CAPLINK Install Guide

Version 1.0.9+

Table of Contents

Prerequisites

Picking a Suitable Machine.

Choose the primary machine to install CAPLINK on wisely. Check the requirements of the solution and make sure that the machine meets the requirements.

At least one other machine (preferably Accounts Receivable staff) must be installed with CAPlink. This machine is set up to facilitate Reporting for reconciliation purposes.

Installing Microsoft Data Access Components.

MDAC is only required if the machine being installed on is roughly prior Windows 2000 with Service Pack 2. Generally, if MDAC is required to be installed, an error message stating the obvious will be shown.

- Run the MDAC Installer.

Installing the .NET Framework.

- Run the .NET Framework installer.
- Agree to the license agreement.
- The installer should now start copying files. When completed, a message will appear on the screen.

Installing MSDE.

It is recommended to use the MSDE Installer from the CAPLINK Install CD, as it already setup with all the default passwords set in the CAPLINK and Connect-IT installers.

Default sa password: Anth3mS0ftwar3

- Run the MSDE installer
- Agree to the license agreement.
- MSDE will now install. When prompted, reboot the computer.

If the machine cannot be restarted (because the machine is a server), then you can easily start SQL Server by going into: *Control Panel -> Administrative Tools -> Services*. Look for MSSQLServer and start the service.

Installing the Packages.

Installing CAPLINK.

CAPLINK is the main application which does all the document processing, reporting etc.

- Run the CTA Installer.
- Allow Everyone access to run the application.
- Pick a path to install to, generally this should be left as default.

Note: If you change the path that the application is installed to, you may have to change the report path once CAPLINK has been setup.

Installing CAPLINK Connect-IT.

Connect-IT is the messaging platform that CAPLINK uses to communicate with the Gateway and Capricorn Head Office.

- Run the Connect-IT Installer.
- Allow Everyone access to run the application.
- Pick a path to install to, generally this should be left as default.

There are two parts to the Connect-IT solution. There is the console application, and the slave application. The console is the front end, whilst the slave does the work behind the scenes.

The slave runs on a user profile, which by default is LocalSystem. This is fine for a CAPLINK install where everything is located on the local machine. However, if CAPLINK needs to extract data from a network location, then a dedicated local or domain user should be created.

- *See Appendix for some instructions on how to set the slave to run on a different profile.*

Installing an Adaptor.

An adaptor is required to extract invoice and credit note data for CAPLINK to send to Capricorn HO. If an adaptor is not available for the business system, CAPLINK can be run in 'standalone' mode where it is not integrated with any back office system.

A business system supported by CAPLINK should have an appropriate adaptor found on the CAPLINK Install CD.

- *Use the Implementation Notes to setup the adaptor with the system.*
- *If there are no adaptors available, or the install is noted for standalone, there is no adaptor to install.*
- *If the Implementation Notes say to use ConnectFILE, no adaptor is required to be installed. ConnectFILE is installed with Connect-IT.*

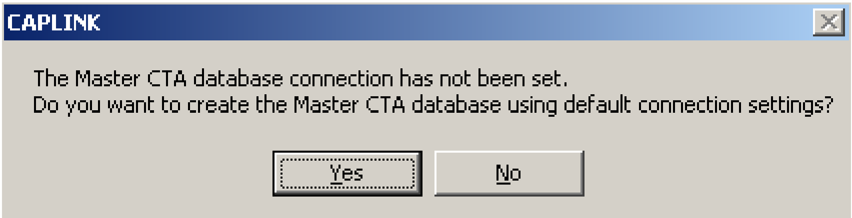
Registering CAPLINK.

The CAPLINK solution must be registered and configured after installation.

Creating the MasterCTA database.

