

CashTotal Pro



CashTotalPro (CTP) User Manual

CTP Version 1.1.0.4

From NionNet
v.1.8

VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	S Zak	20/09/2015	D Zak	20/09/2016	Initial Document
1.1	S Zak	10/03/2016	D Zak	10/03/2016	
1.2	S Zak	25/05/2017	D Zak	25/05/2017	1.0.0.7 update
1.3	S Zak	08/06/2018	D Zak	08/06/2018	Set up wizard details added
1.4	S Zak	21/06/2018	D Zak	23/06/2018	Additional functionality (labels)
1.5	S Zak	08/07/2018	D Zak	09/07/2018	Final functionality added
1.6	S Zak	27/08/2018	D Zak	27/08/2018	Change to set up wizard
1.7	S Zak	10/09/2018	D Zak	10/09/2018	Added clear down after count. Sections 3.1 and 3.4
1.8	S Zak	14/05/2019	D Zak	14/05/2019	Updated for new features

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1: Minimum Specification

- A Dual Core Processor with 4GB RAM and 20GB available hard disc. A minimum screen resolution of 1024x768. One free serial port, either built in to the PC or via a USB adaptor. Network connected for automatic activation and remote support. Offline activation and limited support is possible, but not recommended.
- The software currently supports Windows 7/8/8.1/10, both 32 and 64 bit. Please ensure the specification of your PC meets or exceeds Microsoft's recommendations for your version of Windows **AND** the above recommendations.
- The software is **NOT** supported on Windows XP/Vista, server versions of Windows, and any non-Windows operating systems.
- We recommend that Microsoft Excel is installed on the PC, for viewing generated exports.

2: Download and Install

- You will find the link to download the software on www.cashtotalpro.com
- Download and unblock the file
- Run through your corporate virus checker
- Then run the Exe file to set up CTP.
- This will set up a copy of CTP along with .Net 4.6.1 and SQL LocalDB
- You must be a Windows Administrator to install CTP.

3: Set Up Wizard and Activation

3.1: Set up the CTP Owner

The Set-Up Wizard will identify you as System Owner and will pick up your ID from the PC Login. The System Owner role has complete control over CTP. Any missing information required from you for setup will be shown in red at the bottom of the screen.

Batches Processed:	Sub Id	Applicable Date	Admin Disabled
Total 0		24/04/2019	<input type="checkbox"/>
Batches Total:	Grand Id	Batch Type	Training Disabled
		Count	<input type="checkbox"/>

CashTotalPro Configuration Wizard 1 / 14

Setup the System Owner

Welcome to the configuration wizard. CTP has pre-selected your user name from your PC login details. You can change this if you require.

System Owner User Name: NIONNET-PC-2\sharo

PIN: [Redacted]

Confirm PIN: [Redacted]



3.2: Activation CTP 30 Day Trial

The CTP setup defaults to trial software. You will need to add your name and email details. You can change the number of machines to suit your environment. The trial expiry date will show on your screen.

The screenshot shows the 'CashTotalPro Configuration Wizard' interface. At the top, there's a navigation bar with 'Batch Management' and 'Exports'. Below it, a status bar shows 'sharo' and 'NIONNET-PC-Z\sharo'. The main area is titled 'Product Activation' and includes a progress indicator '2 / 14'. The instructions state: 'Please complete your details for trial or full activation.' The 'Activation Type' is set to 'Trial'. The 'Full Name' field contains 'Sharon', 'Email' contains 'sharon.zak@nionnet.com', and 'Confirm Email' also contains 'sharon.zak@nionnet.com'. The 'Machines' field is set to '1'. A confirmation message at the bottom reads: 'Your trial has been started for 1 machine, expiring on 24 May 2019.' The bottom of the screen shows a 'Licence Expires:' field.

3.3: Full Activation of CTP

Select Activation and add in your order number, this is given to you on the purchase of a CTP License. You will need to add your details and select the number of counting machines you will be using. You can only activate the product if you have an order number with at least one free license. You will be sent an End User License Agreement (EULA) by email. Once you have completed the fields your product is activated and the expiry date will show on your screen.

The screenshot shows the 'CashTotalPro Configuration Wizard' interface for full activation. The 'Activation Type' is set to 'Activation'. The 'Order Number' field contains 'TEST1-0001'. The 'Full Name' field contains 'Sharon Zak', 'Email' contains 'sharon.zak@nionnet.com', and 'Confirm Email' also contains 'sharon.zak@nionnet.com'. The 'Machines' field is set to '1'. A confirmation message at the bottom reads: 'Your product has been activated for 1 machine, expiring on 23 April 2020.' The bottom of the screen shows a 'Licence Expires:' field.



3.4: Add your Counting Machine(s)

Set up the machine(s) you wish to connect to CTP. CTP already knows about their default settings.

Click NEW, select the machine type and provide it with a Description. Check the COM port and currency.

CashTotalPro - 11.0.4
Batch Management Exports

sharo
NIONNET-PC-Z\sharo

Batches Processed: Total 0
Sub Id
Applicable Date: 24/04/2019
Admin Disabled
Batches Total: Grand Id
Batch Type: Count
Training Disabled

CashTotalPro Configuration Wizard

Counting Machine Details 3 / 14

Select a 'New' machine to add to your copy of CTP. CTP knows about the machines you can add and already holds the factory setting information. Make sure the information is accurate for your machine. More configuration details are available if required.

Machine Type Glory Mach 6	Machine Description Text
COM Port COM1	Currency GBP
Serial Rate 9600	Data Bits 8
Parity None	Stop Bits One
<input type="checkbox"/> DTR Enabled <input type="checkbox"/> RTS Enabled	

Provide at least one machine.

Licence Expires:

Under 'More Details' you will find additional settings which are only needed if your counting machine has been changed from its factory settings.

CashTotalPro - 11.0.4
Batch Management Exports

sharo
NIONNET-PC-Z\sharo

Batches Processed: Total 0
Sub Id
Applicable Date: 24/04/2019
Admin Disabled
Batches Total: Grand Id
Batch Type: Count
Training Disabled

CashTotalPro Configuration Wizard

Counting Machine Details 3 / 14

Select a 'New' machine to add to your copy of CTP. CTP knows about the machines you can add and already holds the factory setting information. Make sure the information is accurate for your machine. More configuration details are available if required.

Machine Type Glory Mach 6	Machine Description Text
COM Port COM1	Currency GBP
Serial Rate 9600	Data Bits 8
Parity None	Stop Bits One
<input type="checkbox"/> DTR Enabled <input type="checkbox"/> RTS Enabled	

Provide at least one machine.

Licence Expires:

You will see the added machine appear in a black bar and at this point, you can add other machines, if your licence allows for multiple machines, by clicking 'NEW'. Click 'SAVE' to finish.

The screenshot shows the 'CashTotalPro Configuration Wizard' at step 3 of 14, titled 'Counting Machine Details'. The interface includes a top navigation bar with 'Batch Management' and 'Exports' tabs. A user profile for 'sharo' (NIONNET-PC-2\sharo) is visible. A table displays system information: 'Batches Processed: Total 0', 'Sub Id', 'Applicable Date: 24/04/2019', 'Admin Disabled' (checkbox), 'Batches Total', 'Grand Id', 'Batch Type: Count', and 'Training Disabled' (checkbox). The main area contains a 'new' button, a 'save' button, and a 'delete' button. Below these are two dropdown menus: 'Machine Type' set to 'Glory Mach 6' and 'COM num' set to 'COM1'. A 'Machine Description' field shows 'Summing GBP'. A 'more details' button is also present. At the bottom, a black bar displays 'COM1 | (Test)'. A 'Licence Expires' field is visible in the bottom left corner.

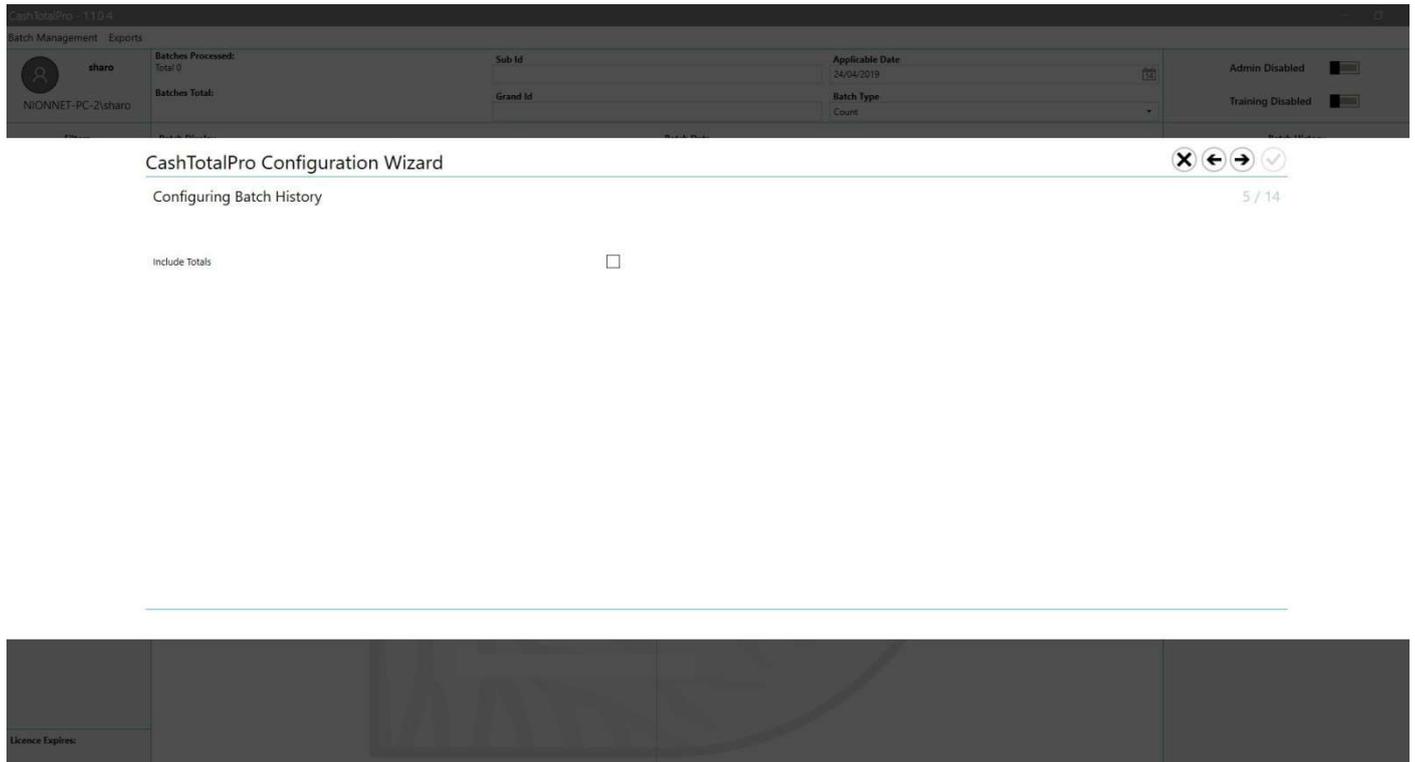
3.5: Setting Folder Paths (Backup and Diagnostic Export)

Now enter where you wish backups and diagnostic exports to be sent. These can be changed later if required.

The screenshot shows the 'CashTotalPro Configuration Wizard' at step 4 of 14, titled 'Setting Folder Paths'. The top navigation and user information are consistent with the previous screen. The main area is titled 'Setting Folder Paths' and contains two input fields: 'Backup Folder' and 'Diagnostic Export Folder'. Both fields have the path 'C:\Windows\temp' entered. Each field has a clear button (X) and a refresh button (circular arrow). A 'Licence Expires' field is visible in the bottom left corner.

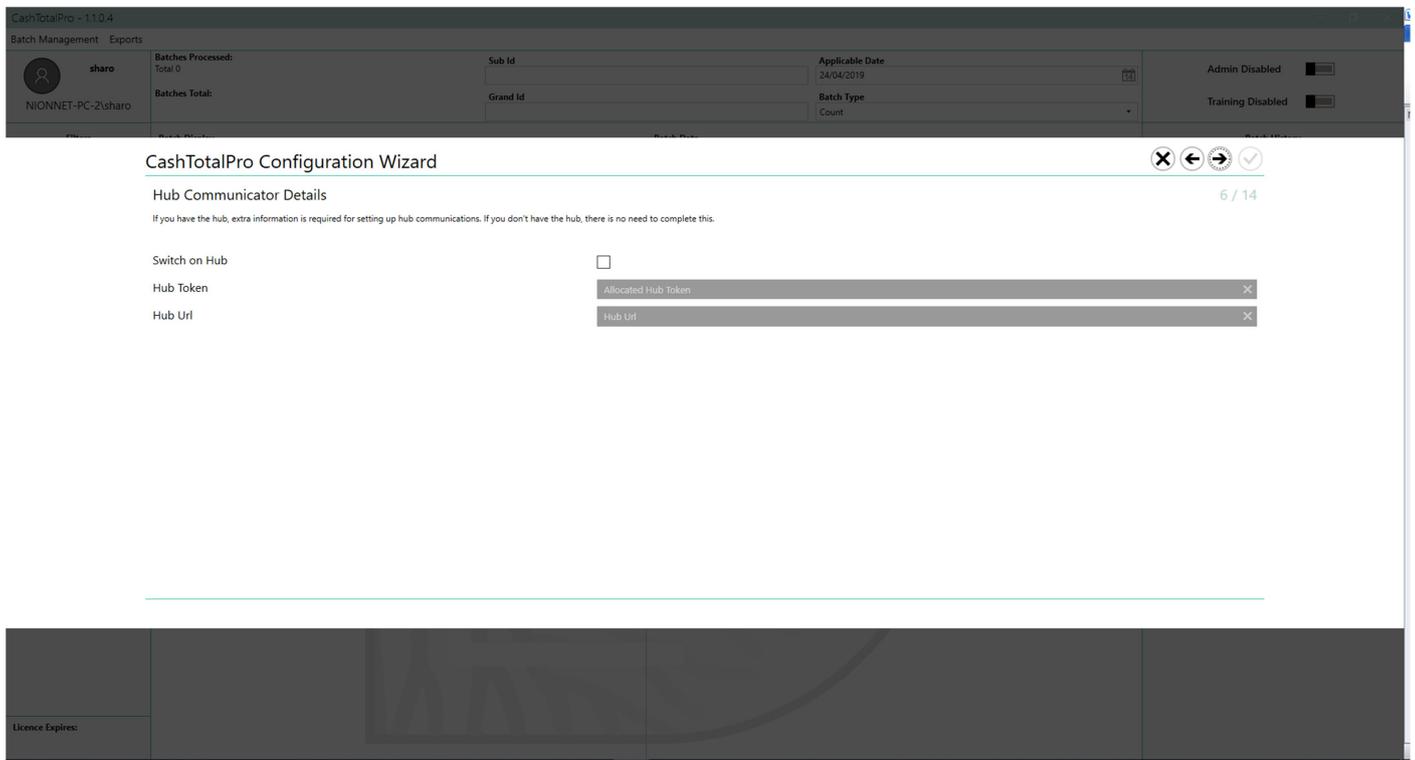
3.6: Configuring Batch History

When you use this page to select 'Include Totals', incoming Sub and Batch totals will still display in the popup dialog, but it will also add the Sub and Grand totals to the right-hand-side list (different colours for each type). Note that these Sub and Grand entries do not change the running total at the bottom right-hand-side.



