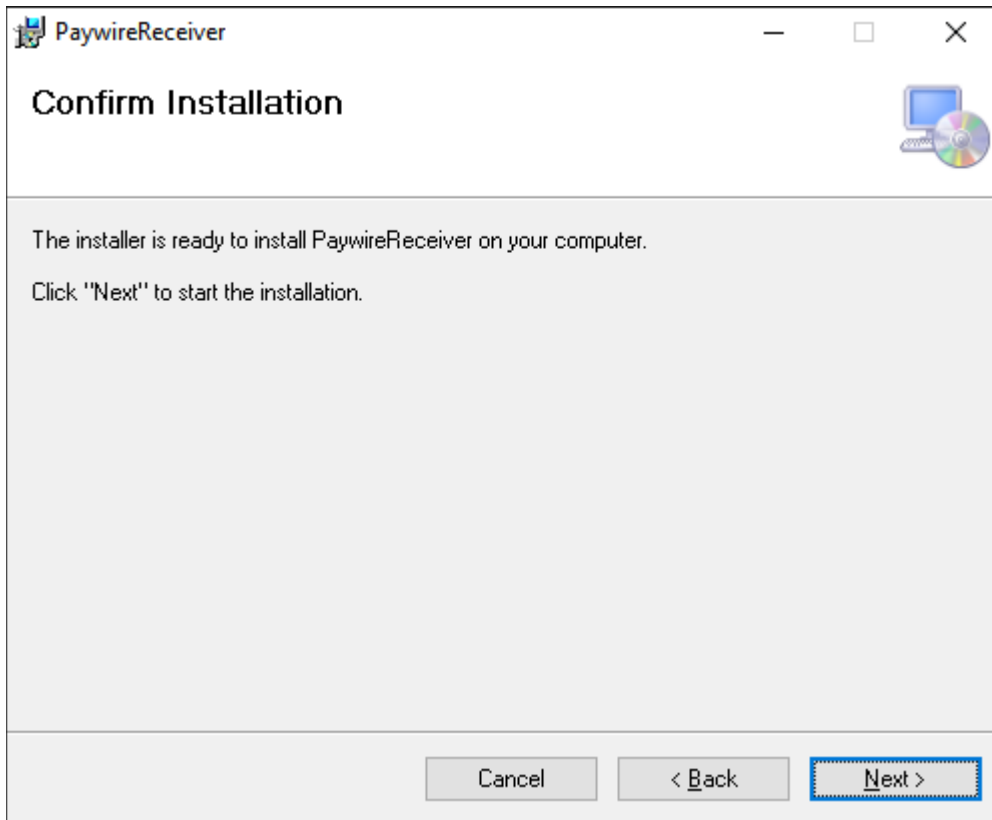
Select Next to continue the setup wizard.

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



Select Next to continue the setup wizard.

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



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

Starting MyWebReceipts & Required Components

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

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

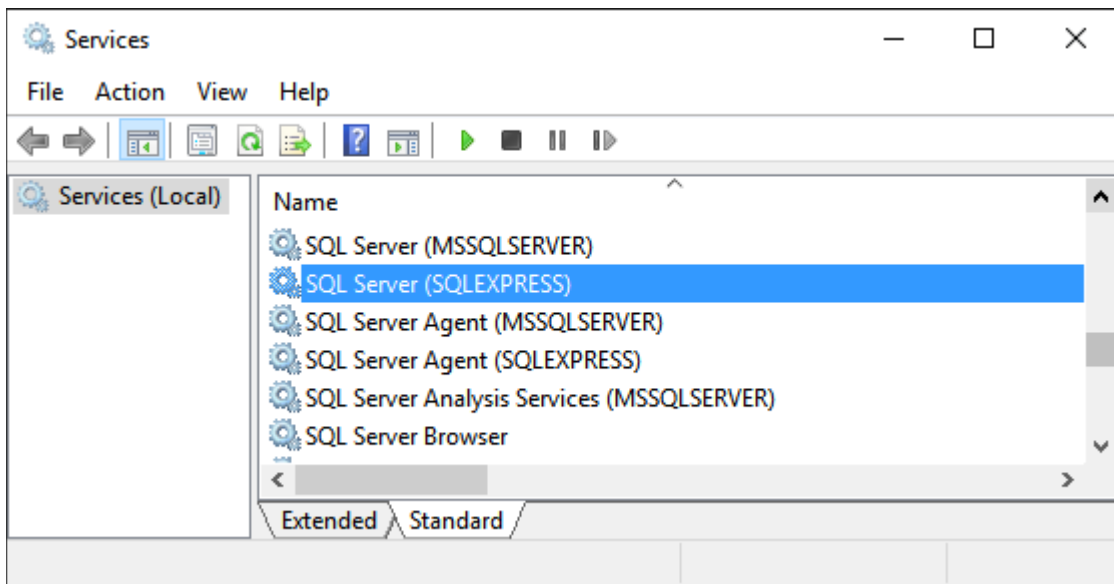
Microsoft SQL Server 2012 Express

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

1. Open the Services console:

Start > Control Panel > Administrative Tools > Services

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



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

MyWebReceipts Service

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

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

PaywireReceiver

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

1. Select Start > All Programs > Paywire > PaywireReceiver

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



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

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