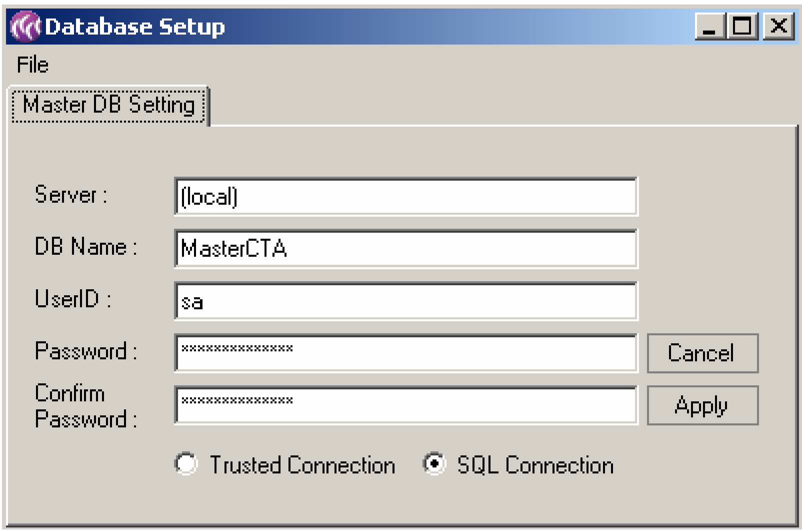
The MasterCTA database holds all the necessary information which is global to all registered franchises.

- Launch CAPLINK from the desktop or start menu.
- You will be presented with a logon screen.
- Use admin/admin as the username/password.



- When no database has been found, this message will appear.
- Select [YES] if you have installed MSDE on the same machine from the CAPLINK Install CD. Otherwise select [NO].

- If you selected [YES], it asks for Database Script Options. Leave this as default and press OK.



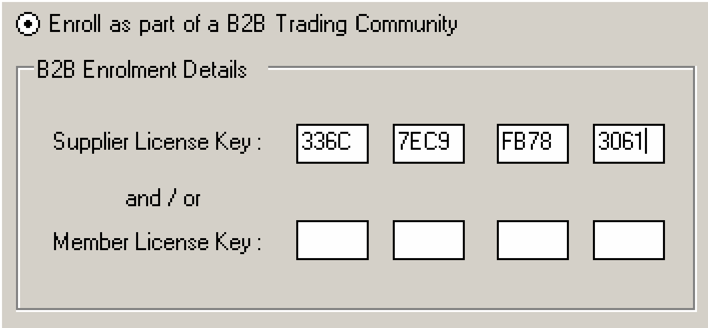
- If you selected [NO], you will get the Database Setup screen as above. Fill in the details and press [Apply]. If successful, CTA will ask for Database Script Options (leave default, press OK), and create the database

After the database has been successfully created, CTA will post a message "No franchise information ……" When you get this message, it is time to proceed to the next section.

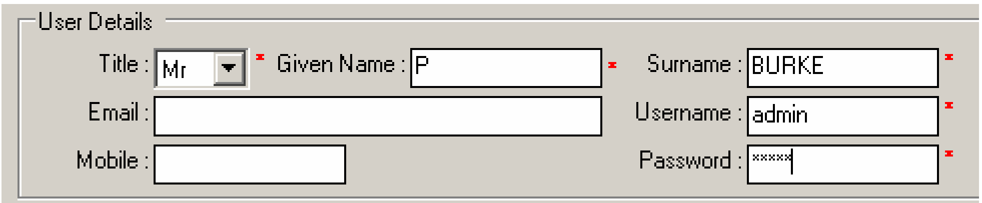
Registering Connect-IT.

We need to register Connect-IT with the CAPLINK Gateway to allow messaging between Capricorn HO and the CAPLINK installation.

- Run the Connect-IT Console application. If installed in the default location, it can be found at C:\Program Files\Anthem\CAPLINK Connect-IT\connectitconsole.exe



- After agreeing to the License Agreement, you should be presented with a License screen. Enter in the supplier's license key into the **Supplier License Key** area under **Enroll as part of a B2B Trading Community**.
- The Gateway Setup screen should be defaulted automatically, using 3.1.42. If not, enter in the following details :
    - URL : caplink.capricorn.com.au
    - SSL ticked
    - Web Server User: CaplinkGWAccess
    - Web Server Pass: cgIIS200$ (Note, they're "eyes", not "ones or ells"
- The Database setup should find the details from the when you installed the MasterCTA database.