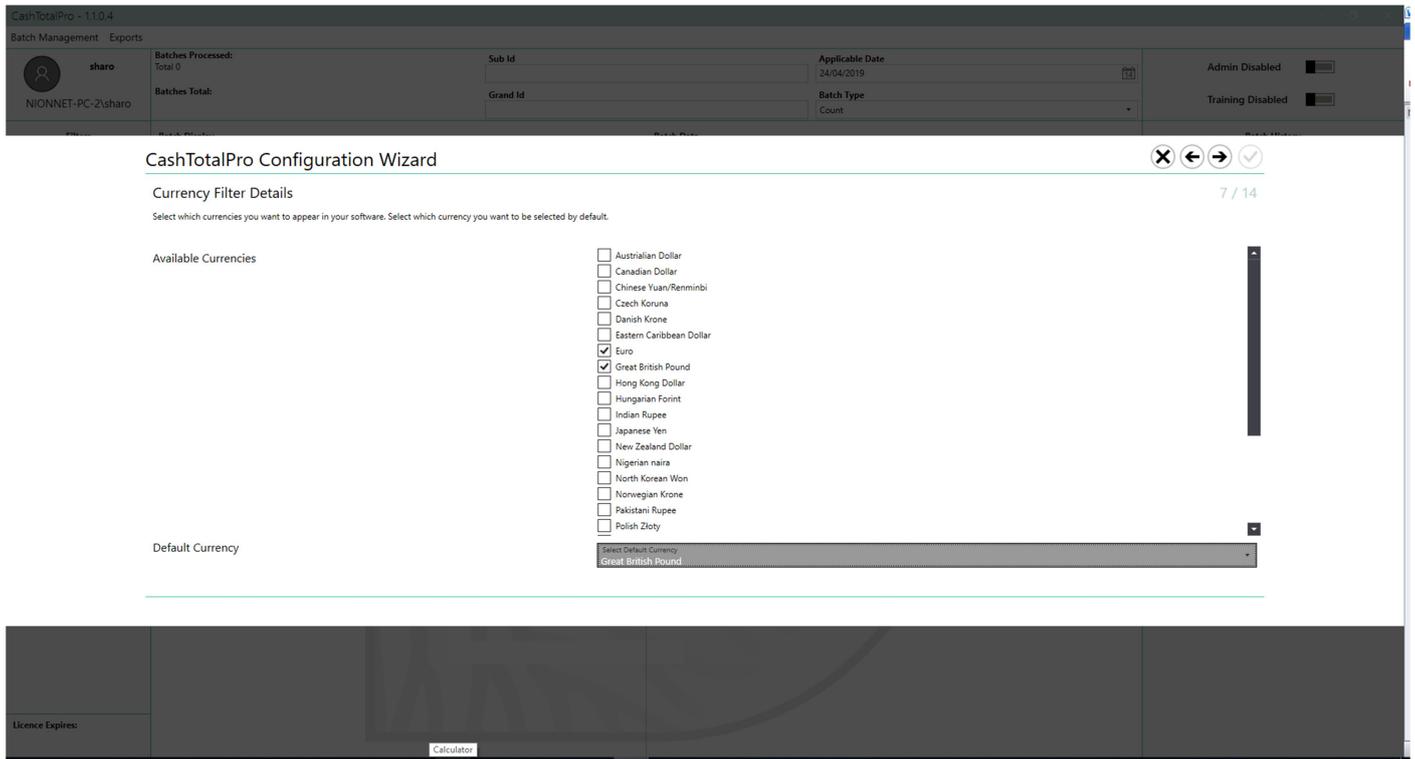
3.7: Select Hub

If you have CTP Hub you set up the communication here, if not then click the arrow to move to the next part of the wizard.



3.8: Select Currencies and Set Default

Select the currencies you will be using and set the default currency.



The currencies you select will be added to the default dropdown list. Use this list to set your default currency.

3.9: Setting up Custom Labels

In this section you can set up the terminology your organisation uses. What you add here will be seen within CTP on screen and will also be printed in your exports.

Instead of using the terms 'Batch Id', 'Sub Id' and 'Grand Id', CTP can be configured to prompt for these Id numbers with terms that are more suited for your organisation.

A car parking example could be;

The Batch Id represents a box taken out of a parking machine, so the Batch label is changed to 'Incoming Box Number'. The Sub Id represents the parking machine that the cash came from, so the Sub label is changed to 'Machine Number'. The Grand Id represents the car park/street the machine is in, so the Grand label is changed to 'Park Number'.

CashTotalPro - 11.0.4

Batch Management Exports

sharo
NIONNET-PC-2\sharo

Batches Processed: Total 0

Batches Total:

Sub Id

Grand Id

Applicable Date: 24/04/2019

Batch Type: Count

Admin Disabled

Training Disabled

CashTotalPro Configuration Wizard

Custom Labels Details 8 / 14

These labels allow you to customise your software. Instead of Batch, Sub and Grand, you could use Parking Machine, Collection Round and Location.

General Batch Term	General Batch Term Batch
Batch Id Prompt	Batch Id Prompt Batch Id
Batch Label Prompt	Batch Label Prompt Batch Label
General Sub Term	General Sub Term Sub
Sub Id Prompt	Sub Id Prompt Sub Id
Sub Label Prompt	Sub Label Prompt Sub Label
General Grand Term	General Grand Term Grand
Grand Id Prompt	Grand Id Prompt Grand Id
Grand Label Prompt	Grand Label Prompt Grand Label

Licence Expires:

3.10: Daily Batch Export

Now tell CTP where you want the Daily Batch Exports to go. You can also specify whether you want Sub and Grand totals to appear in your Batch export.

CashTotalPro - 11.0.4

Batch Management Exports

sharo
NIONNET-PC-2\sharo

Batches Processed: Total 0

Batches Total:

Sub Id

Grand Id

Applicable Date: 24/04/2019

Batch Type: Count

Admin Disabled

Training Disabled

CashTotalPro Configuration Wizard

Daily Batch Export 9 / 14

Select the default folder for exporting the daily batch information.

Output Folder: C:\Windows\Temp

Show Totals:

Licence Expires:

3.11: Mach Details

Some Mach 9 machines exhibit an issue where the previous Sub message is attached to the beginning of the current Batch message. You can choose whether these messages are ignored or processed and, if processed, whether the message should be treated as a Sub or a Batch.

The screenshot shows the 'CashTotalPro Configuration Wizard' at step 10 of 14, titled 'Mach 9 Details'. The interface includes a top navigation bar with 'Batch Management' and 'Exports' tabs. A sidebar on the left shows the user 'sharo' and the machine 'NIONNET-PC-2\sharo'. The main content area contains the following text: 'Some Mach 9 machines exhibit an issue where the previous Sub message is attached to the beginning of the current Batch message. You can choose whether these messages are ignored or processed and, if processed, whether the message should be treated as a Sub or a Batch.' Below this, there is a section for 'Concatenated Sub and Batch Processing Required' with a 'Required Behaviour' section containing two radio buttons: 'Treat Message as Sub' (unselected) and 'Treat Message as Batch' (selected). The bottom of the screen shows a 'Licence Expires' field.

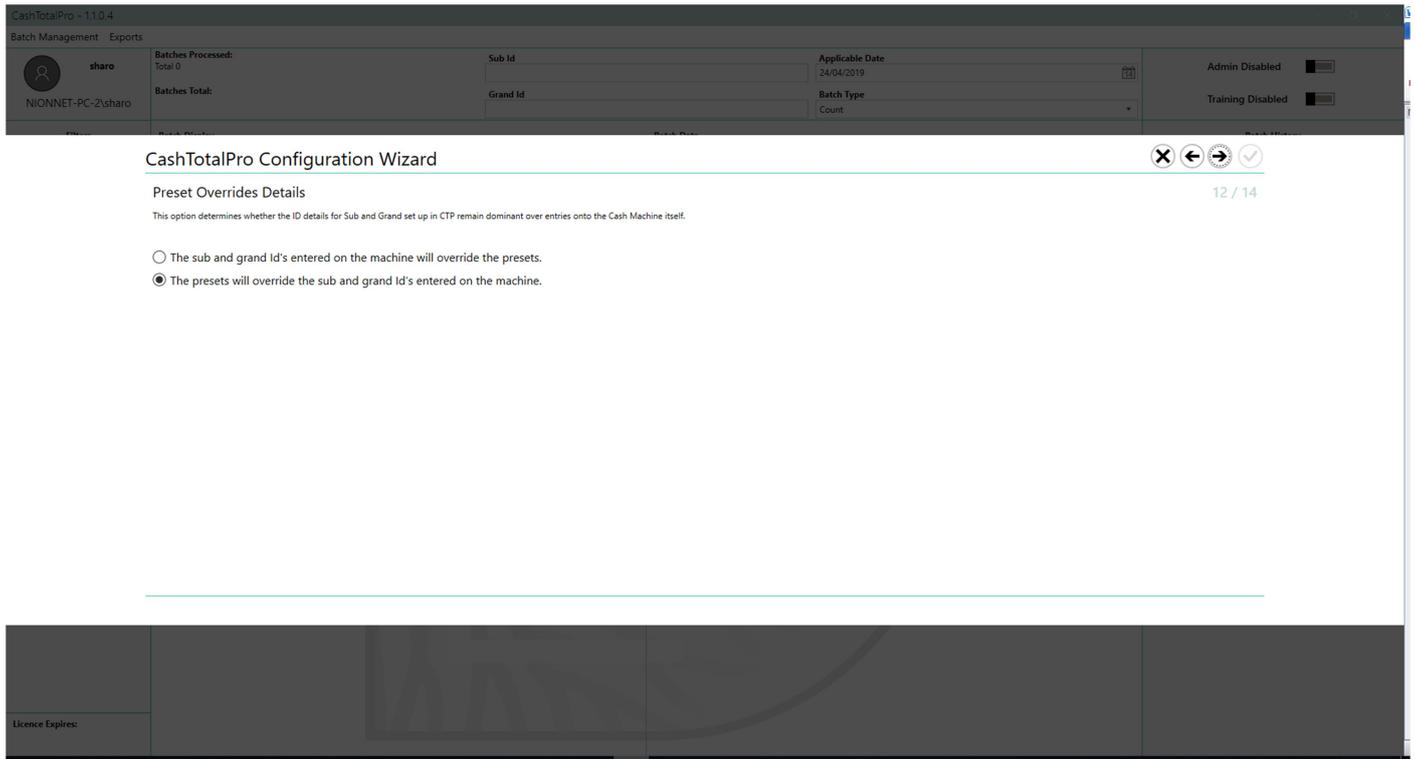
3.12: Email Notifications

You may need to tell CTP how to communicate with relevant people should there be an error or for notifications of scheduled tasks. If you don't want to switch this on, just click the forward arrow to move to the next part of the wizard.

The screenshot shows the 'CashTotalPro Configuration Wizard' at step 11 of 14, titled 'Email Notification Details'. The top navigation bar and sidebar are identical to the previous screen. The main content area contains the following text: 'Please add the email details of the person, or a comma-separated list of people who will be notified of errors and scheduled tasks. This will be the primary communication route but can be altered at a later date.' Below this, there is a 'Switch on Notifications' section with an unchecked checkbox. To the right, there are five input fields for email details, each with a clear (X) button: 'From Email Address', 'To Email Address List', 'SMTP Server Address', 'Email Username', and 'Email Password'. The bottom of the screen shows a 'Licence Expires' field.