- The Client Details tab should be automatically filled. Enter in admin/admin as the username and password (same as CAPLINK) and press [Next]. If some information is missing, find out from the supplier and fill it in.
- Adaptor Details should automatically be set up correctly. If not:
    - Head Office ID : 2   (ALWAYS)
    - The Adaptor Configuration Details box should have the correct settings for where you created the MasterCTA database.
- Press [Register]. It should say Registration Successful if all goes well.

Adding Additional Supplier Codes.

If you have a multiple supplier code install, you can now enter them in once you have registered the first supplier. This can be performed by *Action -> CAPLINK -> Enroll Additional Supplier*. Add in the license key details into the supplier license key area, and it should register successfully.

Populating the MasterCTA database.

Now that Connect-IT is registered, CAPLINK can now communicate with the server. Upon registration, the server creates a set of documents for the site to download. These documents contain all the current members and suppliers, along with their status, and billing periods.

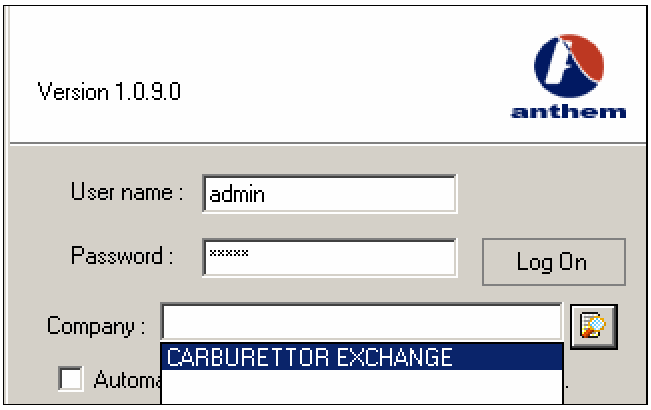
- After registering Connect-IT, the Connect-IT Console should be open.
- Press the [Send/Receive] button **ONCE**.
- Connect-IT should then download 10 documents and import 10.
- Press [Send/Receive] again.
- Connect-IT should download 5 documents and import 5.

The amount of documents downloaded and imported vary due to the amount of suppliers and members, however it should be noted that whatever is downloaded should be imported.

Creating Franchise Databases.

Once Connect-IT has been registered, we can now create the databases which hold the invoice and credit note information for each Supplier ID registered.

- Open CAPLINK and enter in the admin/admin username and password.
- Press the box next to Company and your registered companies should appear.



- Select the franchise and press [Log On].
- As before, it will ask if you wish to create the connection using the default properties.

- If you selected **[YES]**, it asks for Database Script Options. Leave this as default and press OK.

- If you selected **[NO]**, you will get the Database Setup screen. Fill in the details and press [Apply]. If successful, CTA will ask for Database Script Options (leave default, press OK), and create the database

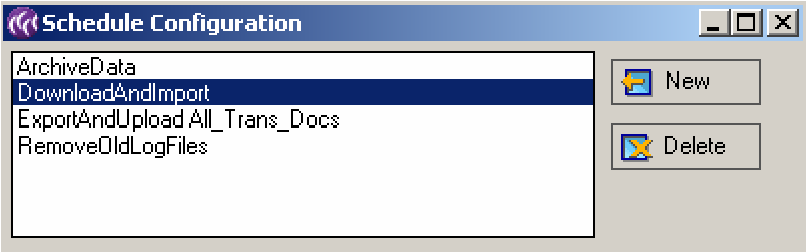
Setting Back Office Details.

Upon next log on, CAPLINK will ask for Back Office Details. Look through the Implementation Notes to set this section up.

Configuring CAPLINK.

Setting up Connect-IT Schedules

Connect-IT runs on scheduled jobs to transfer data to and from the CAPLINK Gateway. The schedule can be located in the Connect-IT Console under Options -> Schedule.



The picture above shows the default schedules. Underneath this shows the days and times which the schedules are to run. These schedules are typically set to run all day and can most likely left at default unless it is a special requirement not to, or if resources are rare.

If there are a large number of documents to be processed (high volume supplier), it is easier to make the schedule occur more often.

For example, if an adaptor has to wait before invoices are posted before being able to extract them, there is no use running the Export schedule until after this is typically done. By setting the schedule to run frequently all day, machine performance may suffer.

Name of Job	What It Does
ArchiveData	Moves transactional documents of a certain age from current table to a hive table. This is done for performance.
DownloadAndImport	Collects documents from the Gateway waiting to be received, and imports them if any are downloaded.
ExportAndUpload All_Trans_Docs	Checks business system / CAPLINK for documents to send and transmits them to the Gateway.
RemoveOldLogFiles	Removes old log files. This is done to save disk space.

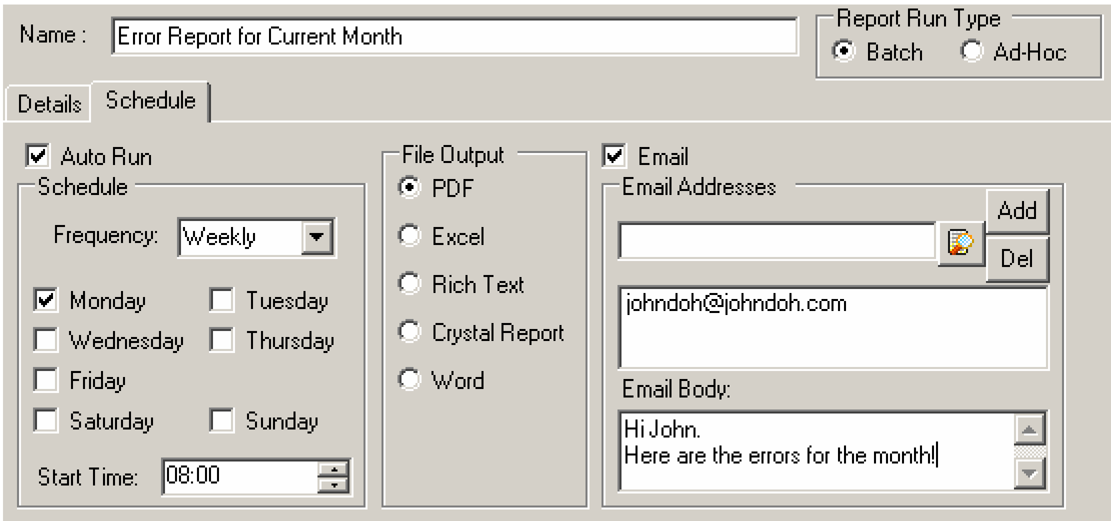
Setting up CAPLINK Reports

Reports can be scheduled to run at a particular time. When the ExportAndUpload All_Trans_Docs job gets executed, any reports scheduled to run will be created and emailed out to their recipients.

- Log on to CAPLINK and the particular franchise the report is to be run on.
- Enter into the Reports section.

- Click the Additional Reports button.

- Select Batch Only to filter out all the Ad-Hoc Reports. This is because Ad-Hoc reports cannot be scheduled.
- Select a report that you wish to schedule.
- Click on the Schedule tab.



- Once you select the Auto Run check box, the following will appear.
- Set the schedule accordingly. You can run daily, weekly or monthly.
- Set the time for the report to run.
- Select the file output type.
- Enter in an email address under the Email Addresses section and press [Add].
    - You may delete an email address by pressing [Del]
- Once added, the email address should drop down into the listbox.
- Type in an email body or leave it blank.
- Press [Save]! You're all done!

Default Reporting Schedule		
Report Name	Frequency	Start Time
Detailed for Current Month	Weekly on Monday only	8:00
Error Report for Current Month	Weekly on Monday only	8:00
Detailed for Last Billing Month	Monthly on the 1^{st}	8:00
Error Report for Last Billing Month	Monthly on the 1^{st} (Stand-Alone) or 5^{th} (Batch/Int.)	8:00

The default reporting schedule may need to be altered due to different requirements for each supplier. Check with each supplier if they would like the reports emailed to them.