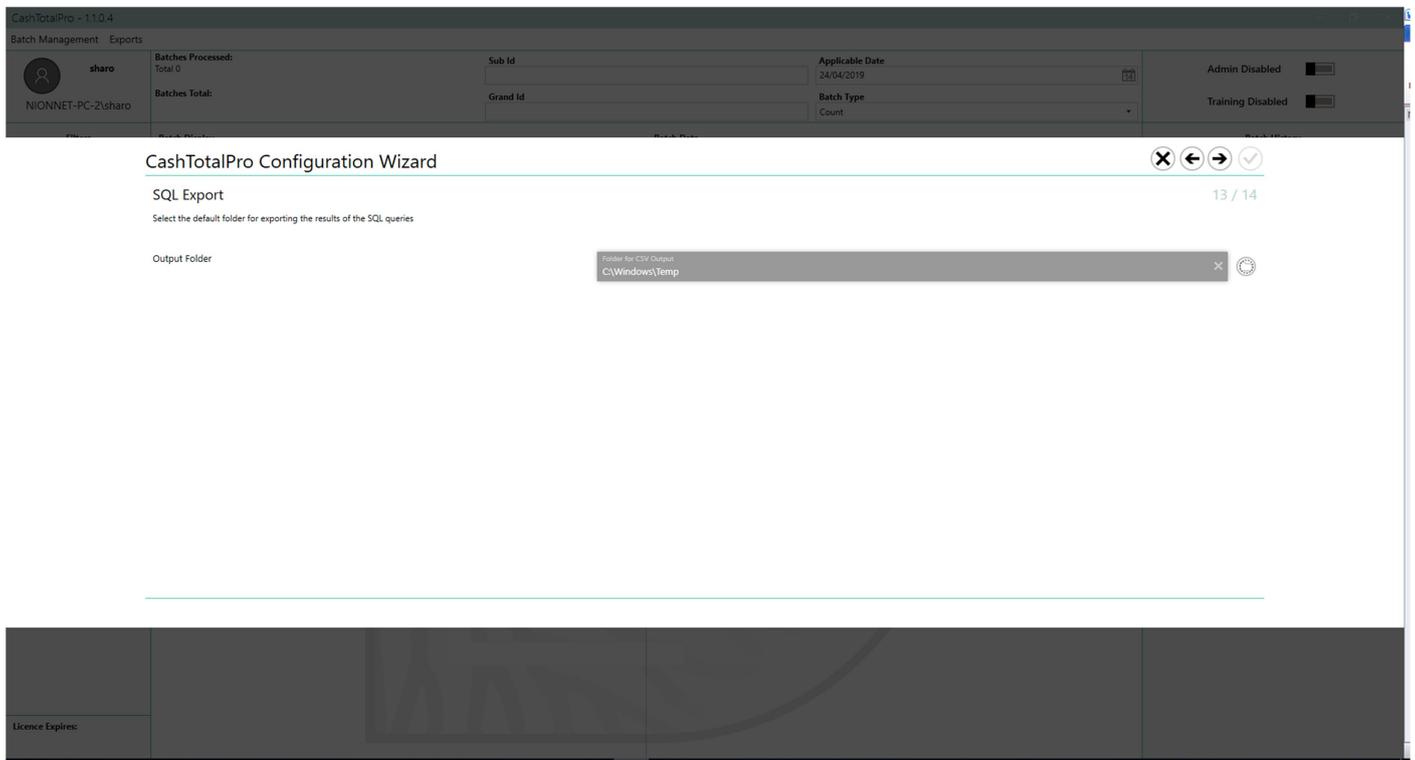
3.13: Preset Override Details

This option determines whether the ID details set up in CTP remain dominant over entries on the cash machine itself. This means that while CTP knows the preset information given to it at start up, you have the option to turn it off and revert to entering all Sub and Grand Id's direct into your counting machine if it is able to accept them.



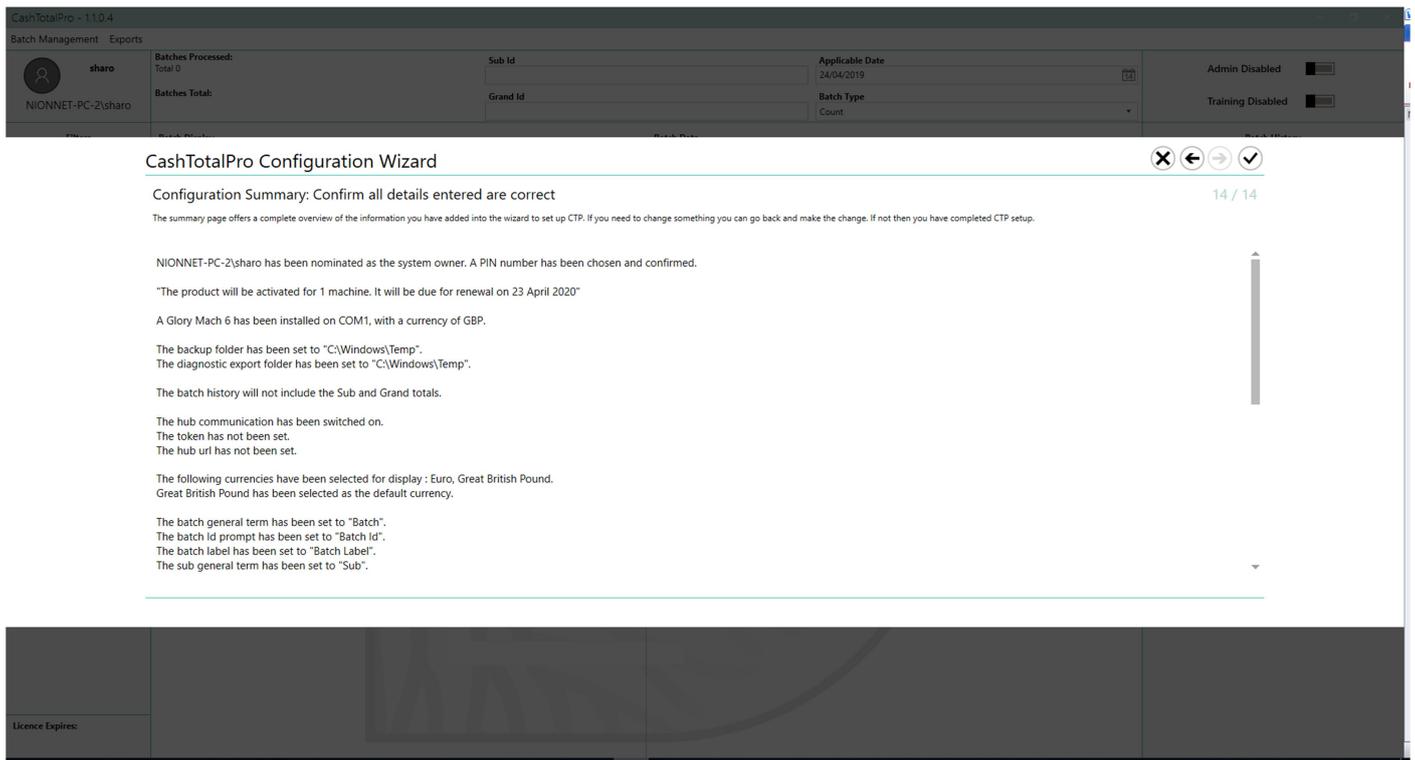
3.14: Enter SQL Export Location

Now enter where you wish the SQL export to be sent. This will enable your IT department to investigate any issues with the setup of your system.



3.15: Setup and Activation Summary

At the end of the set up process you are presented with a summary. Please check the details and press the 'tick' to confirm your entries. You can go back to make changes if required.



CashTotalPro - 1.10.4

Batch Management Exports

sharo

NIONNET-PC-2\sharo

Batches Processed: Total: 0

Batches Total:

Sub Id

Grand Id

Applicable Date: 24/04/2019

Batch Type: Count

Admin Disabled

Training Disabled

CashTotalPro Configuration Wizard

Configuration Summary: Confirm all details entered are correct 14 / 14

The summary page offers a complete overview of the information you have added into the wizard to set up CTP. If you need to change something you can go back and make the change. If not then you have completed CTP setup.

NIONNET-PC-2\sharo has been nominated as the system owner. A PIN number has been chosen and confirmed.

"The product will be activated for 1 machine. It will be due for renewal on 23 April 2020"

A Glory Mach 6 has been installed on COM1, with a currency of GBP.

The backup folder has been set to "C:\Windows\Temp".
The diagnostic export folder has been set to "C:\Windows\Temp".

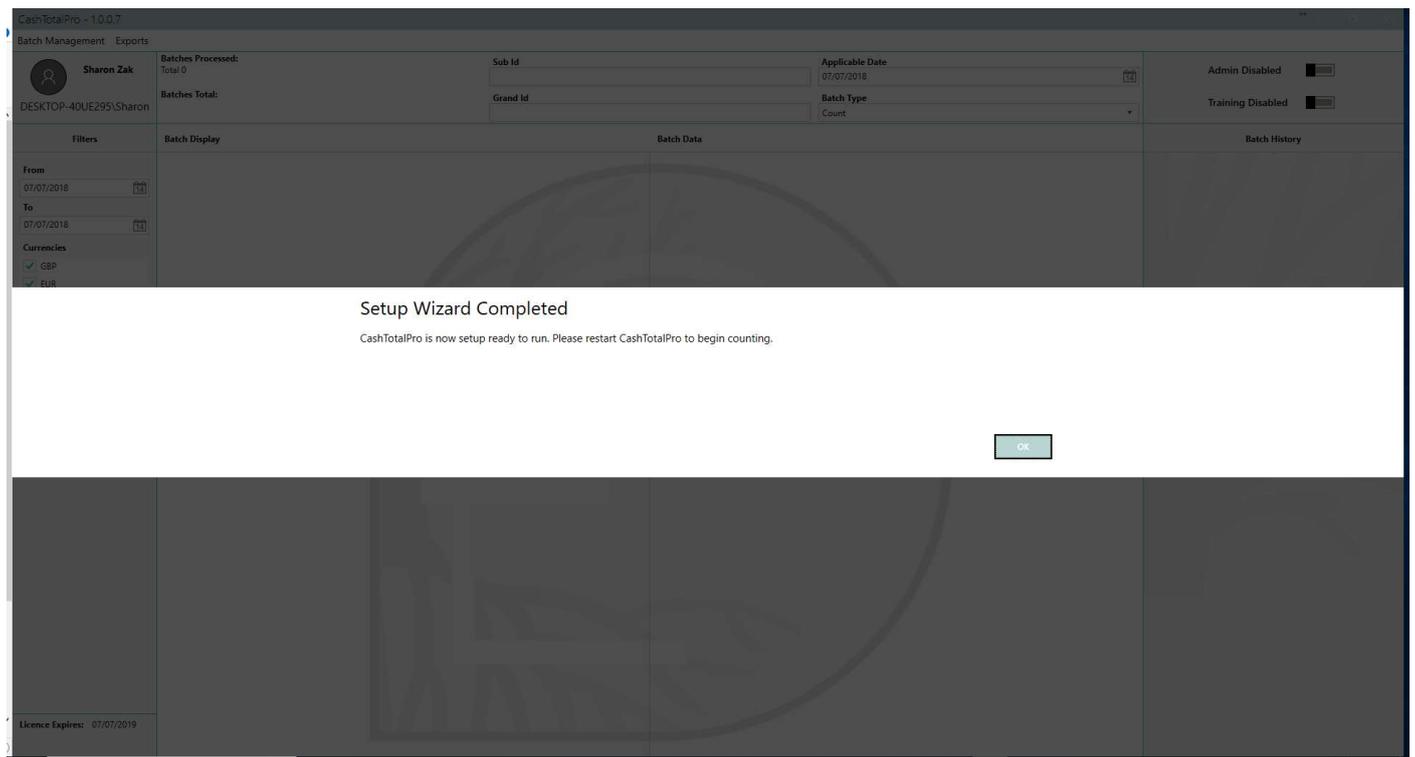
The batch history will not include the Sub and Grand totals.

The hub communication has been switched on.
The token has not been set.
The hub url has not been set.

The following currencies have been selected for display: Euro, Great British Pound.
Great British Pound has been selected as the default currency.

The batch general term has been set to "Batch".
The batch Id prompt has been set to "Batch Id".
The batch label has been set to "Batch Label".
The sub general term has been set to "Sub".

Licence Expires:



CashTotalPro - 1.0.0.7

Batch Management Exports

Sharon Zak

DESKTOP-40UE295\Sharon

Batches Processed: Total: 0

Batches Total:

Sub Id

Grand Id

Applicable Date: 07/07/2018

Batch Type: Count

Admin Disabled

Training Disabled

Filters

Batch Display

Batch Data

Batch History

From: 07/07/2018

To: 07/07/2018

Currencies

GBP

EUR

Setup Wizard Completed

CashTotalPro is now setup ready to run. Please restart CashTotalPro to begin counting.

OK

Licence Expires: 07/07/2019

CTP will close at this point. You need to open the application again to start counting.

4: User Functionality

CashTotalPro is now ready and waiting. The user will be able to start counting straight away.

4.1: The Active CTP Screen

You will see filters which will determine how much of a history you see on the right hand side of the screen. You will also see which currencies have been set up in your copy of CTP, and you will see the machines available, one of which is the Manual Batch add function. This is a 'dummy' machine for manually adding Batches.

There is also a filter for Batch Type which will show filtered results for Count, Float, Cash -in and Cash-Out. At the bottom of this section is the product licence expiry date. There are also your 'apply' and 'reset' buttons along with a 'clear' option.

Across the top of the screen you will see details of the number of Batches processed and the total count for them. You will also see Sub and Grand Id's, applicable date and Batch type.

Next 'Preset' fields allow identifiers to be set for an entire count. For example if you were counting Batches for all the parking meters on a route or cash counted from zones in your theme park (see Section 3.13).

The normal user can also:

- Set the Sub Id (e.g Route)
- Set the Grand Id (e.g Location)
- Change the Applicable Date
- Change the Batch Type – Count, Float, Cash In and Cash Out
- Clear down the Batch history
- Manually add a Batch
- Backup CTP
- Run the Daily Export

The normal user can also switch the system into Training Mode if they want to show a new member of the team how CTP works. (Please See Section 8)

4.2: Setting Sub and Grand in CTP

In CTP you can set the Sub and Grand numbers on a counting machine to match your particular business operation. For example, if you are counting for a number of routes and locations and you cannot, or do not wish to enter Sub and Grand details on your counting machine, you can use this field to preset the number. This will allow you to count a block of batches without having to enter the Sub and Grand numbers each time on your counting machine.

For example here we are counting for Route 055 which relates to Location 18.

The screenshot shows the 'Batch Management' window in CashTotalPro. The interface includes a left-hand filter panel, a top configuration bar, a central table, and a right-hand history panel.

Configuration Bar:

- Batches Processed: GBP: 1 / Total 1
- Sub Id: 055
- Applicable Date: 24/04/2019
- Batches Total: GBP: £17.96
- Grand Id: 18
- Batch Type: Count
- Admin Disabled:
- Training Disabled:

Filters Panel:

- From: 24/04/2019
- To: 24/04/2019
- Currencies: GBP, EUR
- Machines: Manual Batches, Test
- Batch Type: Count

Batch Data Table:

Batch Display	Batch Data	Batch History
Batch Total	£ 17.96	00 £ 17.96 27/04/2019 12:42
Batch	00	
Sub	055	
Grand	18	
Currency Total	£ 17.96	

Summary: £ 17.96

Now when you count your batches the Batch number will automatically be associated with Sub Number (Route) 055 and Grand Number (Location) 18. When you change from this route or location, just type in what you want and carry on counting. If you miss a batch for the last route and location you can add it at any stage by changing the numbers and processing your batch.

4.3: Change the Applicable Date

You may change the applicable date, for example, if counting for a bank holiday or the organisation's process is to count for the previous day's takings. The batch export can then be filtered by the applicable, rather than the scanned date.

Simply pick the date you require.

The screenshot shows the CashTotalPro software interface. At the top, there are fields for 'Batches Processed' (GBP: 1 / Total 1), 'Sub Id' (055), and 'Applicable Date' (24/04/2019). Below this is a 'Batch Data' table with columns for 'Batch Display', 'Batch Data', and 'Batch Type'. A calendar widget is open, showing the date 24/04/2019. On the left, there are filter options for 'From' and 'To' dates (both 24/04/2019), 'Currencies' (GBP and EUR checked), 'Machines' (Manual Batches and Test checked), and 'Batch Type' (Count). At the bottom left, it says 'Licence Expires: 23/04/2020'. On the right, there are 'Admin Disabled' and 'Training Disabled' checkboxes. Below that is a 'Batch History' table with one entry: '00 £17.96 27/04/2019 12:42'. At the bottom right, the total amount is displayed as '£ 17.96'.

Batch Display	Batch Data	Batch Type
Batch Total		
Batch		00
Sub		055
Grand		18
Currency Total		£ 17.96

4.4: Clear Down Batch History

The clear button allows you to clear down the CTP Batch history following a count. For example if you are counting for the canteen and before you count for the cloakroom you would like to check the CTP count against the counting machine total.

This action will not affect the information CTP has saved.

4.5: Manually Add Batch

You may want to enter counting details for a batch of cash that does not come from the counting machine. For example, if you have taken payment in Euros, and your counter only supports sterling.

- Choose Batch Management on the menu and select Manually Add Batch.
- Check Currency and enter the Batch Id (with Sub and Grand Id's if needed).
- Associated information is displayed and in this example it is Parking Machine, Route and Location. These are descriptions the administrator will have set for your particular way of working.
- Enter Media (cheques or vouchers)
- Add in the number of each denomination.
- Click ADD

Add Manual Batch ←

Currency

GBP £50 0 0.00

£20 0 0.00

Batch £10 0 0.00

£5 0 0.00

Sub

055 £2 0 0.00

£1 0 0.00

50p 0 0.00

Grand

18 20p 0 0.00

10p 0 0.00

5p 0 0.00

Media

0.00 2p 0 0.00

1p 0 0.00

add cancel

Sub Id 055	Applicable Date 24/04/2019	Admin Disabled <input type="checkbox"/>
Grand Id 18	Batch Type Count	Training Disabled <input type="checkbox"/>
Batch Data		Batch History
£ 17.89		
00		
00		
00		
£ 33.29		

CTP displays the results of a batch in large font since the counting machine operator is likely to be at a distance from the PC running CTP.

CashTotalPro - 1.1.0.4

Batch Management Exports

sharo

NIONNET-PC-2\sharo

Filters

From: 24/04/2019 To: 24/04/2019

Currencies

GBP

EUR

Machines

Manual Batches

Test

Batch Type

Count

apply reset clear

Licence Expires: 23/04/2020

Batches Processed: GBP: 7 / Total 7

Batches Total: GBP: £170.74

Sub Id: 055 Applicable Date: 24/04/2019

Grand Id: 18 Batch Type: Count

Batch Display	Batch Data	
Batch Total		£ 9.75
Batch		977
Sub		055
Grand		18
Currency Total		£ 170.74

Admin Disabled

Training Disabled

Batch History

977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28
£ 121.20		25/04/2019 09:25

£ 170.74

Some batches have been run in CTP to demonstrate what you will see. You will see here that one batch is attributed to Route 055, location 18 and the bag number is 977.

You will see your batch entry appear in the Batch History. Click on the entry in Batch History to see the full details.

CashTotalPro - 1.10.4

Batch Management Exports

sharo
NIONNET-PC-2\sharo

Batches Processed:
GBP : 7 / Total 7

Batches Total:
GBP : £170.74

Sub Id
055

Applicable Date
24/04/2019

Grand Id
18

Batch Type
Count

Admin Disabled

Training Disabled

Filters

From
24/04/2019

To
24/04/2019

Currencies
 GBP
 EUR

Machines
 Manual Batches
 Test

Batch Type
Count

Apply Cancel Show

Batch Display

BATCH ACCEPT TIME 10:54 04/25/2019

BATCH	977		
SUB	00		
GRAND	00		
	.01	19	-19
	.02	68	1.36
	.10	14	1.40
	.20	34	6.80
TOTAL COIN			9.75
TOTAL			9.75

Batch Data

Batch Type: Standard Batch Count

Batch : 977

Sub : 055

Grand : 18

Currency : GBP

1p	19	£0.19
2p	68	£1.36
10p	14	£1.40
20p	34	£6.80

Coin Count	135	

Coin Total		£9.75
Media Total		£0.00

Total		£9.75

Scanned by sharo at 09:34

Applicable Date : 24/04/2019

Batch History

977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28
	£ 121.20	25/04/2019 09:25

£ 170.74

Licence Expires: 23/04/2020

The Batch History accumulates as your counting proceeds and you will see at the top of the page the number of batches in what currency and the total Batches counted.

Count your next Batch and you will see the normal Batch screen again.

4.6: Backup CTP

CTP can be set up to run a scheduled backup task, but you can backup whenever you want. It is important to remember that nothing is ever lost from CTP.

CTP will save to the backup location added when it was initially set up by the **system owner**.

For example: **C:\temp\CashTotalPro-Backup-20190424-092250.bak**.

The location of the backup is determined by the system owner but it is possible to change if required.

Backup ←

Backup Filename

C:\Windows\Temp\CashTotalPro-Backup-20190425-093743.bak

backup cancel

Sub Id	055	Applicable Date	24/04/2019
Grand Id	18	Batch Type	Count

Batch Data

Batch Type: Standard Batch Count

Batch : 977

Sub : 055

Grand : 18

Currency : GBP

1p	19	£0.19
2p	68	£1.36
10p	14	£1.40
20p	34	£6.80

Coin Count	135	

Coin Total		£9.75
Media Total		£0.00

Total		£9.75

Scanned by sharo at 09:34

Applicable Date : 24/04/2019

Batch History		
977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28
	£ 121.20	25/04/2019 09:25

£ 170.74

4.7: Run the Daily Batch Export

To run the Daily Export, go to Exports on the top left of the screen and select Daily Batch Export.

You can export the day's batch, select the period you require, filter by batch type, scanned date or applicable date.

Daily Batch Export ←

From: 24/04/2019 To: 24/04/2019

Currency: GBP Batch Type: Count

Filename: C:\Windows\Temp\DailyExport-20190424-20190424.csv

Format: Comma Separated Values (.csv) Excel (.xlsx)

Date Type: Scanned Date Applicable Date

export cancel

Sub Id	055	Applicable Date	24/04/2019
Grand Id	18	Batch Type	Count

Batch Data

Batch Type: Standard Batch Count

Batch : 977

Sub : 055

Grand : 18

Currency : GBP

1p	19	£0.19
2p	68	£1.36
10p	14	£1.40
20p	34	£6.80

Coin Count	135	

Coin Total		£9.75
Media Total		£0.00

Total		£9.75

Scanned by sharo at 09:34

Applicable Date : 24/04/2019

Batch History		
977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28
	£ 121.20	25/04/2019 09:25

£ 170.74

Today's date is selected by default but can be changed if required. Select the file path for where you want the information exported and select the format required.

Click export and the data will be sent to the directory specified.

If your administrator has set up labels and data information, this will be included in the exported file.

4.8: Made a Mistake?

- You can't delete anything by mistake. All the batch information is completely safe.
- But you might count a batch twice by accident
- Just exclude the batch (Administrator Function)
- Carry on with the rest of your count

5: Administrator Functions

You need to select the Administrator mode on the Right hand side of the screen.

Once logged in, the Administrator(s) can make configuration adjustments that are unavailable to an everyday user.

The Administrator has access to the **Config Menu** and under this you will find a number additional maintenance fields:

The screenshot shows the 'CashTotalPro - 1.1.0.4' interface. The top navigation bar includes 'Batch Management', 'Exports', and 'Config'. The 'Config' tab is active, showing 'Maintain Labels', 'Maintain Data Types', and 'Maintain Data' options. The 'Processed' section shows 'Total 7' and 'Total: 70.74'. The 'Sub Id' is 055 and 'Applicable Date' is 24/04/2019. The 'Grand Id' is 18 and 'Batch Type' is 'Count'. On the right, there are checkboxes for 'Admin Enabled' and 'Training Disabled'. The main area is divided into 'Filters', 'Batch Display', 'Batch Data', and 'Batch History'. The 'Batch Display' section shows a table with columns for 'BATCH', 'ACCEPT', 'TIME', and '04/25/2019'. The 'Batch Data' section shows 'Batch Type: Standard Batch Count', 'Batch: 977', 'Sub: 055', 'Grand: 18', 'Currency: GBP', and a list of coin denominations (1p, 2p, 10p, 20p) with their respective counts and values. The 'Batch History' section shows a table with columns for 'Batch Id', 'Amount', and 'Date'. The total amount shown is £ 170.74.

They can also edit ID's after batches have been counted.

5.1: An introduction to Labels and Data

CTP allows information to be linked to the various Id numbers that are entered as you process cash through your counting machines. This information then appears on the CTP screens and in the exports, providing much more clarity for your organisation.

The simplest types of information are labels that are directly linked to individual Ids. These labels are specific to your organisation and really can be anything you want them to be. They could, for example, identify a payment, parking or vending machine.

Using labels makes the information on the screens, and exports, much easier to understand, rather than just the Id numbers. For example, a Batch Id of '1234' refers to a particular cash box, taken out of the first floor payment machine, represented by a Sub Id of '9876' in the town centre car park, represented by a Grand Id of '6578'.

It is possible to add many more items of data in a similar fashion. For example, against the parking machine (represented by the Sub Id) you may want to record the asset tag of the machine, to assist in payment reconciliation. Against the car park (represented by the Grand Id), you may want to record the postcode and address of the car park, along with the collection route that includes the car park.

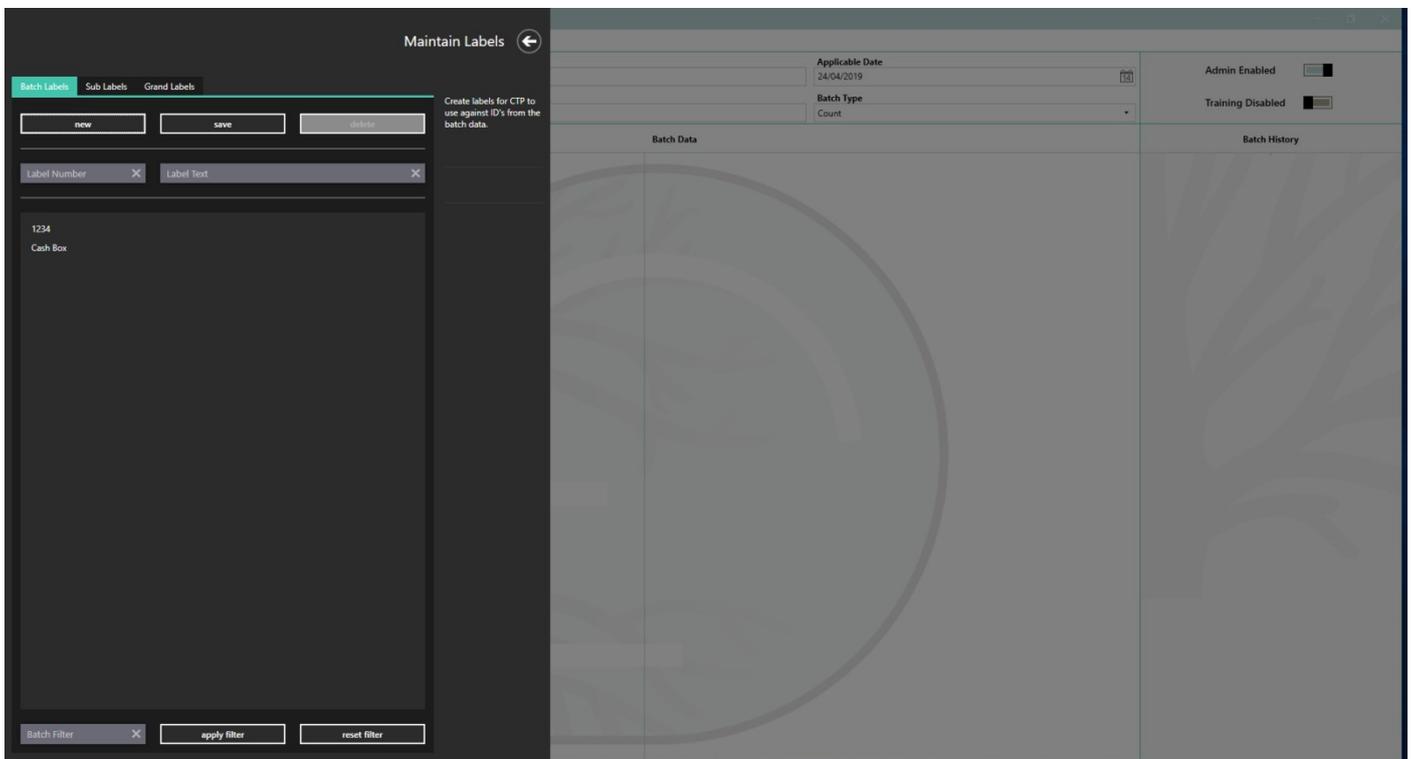
Setting up this additional data is a two-step process. Firstly, you create a 'data type' for each item of data that you want to record – imagine this to be like creating a blank column in a spreadsheet, entitled with 'Asset Tag', 'Postcode' etc. You then complete the data values that you want CTP to put into the spreadsheet columns; for example, against the first floor payment machine (Sub Id of '9876'), you enter an asset tag of 'PM0123456' and against the town centre car park (Grand Id of '6578'), you enter a postcode of 'SO1 4FQ'

This information will be shown against the associated batch in CTP and on your exports but only if you type in the required ID when processing cash or use a barcode scanner.