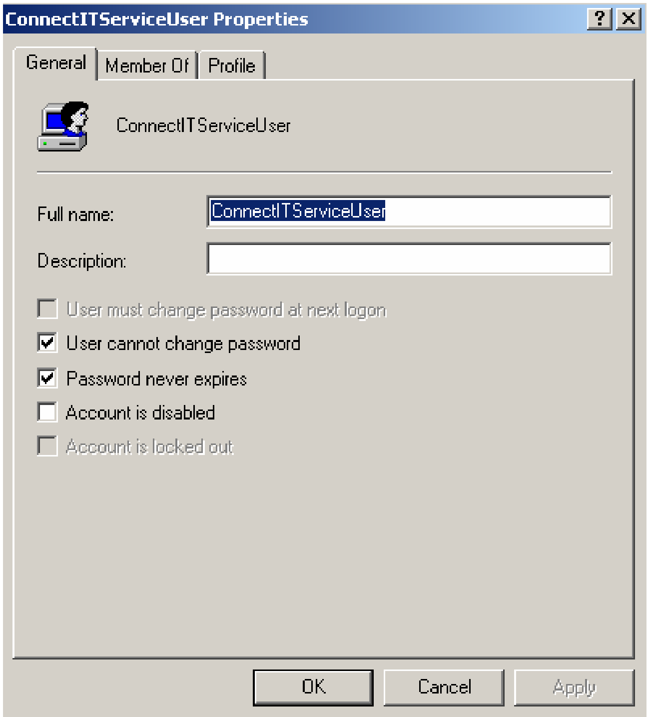
Appendix.

Changing the Connect-IT Slave User Account

If CAPLINK requires to access data from a network location, then running the Connect-IT slave under the local system account will not work properly. You must create a local or domain account for the slave to run on, or alternatively, use an existing account (the person's own logon for that machine).

For a non domain system:

- Go into Control Panel and select Users. Click the **advanced** tab and press the **advanced** button.
- Select Users, right click and select New.
- Add a new user "connectitserviceuser" to the list of Windows users.
- Make note of the password given.
- Be sure to tick "user cannot change password" and "password never expires".

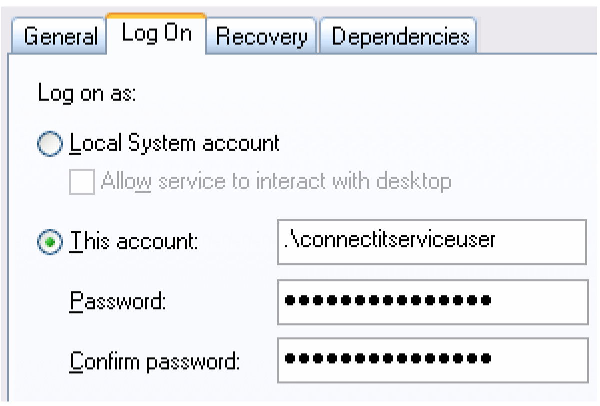


If CAPLINK is being installed onto a domain machine, the ConnectITServiceUser may have to be created under the "Active Directory Users and Computers" to allow access to network paths. Adding this user should be on the server and can be found under Administrative Tools.

- Click on the Users tree to see a list of the current users. Right click in the Users view and click New -> User. Then fill out the details

If you create a non-administrative user for Connect-IT to run on, you may have to set permissions to various locations in order for the slave to access. These locations include, but are not limited to:

- The registry (HKLM\Software\Anthem)
- The log directory (C:\Program Files\Anthem\CAPLINK Connect-IT\Log)
- Any directory used by ConnectFILE (pickup and drop locations)



To change the account the Connect-IT slave runs on:

- Go into the Control Panel -> Administrative Tools -> Services.
- Right click on ConnectITSlave and select properties.
- Select the Logon tab and select 'This account'.
- Fill in the details and press [Apply]
- Restart the slave and if the details are correct, it will start successfully.
- Monitor the slave activity from Connect-IT Console to ensure normal operation