The bulk of this information will be set up when CTP is installed but it can be added to and amended at a later date. An extension is available for CTP to help populate the bulk of labels and data. We can also supply a customised business logic extension for your particular counting room process, which could automate more of the cash machine ID entry, if required.

5.1.1 Maintain Labels

The Maintain Labels menu option under Config allows you, as Administrator to Add, Edit and Remove Label Information that will be **associated with your own counting room activity** at Batch, Sub and Grand Levels, each with its own unique ID. Using our example:-



Adding a label is simple. In the case of the parking example you will be adding information under each of the three tabs 'Batch, Sub and Grand, in exactly the same way.

- Select the Id type, in this case 'Batch'
- Click 'New '
- Add the Id, in this case the cash box identification number of 1234
- Add the Label Text = Cash Box
- Click 'Save'
- Under Sub Label you will enter where the cash box comes from = enter Label Number 9876 and label text First Floor Payment Machine
- Under Grand Label you will enter the location of that payment machine _ enter Label Number 6578 and label text Town Centre Car Park

Editing a label is achieved by selecting the label from the appropriate list (Batch, Sub or Grand), changing the Id or label text as needed, and then clicking 'Save'.

To delete a label, you select the label in question from the list, and click the 'Delete' button. This starts a short countdown, during which you must click the same button again to confirm that you want to delete the label.

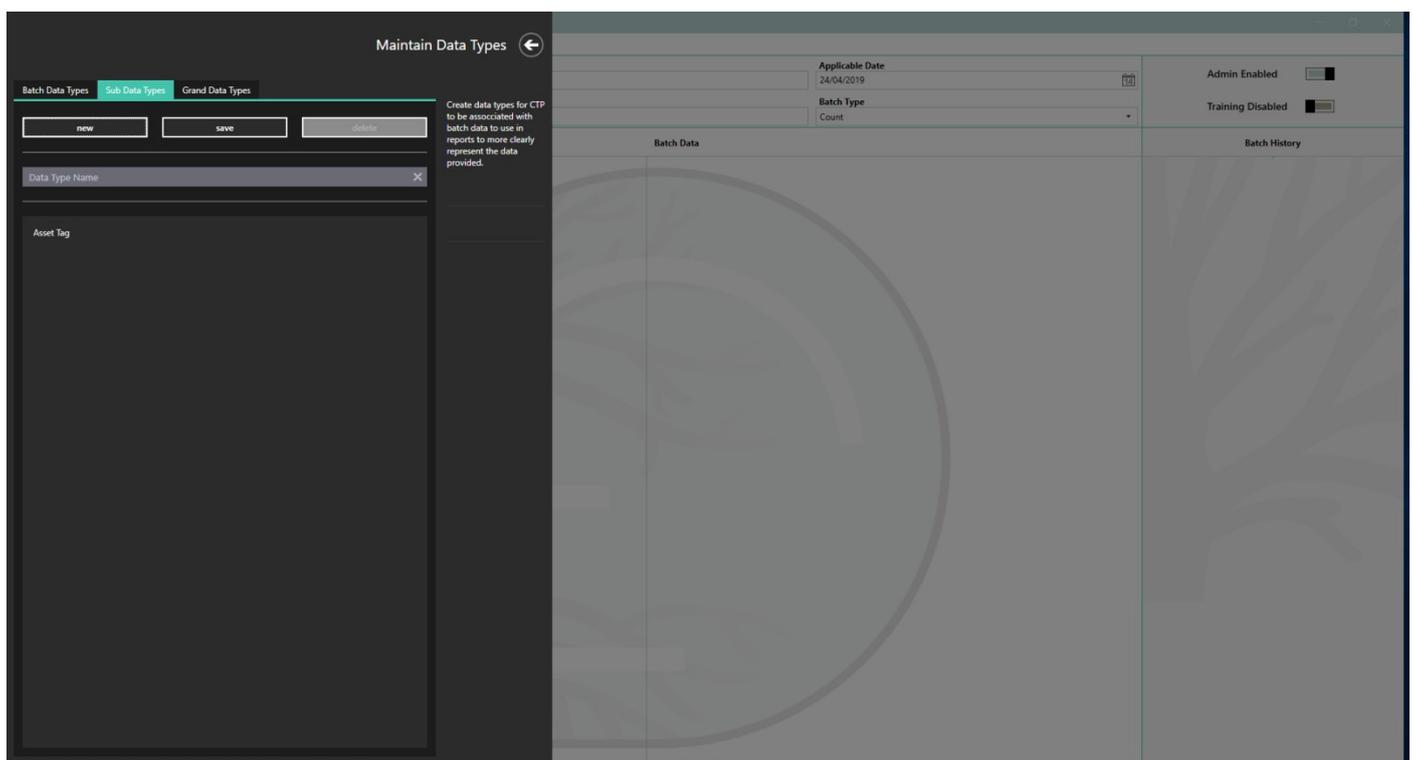
A search function is also provided at the bottom of the label maintenance, to make it easier to locate labels to delete and edit, when you have a large number of them.

5.1.2: Maintain Data Types

As mentioned before, before we can add the extra data to be associated with Id's entered during cash counting, we need to set up the data types.

If you imagine a spreadsheet of information that needs to be associated with a batch of cash like where it came from (location, postcode), which machine (Asset Tag), what kind of cash it is, its VAT rate or accounting code etc, a data type is a **column heading** in that spreadsheet.

Again, using our example we want to add an Asset Tag number and the Location Postcode. These are two new columns in that spreadsheet of data. This can provide rapid information about routine maintenance or defective machines.



Adding a data type is simple. In the case of the parking example;

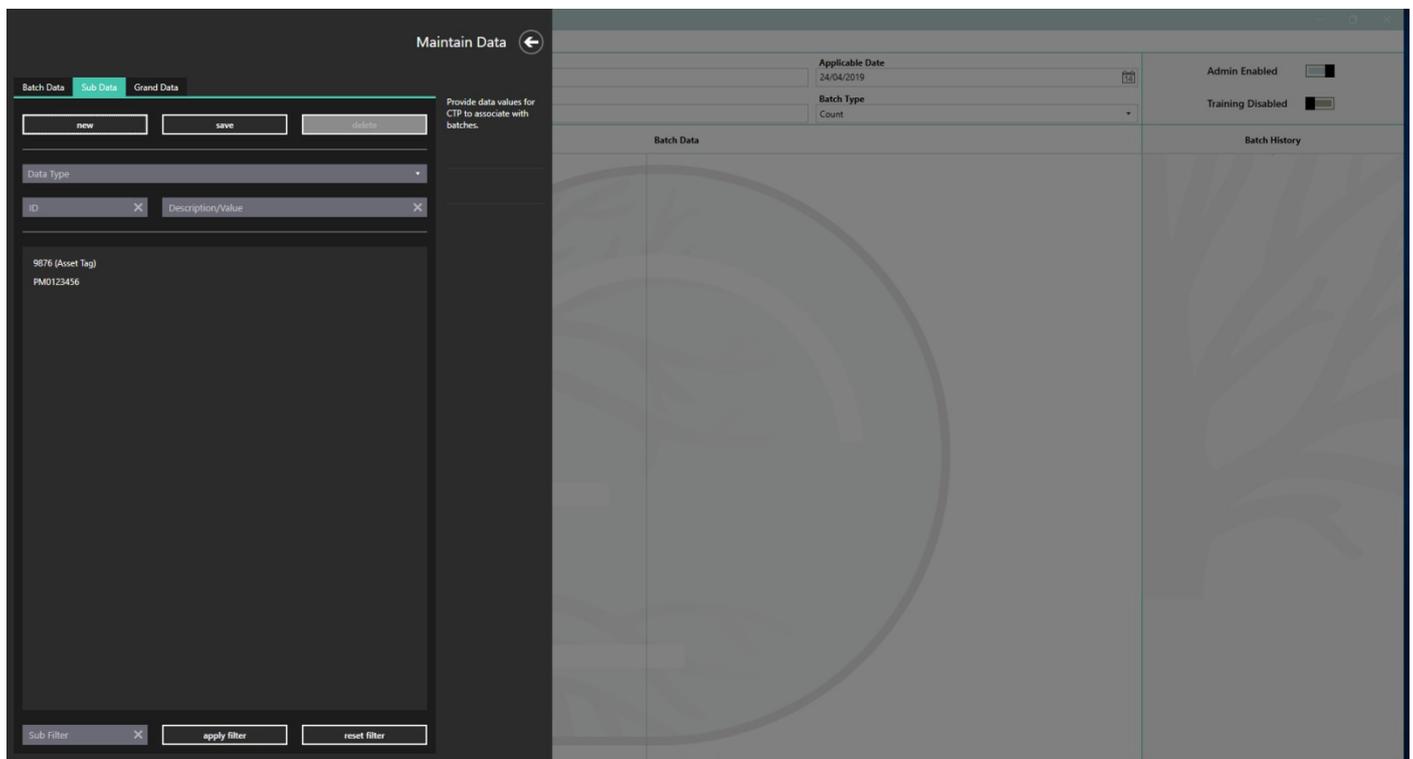
- Select the Id type, in this case 'Sub', but it could also be 'Batch' or 'Grand'
- Click 'New '
- Add the Data Type = Asset Tag
- Click 'Save'
- Under Grand Data Types add in the Postcode information in the same way and save.

Editing a data type is achieved by selecting the data type from the appropriate list (Batch, Sub or Grand), changing the data type name as needed, and then clicking 'Save'.

To delete a data type, you select the data type in question from the list, and click the 'Delete' button. This starts a short countdown, during which you must click the same button again to confirm that you want to delete the data type.

5.1.3 Maintain Data

Once you have created your data types, as column headings on your batch spreadsheet, you need to fill them with information. In our example, we will create the 'Asset Tag' data item for the first floor payment machine, with the Sub Id of '9876'.



Adding a data item is simple;

- Select the Id type, in this case 'Sub', but it could also be 'Batch' or 'Grand'
- Click 'New '
- Select the Data Type from the drop-down list = Asset Tag
- Enter the Sub Id in question – '9876'
- Enter the Description/Value in question – 'PM0123456'
- Click 'Save'
- Under Grand Data add in your postcode information in the same way.

CashTotalPro - 1.10.4

Batch Management Exports Config

sharo
NIONNET-PC-2\sharo

Batches Processed:
GBP : 16 / Total 17

Batches Total:
GBP : £196.13

Sub Id
055

Applicable Date
24/04/2019

Grand Id
18

Batch Type
Count

Admin Enabled

Training Disabled

Filters

From
25/04/2019

To
25/04/2019

Currencies
 GBP
 EUR

Machines
 Manual Batches
 Test

Batch Type
Count

Apply Cancel Show

Batch Display

BATCH ACCEPT	TIME	10:49	04/25/2019
BATCH	00		
SUB	00		
GRAND	00		
	.01	19	.19
	.02	68	1.36
	.05	123	6.15
	.20	1	.20
TOTAL COIN			7.90
TOTAL			7.90

Batch Data

Batch Type: Standard Batch Count
Batch : 00
Sub : 055
Grand : 18

Currency : GBP

1p	19	£0.19
2p	68	£1.36
5p	123	£6.15
20p	1	£0.20

Coin Count	211	

Coin Total		£7.90
Media Total		£0.00

Total		£7.90

Scanned by sharo at 09:29
Applicable Date : 24/04/2019
Excluded by Flora at 09:56
Reason : Test Exclusion

Batch History

977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28
00	£ 121.20	25/04/2019 08:25
00	£ 17.89	25/04/2019 08:20
00	£ 1.59	25/04/2019 08:19
00	£ 3.56	25/04/2019 08:19
00	£ 1.81	25/04/2019 08:18
00	£ 3.81	25/04/2019 08:18
00	£ 2.10	25/04/2019 08:17
00	£ 1.36	25/04/2019 08:17
00	£ 0.00	25/04/2019 08:17
00	£ 0.72	25/04/2019 08:17
00	£ 0.45	25/04/2019 08:16

£ 196.13

Licence Expires: 23/04/2020

5.5: Edit Id's

If the Id's were entered incorrectly during the counting process, the Administrator is able to edit Id's by clicking on the entry in the Batch History then Edit Id's button.

Edit Id Numbers

Batch
00

Sub
055

Grand
18

Sub Id
055

Applicable Date
24/04/2019

Grand Id
18

Batch Type
Count

Admin Enabled

Training Disabled

Batch History

977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28
00	£ 121.20	25/04/2019 08:25
00	£ 17.89	25/04/2019 08:20
00	£ 1.59	25/04/2019 08:19
00	£ 3.56	25/04/2019 08:19
00	£ 1.81	25/04/2019 08:18
00	£ 3.81	25/04/2019 08:18
00	£ 2.10	25/04/2019 08:17
00	£ 1.36	25/04/2019 08:17
00	£ 0.00	25/04/2019 08:17
00	£ 0.72	25/04/2019 08:17
00	£ 0.45	25/04/2019 08:16

Batch Data

Batch Type: Standard Batch Count
Batch : 00
Sub : 055
Grand : 18

Currency : GBP

1p	19	£0.19
2p	68	£1.36
5p	123	£6.15
20p	1	£0.20

Coin Count	211	

Coin Total		£7.90
Media Total		£0.00

Total		£7.90

Scanned by sharo at 09:29
Applicable Date : 24/04/2019
Excluded by Flora at 09:56
Reason : Test Exclusion

ok cancel

£ 196.13
25 April 2019
Thursday

6: System Owner Functions

As system owner you have all the functionality of the user and administrator plus some additional functions. There are additional export functions and a number of additional configuration functions.

Under the Batch Management menu

- Restore

Under the Exports menu

- SQL Export (to generate the export)
- Diagnostics Exports

Under the Config menu

- SQL Export (to set up the export)
- Preset Overrides Details
- Email Notification Details
- Mach 9 Details
- Daily Batch Export
- Label and Data Loader Details
- Custom Label Details
- Currency Filter Details
- Hub Communicator Details
- Product Activation
- Setting Folder Paths
- Configuring Batch History
- Maintain Admin Users
- Maintain Machines
- Maintain Labels
- Maintain Data Types
- Maintain Data

6.1: Restore

This is to restore backed up data. You need to select the backup you need from the saved location and click Restore. This restoration should be carried out by your IT department, in line with their policies.

The screenshot shows the 'Restore' window. On the left, there is a 'Restore Filename' field containing 'C:/test'. The main area displays details for a specific batch:

- Route Number: 055
- Applicable Date: 07/07/2018
- Location ID Number: 18
- Batch Type: Count

Below this, there is a 'Batch Data' section with a 'Batch History' table. The batch data includes:

- Batch Type: Standard Batch Count
- Parking Machine: 911
- Route: 055
- Location: 18
- Currency: GBP
- Sp: 20 (£1.00)
- 10p: 16 (£1.60)
- 20p: 552 (£110.40)
- 50p: 102 (£51.00)
- £1: 65 (£65.00)
- £2: 15 (£30.00)
- Coin Count: 770
- Coin Total: £259.00
- Media Total: £0.00
- Total: £259.00

The 'Batch History' table shows the following data:

Batch ID	Amount	Date/Time
911	£ 259.00	07/07/2018 12:22
977	£ 19.68	07/07/2018 12:16
911	£ 8.81	07/07/2018 12:15
911	£ 5.83	07/07/2018 12:14
00	£ 1.25	07/07/2018 12:13

At the bottom right, a total amount of £ 35.57 is displayed. The interface also includes 'Admin Enabled' and 'Training Disabled' checkboxes, and 'restore' and 'cancel' buttons at the bottom.

6.2: SQL Export

The SQL Export is a diagnostic tool to be used by IT services. It enables IT to run commands against the CTP database.

This functionality requires a very specific PIN. The PIN number changes on a daily basis by a formula known to NionNet. For security, this formula will only be given verbally to the System Owner by the NionNet team.

The screenshot shows the 'SQL Export' window. On the left, there is an 'Output Folder' field containing 'C:\Windows\Temp\SqlExport-20190425-104953.csv'. Below this is a large text area for the 'SQL Statement'. At the bottom left, there is an 'Execution PIN' field and a red warning message: 'Provide SQL Statement, Provide correct execution PIN.' The main area displays details for a specific batch:

- Sub Id: 055
- Applicable Date: 24/04/2019
- Grand Id: 18
- Batch Type: Count

Below this, there is a 'Batch Data' section with a 'Batch History' table. The batch data includes:

- Batch Type: Standard Batch Count
- Parking Machine: 911
- Route: 055
- Location: 18
- Currency: GBP
- Coin Count: 770
- Coin Total: £259.00
- Media Total: £0.00
- Total: £259.00

The 'Batch History' table shows the following data:

Batch ID	Amount	Date/Time
977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28
00	£ 121.20	25/04/2019 08:25
00	£ 17.89	25/04/2019 08:20
00	£ 1.59	25/04/2019 08:19
00	£ 3.56	25/04/2019 08:19
00	£ 1.81	25/04/2019 08:18
00	£ 3.81	25/04/2019 08:18
00	£ 2.10	25/04/2019 08:17
00	£ 1.36	25/04/2019 08:17
00	£ 0.00	25/04/2019 08:17
00	£ 0.72	25/04/2019 08:17
00	£ 0.45	25/04/2019 08:16

At the bottom right, a total amount of £ 196.13 is displayed. The interface also includes 'Admin Enabled' and 'Training Disabled' checkboxes, and 'export' and 'cancel' buttons at the bottom.

6.3: Diagnostics Export

The Diagnostics Export is a tool for IT which exports all batch information generated over a particular date range including the raw data received from the cash counting machine.

Batch History	Amount	Date	Time
977	£ 9.75	25/04/2019	09:34
00	£ 6.80	25/04/2019	09:30
00	£ 7.90	25/04/2019	09:29
00	£ 0.00	25/04/2019	09:29
00	£ 8.19	25/04/2019	09:28
00	£ 16.90	25/04/2019	09:28
	£ 121.20	25/04/2019	08:25
00	£ 17.89	25/04/2019	08:20
00	£ 1.59	25/04/2019	08:19
00	£ 3.56	25/04/2019	08:19
00	£ 1.81	25/04/2019	08:18
00	£ 3.81	25/04/2019	08:18
00	£ 2.10	25/04/2019	08:17
00	£ 1.36	25/04/2019	08:17
00	£ 0.00	25/04/2019	08:17
00	£ 0.72	25/04/2019	08:17
00	£ 0.45	25/04/2019	08:16

6.4: SQL Export Setup

This will enable you to set the default folder for SQL exports.

Batch History	Amount	Date	Time
977	£ 9.75	25/04/2019	09:34
00	£ 6.80	25/04/2019	09:30
00	£ 7.90	25/04/2019	09:29
00	£ 0.00	25/04/2019	09:29
00	£ 8.19	25/04/2019	09:28
00	£ 16.90	25/04/2019	09:28
	£ 121.20	25/04/2019	08:25
00	£ 17.89	25/04/2019	08:20
00	£ 1.59	25/04/2019	08:19
00	£ 3.56	25/04/2019	08:19
00	£ 1.81	25/04/2019	08:18
00	£ 3.81	25/04/2019	08:18
00	£ 2.10	25/04/2019	08:17
00	£ 1.36	25/04/2019	08:17
00	£ 0.00	25/04/2019	08:17
00	£ 0.72	25/04/2019	08:17
00	£ 0.45	25/04/2019	08:16

6.5: Preset Overrides Details

'Preset Overrides' is an option to determine whether CTP labels for Sub and Grand are set by the administrator in CTP itself or if these parameters are set by the counting machine. This decision was made by the system owner when CTP was initially set up but here you can change it.

Preset Overrides Details

The sub and grand Id's entered on the machine will override the presets.
 The presets will override the sub and grand Id's entered on the machine.

This option determines whether the ID details for Sub and Grand set up in CTP remain dominant over entries onto the Cash Machine itself.

Sub Id: 055

Grand Id: 18

Applicable Date: 24/04/2019

Batch Type: Count

Admin Enabled:

Training Disabled:

Batch Data

Batch History		
977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28
	£ 121.20	25/04/2019 08:25
00	£ 17.89	25/04/2019 08:20
00	£ 1.59	25/04/2019 08:19
00	£ 3.56	25/04/2019 08:19
00	£ 1.81	25/04/2019 08:18
00	£ 3.81	25/04/2019 08:18
00	£ 2.10	25/04/2019 08:17
00	£ 1.36	25/04/2019 08:17
00	£ 0.00	25/04/2019 08:17
00	£ 0.72	25/04/2019 08:17
00	£ 0.45	25/04/2019 08:16

£ 196.13

6.6: Email Notification Details

If you have CTP Hub, you may want to tell Cash Total Pro how to communicate with relevant people should there be an error or for notifications of scheduled tasks.

Email Notification Details

Switch on Notifications:

From Email:

To Email List:

SMTTP Server:

Email Username:

Email Password:

Please add the email details of the person, or a comma-separated list of people who will be notified of errors and scheduled tasks. This will be the primary communication route but can be altered at a later date.

Sub Id: 055

Grand Id: 18

Applicable Date: 24/04/2019

Batch Type: Count

Admin Enabled:

Training Disabled:

Batch Data

Batch History		
977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28
	£ 121.20	25/04/2019 08:25
00	£ 17.89	25/04/2019 08:20
00	£ 1.59	25/04/2019 08:19
00	£ 3.56	25/04/2019 08:19
00	£ 1.81	25/04/2019 08:18
00	£ 3.81	25/04/2019 08:18
00	£ 2.10	25/04/2019 08:17
00	£ 1.36	25/04/2019 08:17
00	£ 0.00	25/04/2019 08:17
00	£ 0.72	25/04/2019 08:17
00	£ 0.45	25/04/2019 08:16

£ 196.13



NionNet

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6.7: Mach 9 Details

On rare occasions, a Mach 9 machine will exhibit an unusual behaviour where the previous Sub message is attached to the beginning of the current Batch message. You can choose whether these messages are ignored or processed and, if processed, whether the message should be treated as a Sub or a Batch.

Mach 9 Details

Concatenated Sub and Batch Processing Required

Required Behaviour

Treat Message as Sub

Treat Message as Batch

Some Mach 9 machines exhibit an issue where the previous Sub message is attached to the beginning of the current Batch message. You can choose whether these messages are ignored or processed and, if processed, whether the message should be treated as a Sub or a Batch.

Sub Id	Applicable Date	Admin Enabled
055	24/04/2019	<input checked="" type="checkbox"/>
Grand Id	Batch Type	Training Disabled
18	Count	<input checked="" type="checkbox"/>

Batch Data

Batch History		
977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28
	£ 121.20	25/04/2019 08:25
00	£ 17.89	25/04/2019 08:20
00	£ 1.59	25/04/2019 08:19
00	£ 3.56	25/04/2019 08:19
00	£ 1.81	25/04/2019 08:18
00	£ 3.81	25/04/2019 08:18
00	£ 2.10	25/04/2019 08:17
00	£ 1.36	25/04/2019 08:17
00	£ 0.00	25/04/2019 08:17
00	£ 0.72	25/04/2019 08:17
00	£ 0.45	25/04/2019 08:16

£ 196.13

6.8: Daily Batch Export Setup

As system owner you can tell CTP where you want the Daily Batch Exports to go or change the location. You can also specify whether you want Sub and Grand totals to appear in your Batch export or turn that feature off.

Daily Batch Export

Output Folder:

Show Totals:

Select the default folder for exporting the daily batch information.

Sub Id	Applicable Date	Admin Enabled
055	24/04/2019	<input checked="" type="checkbox"/>
Grand Id	Batch Type	Training Disabled
18	Count	<input checked="" type="checkbox"/>

Batch Data

Batch History		
977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28
	£ 121.20	25/04/2019 08:25
00	£ 17.89	25/04/2019 08:20
00	£ 1.59	25/04/2019 08:19
00	£ 3.56	25/04/2019 08:19
00	£ 1.81	25/04/2019 08:18
00	£ 3.81	25/04/2019 08:18
00	£ 2.10	25/04/2019 08:17
00	£ 1.36	25/04/2019 08:17
00	£ 0.00	25/04/2019 08:17
00	£ 0.72	25/04/2019 08:17
00	£ 0.45	25/04/2019 08:16

£ 196.13

6.9: Label and Data Loader Details

This functionality allows you to set up all the labels and associated information you would like in your version of CTP. It will be your terminology and that will be shown throughout CTP and the export functions.

We have included an example spreadsheet in CTP which demonstrates how to use this feature. This spreadsheet, with is a simple excel spreadsheet, can be downloaded by clicking Save Template. The example will open up with the content used in this document. The Data Loader Template is a blank excel spreadsheet with the exception of two headings in each of the Batch, Sub and Grand in tabbed pages.

Label and Data Loader Details

Data Loader Template: C:\Users\charo\Desktop\DataLoaderTemplate.xlsx (save template)

Data Loader Example: C:\Users\charo\Desktop\DataLoaderExample.xlsx (save example)

Select Data for Loading: Selected Data Load Filename

Sub Id: [] Applicable Date: 14/05/2019 Admin Enabled:

Grand Id: [] Batch Type: Count Training Disabled:

Batch Data

Batch History

Save a spreadsheet template and fill it out with your data. The completed spreadsheet is then loaded to populate your system. Provide a data load filename.

save cancel

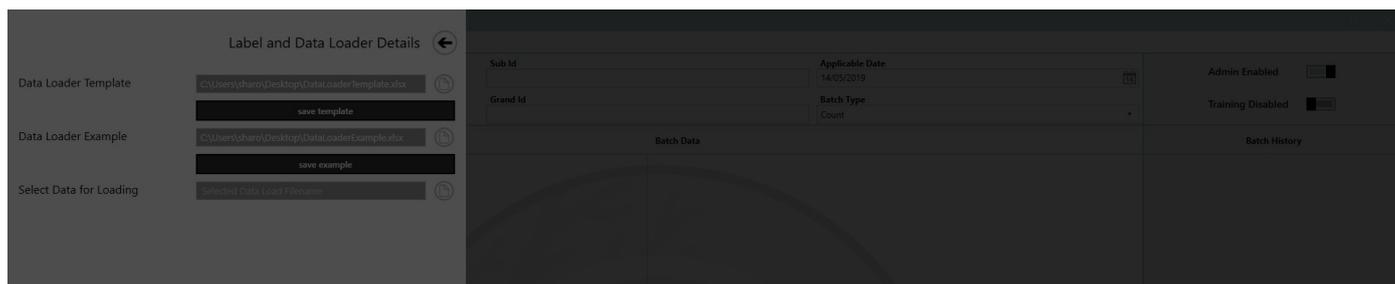
Using the template you can create correctly formatted information to be loaded. Choose the location for your template to be saved on your system.

Save Data Load Template

The data load template saved successfully.

OK

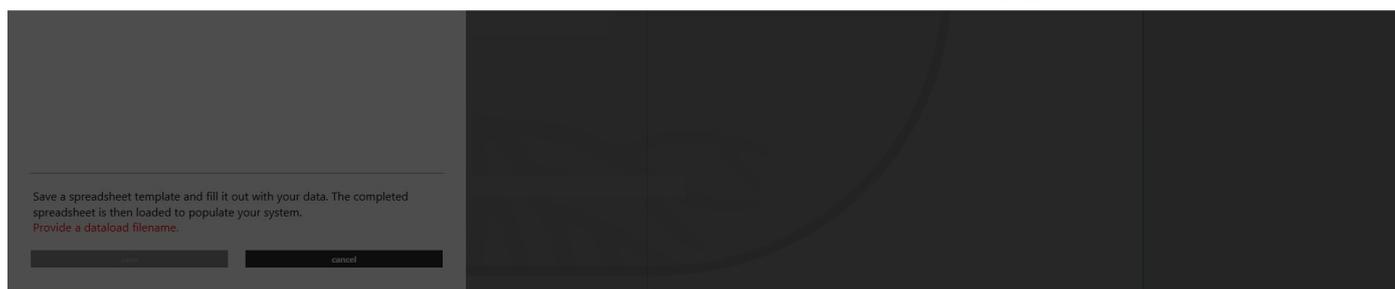
Locate the template from its saved location and complete all the details, ID's and associated information. The template spreadsheet has a page of instructions, detailing the completion process.



Save Data Load Template

The data load template saved successfully.

OK



Here is an example of data that can be loaded into your label and data loader spreadsheet. We used the information in the spreadsheet instructions then added a little additional information. Please remember that it can be anything your organisation uses.

Batch Id	Batch Label	Operator	Fee	Accounting Code
199	South Street	National Trust	0.05	SS_BRID_01
201	Baker Street	NCP	0.08	SS_BRID_04
198	Montgomery Road	National Trust	0.05	SS_BRID_01
197	Carlton Close	National Trust	0.05	SS_BRID_01
203	High Street Shopping Centre	NCP	0.1	SS_BRID_06
567	Huish Car ark	RCP	0.05	SS_SOM_02
588	Fairfield Car Park	RCP	0.05	SS_SOM_02

Sub Id	Sub Label
745	Bridport
842	Weymouth
952	Yeovil

Grand Id	Grand Label
7	Dorset
9	Somerset

Return to CTP and select that file for uploading. CTP will carry out a number of validation checks, that you have the right tabs for worksheets, that the filenames exist and that you don't have duplications. Once all validation checks have been passed, the data from your file is loaded into CTP.

In the next screenshot you will see I have set the Sub and Grand Id's on CTP so I only need to enter the batch Id on the counting machine to collect all the associated data from the loaded spreadsheet.

CashTotalPro - 1.10.4
Batch Management Exports

sharo
NIONNET-PC-2\sharo

Batches Processed: GBP: 1 / Total 1
Batches Total: GBP: £0.73

Sub Id: 745
Grand Id: 7

Applicable Date: 14/05/2019
Batch Type: Count

Admin Disabled
Training Disabled

Filters

From: 14/05/2019
To: 14/05/2019

Currencies

GBP
 USD
 NOK

Machines

Manual Batches
 Test

Batch Type
Count

apply reset clear

Batch Display

Batch Total	£ 0.73
Batch	199 (South Street)
Sub	745 (Bridport)
Grand	7 (Dorset)
Currency Total	£ 0.73

Batch History

199	£ 0.73	14/05/2019 10:13
-----	--------	------------------

£ 0.73

Licence Expires: 14/06/2019

Click on an entry in the batch history and you will see all the information relevant to that batch.

CashTotalPro - 1.10.4
Batch Management Exports

sharo
NIONNET-PC-2\sharo

Batches Processed: GBP: 6 / Total 6
Batches Total: GBP: £29.74

Sub Id: 745
Grand Id: 7

Applicable Date: 14/05/2019
Batch Type: Count

Admin Disabled
Training Disabled

Filters

From: 14/05/2019
To: 14/05/2019

Currencies

GBP
 USD
 NOK

Machines

Manual Batches
 Test

Batch Type
Count

apply reset clear

Batch Display

BATCH ACCEPT TIME 11:34 05/14/2019

BATCH	199	
SUB	00	
GRAND	00	
	.02	4
	.05	3
	.50	1
TOTAL COIN	.73	
TOTAL	.73	

Batch Data

Batch Type: Standard Batch Count
Batch : 199 (South Street)
Sub : 745 (Bridport)
Grand : 7 (Dorset)

Currency : GBP

2p	4	£0.08
5p	3	£0.15
50p	1	£0.50
Coin Count	8	
Coin Total		£0.73
Media Total		£0.00
Total		£0.73

Operator : National Trust
Fee : 0.05
Accounting Code : SS_BRID_01

Scanned by sharo at 10:13
Applicable Date : 14/05/2019

Batch History

203	£ 14.76	14/05/2019 10:18
197	£ 7.88	14/05/2019 10:18
198	£ 3.85	14/05/2019 10:17
199	£ 0.90	14/05/2019 10:16
201	£ 1.62	14/05/2019 10:16
199	£ 0.73	14/05/2019 10:13

£ 29.74

Licence Expires: 14/06/2019

6.10: Custom Label Details

This option will allow you to adjust, add and remove your customer labels as your business processes change.

Custom Labels Details 

- General Batch Term
- Batch Id Prompt
- Batch Label Prompt
- General Sub Term
- Sub Id Prompt
- Sub Label Prompt
- General Grand Term
- Grand Id Prompt
- Grand Label Prompt

Batch
Batch Id
Batch Label
Sub
Sub Id
Sub Label
Grand
Grand Id
Grand Label

Sub Id 055	Applicable Date 24/04/2019	Admin Enabled <input type="checkbox"/>
Grand Id 18	Batch Type Count	Training Disabled <input type="checkbox"/>

Batch Data		
[Large Watermark]		

Batch History		
977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28
	£ 121.20	25/04/2019 08:25
00	£ 17.89	25/04/2019 08:20
00	£ 1.59	25/04/2019 08:19
00	£ 3.56	25/04/2019 08:19
00	£ 1.81	25/04/2019 08:18
00	£ 3.81	25/04/2019 08:18
00	£ 2.10	25/04/2019 08:17
00	£ 1.36	25/04/2019 08:17
00	£ 0.00	25/04/2019 08:17
00	£ 0.72	25/04/2019 08:17
00	£ 0.45	25/04/2019 08:16

£ 196.13

These labels allow you to customise your software. Instead of Batch, Sub and Grand, you could use Parking Machine, Collection Round and Location.

6.11: Currency Filter Details

Allows you to change the currencies are shown in the CTP software, and also which currency is selected by default in exports, etc.

Currency Filter Details

Available Currencies

- Australian Dollar
- Canadian Dollar
- Chinese Yuan/Renminbi
- Czech Koruna
- Danish Krone
- Eastern Caribbean Dollar
- Euro
- Great British Pound
- Hong Kong Dollar
- Hungarian Forint
- Indian Rupee
- Japanese Yen
- New Zealand Dollar
- Nigerian naira
- North Korean Won
- Norwegian Krone
- Pakistani Rupee
- Polish Zloty

Default Currency: Great British Pound

Select which currencies you want to appear in your software. Select which currency you want to be selected by default.

save cancel

Sub Id 055 **Applicable Date** 24/04/2019

Grand Id 18 **Batch Type** Count

Admin Enabled

Training Disabled

Batch Data			Batch History		
977	£ 9.75	25/04/2019 09:34	977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30	00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29	00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29	00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28	00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28	00	£ 16.90	25/04/2019 09:28
	£ 121.20	25/04/2019 08:25		£ 121.20	25/04/2019 08:25
00	£ 17.89	25/04/2019 08:20	00	£ 17.89	25/04/2019 08:20
00	£ 1.59	25/04/2019 08:19	00	£ 1.59	25/04/2019 08:19
00	£ 3.56	25/04/2019 08:19	00	£ 3.56	25/04/2019 08:19
00	£ 1.81	25/04/2019 08:18	00	£ 1.81	25/04/2019 08:18
00	£ 3.81	25/04/2019 08:18	00	£ 3.81	25/04/2019 08:18
00	£ 2.10	25/04/2019 08:17	00	£ 2.10	25/04/2019 08:17
00	£ 1.36	25/04/2019 08:17	00	£ 1.36	25/04/2019 08:17
00	£ 0.00	25/04/2019 08:17	00	£ 0.00	25/04/2019 08:17
00	£ 0.72	25/04/2019 08:17	00	£ 0.72	25/04/2019 08:17
00	£ 0.45	25/04/2019 08:16	00	£ 0.45	25/04/2019 08:16

£ 196.13

6.12: Hub Communicator Details

This enables you to switch on Hub functionality if it was not set up with the initial loading of CTP in your organisation.

Hub Communicator Details

Switch on Hub

Hub Token Allocated Hub Token

Hub Url Hub Url

If you have the hub, extra information is required for setting up hub communications. If you don't have the hub, there is no need to complete this.

save cancel

Sub Id 055 **Applicable Date** 24/04/2019

Grand Id 18 **Batch Type** Count

Admin Enabled

Training Disabled

Batch Data			Batch History		
977	£ 9.75	25/04/2019 09:34	977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30	00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29	00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29	00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28	00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28	00	£ 16.90	25/04/2019 09:28
	£ 121.20	25/04/2019 08:25		£ 121.20	25/04/2019 08:25
00	£ 17.89	25/04/2019 08:20	00	£ 17.89	25/04/2019 08:20
00	£ 1.59	25/04/2019 08:19	00	£ 1.59	25/04/2019 08:19
00	£ 3.56	25/04/2019 08:19	00	£ 3.56	25/04/2019 08:19
00	£ 1.81	25/04/2019 08:18	00	£ 1.81	25/04/2019 08:18
00	£ 3.81	25/04/2019 08:18	00	£ 3.81	25/04/2019 08:18
00	£ 2.10	25/04/2019 08:17	00	£ 2.10	25/04/2019 08:17
00	£ 1.36	25/04/2019 08:17	00	£ 1.36	25/04/2019 08:17
00	£ 0.00	25/04/2019 08:17	00	£ 0.00	25/04/2019 08:17
00	£ 0.72	25/04/2019 08:17	00	£ 0.72	25/04/2019 08:17
00	£ 0.45	25/04/2019 08:16	00	£ 0.45	25/04/2019 08:16

£ 196.13



NionNet

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6.13: Product Activation

Select Activation and add in your order number, this is given to you on the purchase of a CTP License. You will need to add your details and select the number of counting machines you will be using. You can only activate the product if you have an order number with at least one free license. You will be sent an End User License Agreement (EULA) by email.

Product Activation ←

Order Number

Full Name

Email

Confirm Email

Machines

Instructions for renewing the product while online
 Provide an order number. Provide a user name. Provide an Email and confirm it.

Sub Id	055	Applicable Date	24/04/2019	Admin Enabled	<input checked="" type="checkbox"/>
Grand Id	18	Batch Type	Count	Training Disabled	<input type="checkbox"/>

Batch Data			Batch History		
977	£ 9.75	25/04/2019 09:34			
00	£ 6.80	25/04/2019 09:30			
00	£ 7.90	25/04/2019 09:29			
00	£ 0.00	25/04/2019 09:29			
00	£ 8.19	25/04/2019 09:28			
00	£ 16.90	25/04/2019 09:28			
	£ 121.20	25/04/2019 08:25			
00	£ 17.89	25/04/2019 08:20			
00	£ 1.59	25/04/2019 08:19			
00	£ 3.56	25/04/2019 08:19			
00	£ 1.81	25/04/2019 08:18			
00	£ 3.81	25/04/2019 08:18			
00	£ 2.10	25/04/2019 08:17			
00	£ 1.36	25/04/2019 08:17			
00	£ 0.00	25/04/2019 08:17			
00	£ 0.72	25/04/2019 08:17			
00	£ 0.45	25/04/2019 08:16			

£ 196.13

6.14: Setting Folder Paths

The backup and export locations will have been set during the set up of CTP but this menu option gives you the opportunity to change the details.

Setting Folder Paths ←

Backup Folder

Diagnostic Export Folder

Please add the destination of your exported information. The paths you set here will be the default setting by can be changed as you require.

Sub Id	055	Applicable Date	24/04/2019	Admin Enabled	<input checked="" type="checkbox"/>
Grand Id	18	Batch Type	Count	Training Disabled	<input type="checkbox"/>

Batch Data			Batch History		
977	£ 9.75	25/04/2019 09:34			
00	£ 6.80	25/04/2019 09:30			
00	£ 7.90	25/04/2019 09:29			
00	£ 0.00	25/04/2019 09:29			
00	£ 8.19	25/04/2019 09:28			
00	£ 16.90	25/04/2019 09:28			
	£ 121.20	25/04/2019 08:25			
00	£ 17.89	25/04/2019 08:20			
00	£ 1.59	25/04/2019 08:19			
00	£ 3.56	25/04/2019 08:19			
00	£ 1.81	25/04/2019 08:18			
00	£ 3.81	25/04/2019 08:18			
00	£ 2.10	25/04/2019 08:17			
00	£ 1.36	25/04/2019 08:17			
00	£ 0.00	25/04/2019 08:17			
00	£ 0.72	25/04/2019 08:17			
00	£ 0.45	25/04/2019 08:16			

£ 196.13

6.15: Configuring Batch History

Please refer to section 3.6.

Configuring Batch History

Include Totals

Sub Id: 055, Applicable Date: 24/04/2019, Admin Enabled:
Grand Id: 18, Batch Type: Count, Training Disabled:

Batch Data

Batch History

Sub Id	Amount	Date
977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28
	£ 121.20	25/04/2019 08:25
00	£ 17.89	25/04/2019 08:20
00	£ 1.59	25/04/2019 08:19
00	£ 3.56	25/04/2019 08:19
00	£ 1.81	25/04/2019 08:18
00	£ 3.81	25/04/2019 08:18
00	£ 2.10	25/04/2019 08:17
00	£ 1.36	25/04/2019 08:17
00	£ 0.00	25/04/2019 08:17
00	£ 0.72	25/04/2019 08:17
00	£ 0.45	25/04/2019 08:16

£ 196.13

Please adjust the appearance of the batch history listing with these settings.

save cancel

6.16: Maintain Admin Users

You must have one admin user and initially that is the system owner. Here you will be able to set administrator rights to other people and you will manage their access.

Press 'NEW' and the domain will be populated from the computer you are using. Fill out the remaining details and click 'SAVE'. Admin users can also be deleted, and CTP will stop you from deleting the 'System Owner' user.

Maintain Admin Users

new save delete

Domain: NIONNET-PC-2, User Name: Flora, PIN: 1111, System Owner:

Full Name: Flora Benedict

NIONNET-PC-2\Flora
Flora Benedict

NIONNET-PC-2\usharo
NIONNET-PC-2\usharo

Use this menu to edit and create admin users for the system.

There can be only one system owner at any time. Selecting the 'System owner' checkbox will make the new user the system owner and remove this flag from the previous owner.

Applicable Date: 24/04/2019, Admin Enabled:
Batch Type: Count, Training Disabled:

Batch Data

Batch History

Sub Id	Amount	Date
977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28
	£ 121.20	25/04/2019 08:25
00	£ 17.89	25/04/2019 08:20
00	£ 1.59	25/04/2019 08:19
00	£ 3.56	25/04/2019 08:19
00	£ 1.81	25/04/2019 08:18
00	£ 3.81	25/04/2019 08:18
00	£ 2.10	25/04/2019 08:17
00	£ 1.36	25/04/2019 08:17
00	£ 0.00	25/04/2019 08:17
00	£ 0.72	25/04/2019 08:17
00	£ 0.45	25/04/2019 08:16

£ 196.13

6.17: Maintain Machines

Allows you to set up new counting machines and remove those that are no longer in use. You are limited to the number of machines that have been associated with your license. If you need to attach more machines, please contact NionNet.

The screenshot displays the 'Machine Maintenance' interface. On the left, there is a form for editing machine details. The 'Machine Type' is set to 'Glory Mach 6' and the 'COM Port' is 'COM1'. The 'Currency' is set to 'GBP'. There are 'save' and 'delete' buttons. A 'more details' button is also present. The main area shows 'Batch Data' with a large circular graphic. On the right, there is a 'Batch History' table with columns for 'Count', 'Amount', and 'Time'. The total amount is shown as '£ 196.13'.

Count	Amount	Time
977	£ 9.75	25/04/2019 09:34
00	£ 6.80	25/04/2019 09:30
00	£ 7.90	25/04/2019 09:29
00	£ 0.00	25/04/2019 09:29
00	£ 8.19	25/04/2019 09:28
00	£ 16.90	25/04/2019 09:28
00	£ 121.20	25/04/2019 08:25
00	£ 17.89	25/04/2019 08:20
00	£ 1.59	25/04/2019 08:19
00	£ 3.56	25/04/2019 08:19
00	£ 1.81	25/04/2019 08:18
00	£ 3.81	25/04/2019 08:18
00	£ 2.10	25/04/2019 08:17
00	£ 1.36	25/04/2019 08:17
00	£ 0.00	25/04/2019 08:17
00	£ 0.72	25/04/2019 08:17
00	£ 0.45	25/04/2019 08:16

7: Setting Up Scheduled Backup

Backups can be set up to run outside of working hours. The details of how to set up a scheduled task varies between versions of Windows. The task set up **must** be carried out by your IT department.

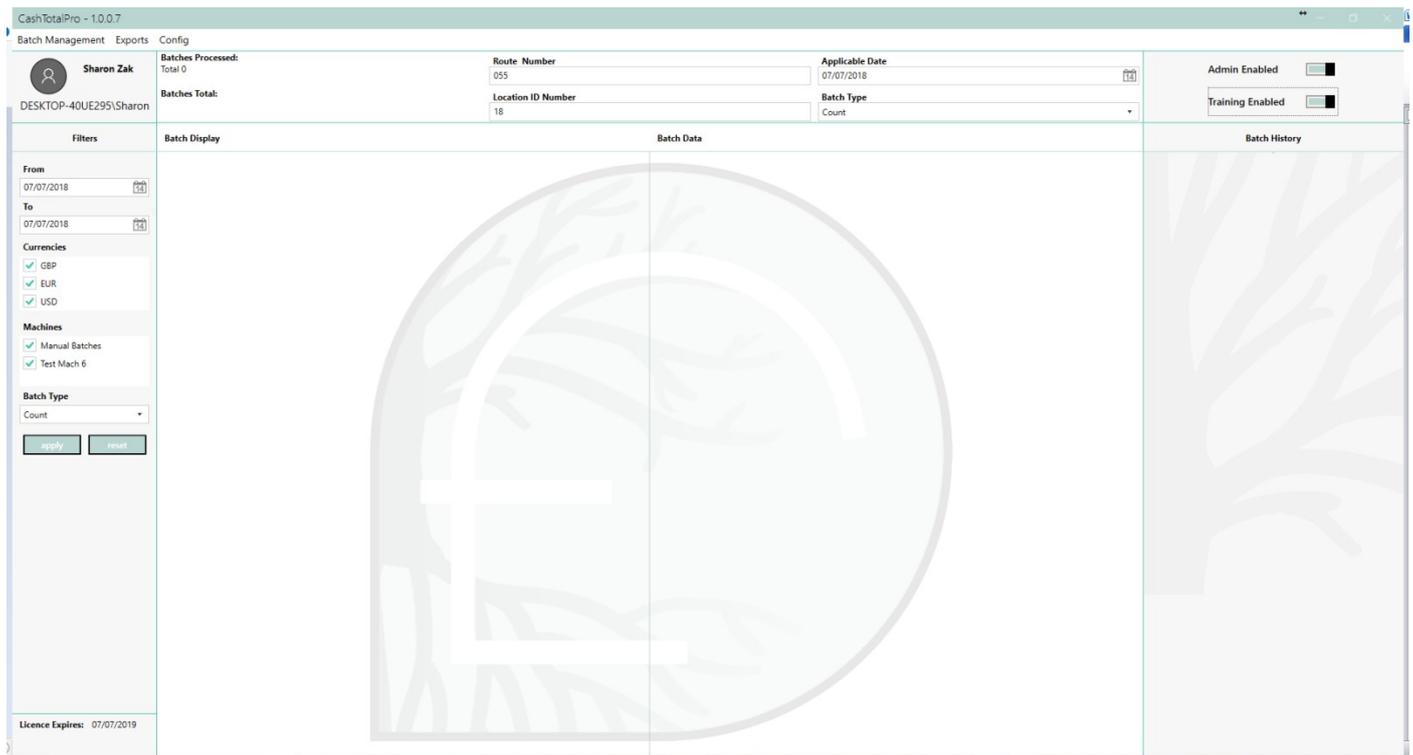
You must run the following command (assuming CashTotalPro has been installed, as normal in c:\Program Files (x86)

C:\Program Files (x86)\NionNet\CashTotalPro\NionNet.CashTotalPro.UserInterface.exe ST=BACKUP

Typically this backup task would be set to run out of hours, whether the user is logged in, or not. The 'execution user' will require 'write access' to the location that has been chosen for the backups.

8: Training Mode

If you are showing another person how to use the system then switch into Training Mode. This will prevent your activities from affecting the data held in CTP.



Move the slider to Training Enabled and you will immediately see a blank CTP screen. Don't worry, all your Batch information is exactly the same and is perfectly safe. When you return to the 'live' system click on the last entry in Batch history to see where you'd got to.

9: Extensions Available for CTP

- Barcode Scanner Extension
- Banking Export Extension
- Reconciliation Export Extension
- Currency Note Serial Number Reports Extension
- Label/Data Bulk Load Extension

10: Introducing CTP Hub

The Hub is our Cloud based, Centralised Cash Management System. It is a powerful management tool that allows the authorised office to control what is going on in their counting rooms. This 'real time' information facilitates management of a dispersed operation from a central location.

Using the Hub you can:-

- Manage counting room activity
- Manage the export of data from all cash rooms to a single point
- Manage metadata/ labels/ Batch data
- Manage User access and permissions
- Manage activation

There are extensions for telemetry and mobile apps to track the flow of money through a given system. This makes it possible to identify 'leakage' from the system in terms of error and theft.

All information can be pushed to the company's existing ERP and accounting systems.

The system is fully customisable.

10.1: Hub Example of Use

For example Company 'A' produces 300 spreadsheets each week, one for each car park they operate. The spreadsheets can have several parking meters included on them.

These spreadsheets are sent to head office where they are manually collated into a single cash sheet.

Using the Hub this activity can be done in real-time so that, at any point, the authorised office knows exactly what is going on.

10.2: Extensions for CTP HUB

- Banking/Reconciliation/Serial Export Extension
- Label/ Data Bulk Load Extension
- Android/iPhone Reconciliation App

11: CTP Additional Development Services

The CTP extension based design enables features to be added making it fit tightly with your business requirement. You can for example have extended functionality as follows:-

- Environmental Checker – will, on start-up of CTP, check that the files, folders, servers are available
- Automatic Export – On shut down will export all data for the session as directed
- Theme Changes – Changing CTP to look and feel like your own business
- Export to Accounting/ERP - Integrating with many ERP and accounting systems such as SAP, Oracle and M3
- CIT System Integration – linking directly with CIT providers
- CCTV Integration – Allowing detailed observation of activity in the cash room
- Reporting Consolidation – Reducing multiple spreadsheets to a single master file
- Escalation Control – Custom rules for alerting relevant people of reconciliation failure

If you need CTP to do something specific for your organisation please get in touch.

info@cashtotalpro.com

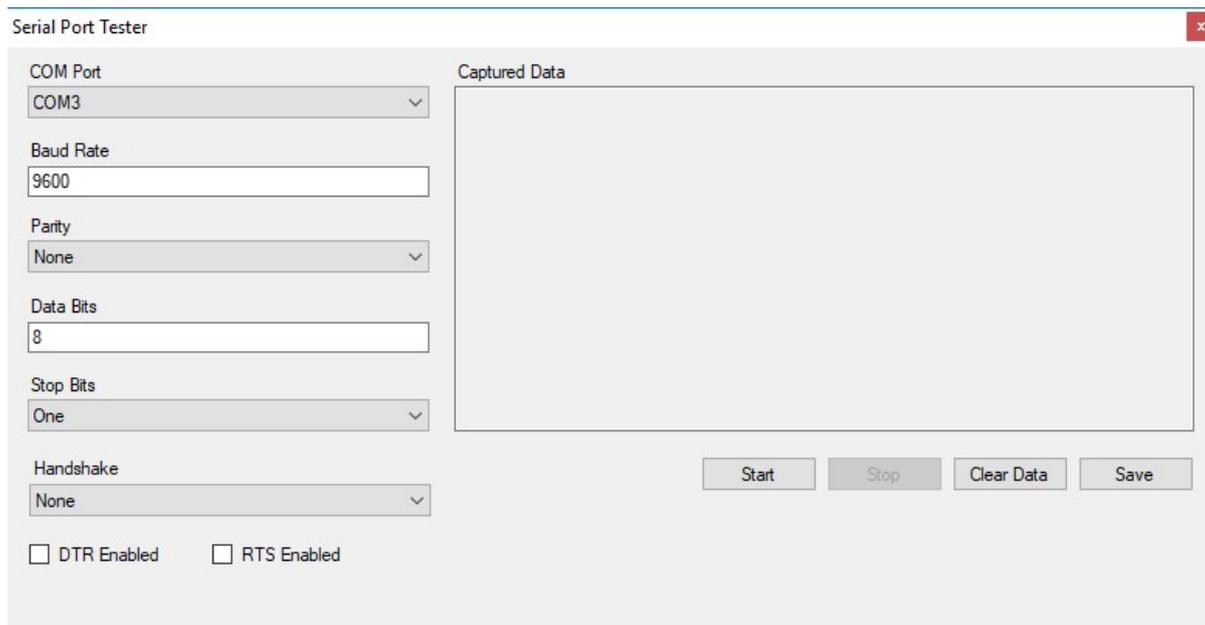
Serial Port Tester

This software is only to be used by your IT department. It allows you to connect the Mach to the PC in advance of installing CashTotalPro and confirming that the communication settings are correct.

The software can be downloaded from the download section of www.CashTotalPro.com.

Please ensure that you unblock the ZIP file before extracting. Once extracted, run the setup.exe program.

When you start the serial port tester, you will see a screen similar to this;



The settings shown here are the default settings for a Mach 9, although these will need to be confirmed against your machine configuration.

Please note that different counting machines will have different settings so you will need to refer to the manual for that product.

For the Mach 9, connect it to the PC using the null modem cable. There are multiple serial ports on the back of the Mach, so if one port does not work, please try the other.

Within the software, press the start button, then count a number of coins in the Mach. Wait for the motor to stop, and then press the 'Batch Accept' button.

If successful, the 'Captured Data' area should display the text of the message that would normally be sent to the printer. This will be on a single 'wrapped' line and include some 'control characters', so it will not be identical to the standard printout.

When the message is captured, click on the stop button and save the message to a .ctpm file. Please retain this file as it may be useful if issues arise at a later date.

If the message does not successfully appear, please work through the following;

- Check that the Mach successfully outputs the Batch report to a printer connected to the serial port. If this does not work, there is a fault with the Mach and this must be resolved by a Glory service engineer before we can successfully connect the software
- Confirm that the port configuration on the Mach is the same as the settings in the serial port tester
- Confirm that the cable specification is correct. It should be a Null Model cable, 9-pin D, female-female
- Confirm that the correct COM port is being used on the PC
- Try to use the second serial port on the Mach
- If none of the above options resolve the issue, please send photos of the Mach port settings screen and serial number plate from the Mach, to **info@cashtotalpro.com**, so that that we can assist.