

FactorSoft™

• Release v4.7

ClientWeb Administrator Guide



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- equipment, software, networks or any other infrastructure in the customer's environment that does not meet the minimum requirements described within the thencurrent FactorSoft[™] product documentation

Please note that if you are exploring possibilities with third-party software providers or considering altering the FactorSoft database in any way, it is strongly recommended that you discuss your plans with the FactorSoft™ support team before making any commitments or changes. As your software partner, we may be able to help solve your business problem in a way that does not introduce risk, data corruption, or system instability.

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Introduction to ClientWeb

ClientWeb allows you to use the Internet to exchange financial data with you customers effectively, and extends your network to your clients in a practical, cost-effective way to provide personalized, up-to-date account information, securely and instantly.

ClientWeb offers the security, flexibility, and scalability you need to transmit data over the Web. Fully adjustable to meet your business needs, ClientWeb provides access to your database for your clients, allowing them to:

- view financial information
- retrieve selected report information
- request credit
- upload new debtor information
- upload invoices
- communicate instantly via WebChat

ClientWeb is an application built using the FactorSoft framework that provides access to a limited set of the FactorSoft functionality and tools through a web-based interface.

Benefits of ClientWeb

ClientWeb uses your live database to output dynamic, up-to-date information. Its implementation is fast, reliable, and flexible.

ClientWeb lets you:

- Use the World Wide Web to connect to your clients securely-anywhere in the world.
- Improve lender/client communication to help your business run more efficiently.
- Share select information without compromising confidential data.
- Incorporate your company logo and other individual information to create a personalized site.
- Using the optional Web Chat add-on to communicate with clients instantly.

ClientWeb lets your clients:

- View their financial information on-demand.
- Examine and understand the status of accounts receivables.
- Upload invoices and new debtor information into your FactorSoft database, thus reducing your data entry time.
- Submit credit requests
- Print any generated screen in a secure PDF format.
- Get help from your representatives online using the optional Web Chat add-on

Online Administration Console

The Online Administration Console is the component of ClientWeb used by system administrators to provide access to customer data through web page definitions (called Processes in ClientWeb) that can be customized to meet your needs.



Powered by: ProfitStars .:::. CLMS|ClientWeb v4.2.0.600

The Online Administration Console gives administrators access to the following administrative functions of ClientWeb from the 1) Menu Bar or 2) Administrative Index:



- **Process Maintenance** used to add, edit, or remove functional page modules, also referred to as Core Processes, Core Process Screens, or web screens depending on the context.
- Menu Maintenance allows you to create a custom menu structure to provide access to the pages you defined. You can add, edit, or remove main menu and submenu items, and create links.
- Client Restrictions allows you to limit the access to pages you have defined in ClientWeb by client.
- **Pre-Login Settings** lets you change the value of options that control various application features that are loaded before a database is accessed.
- Process Diagnostics this feature allows you to check for erroneous process and field data elements.

Each of these functions is described in following sections of this guide.

Logging into the ClientWeb Online Administration Console

To log into the Online Administration Console:

1. In one of the recommended browsers(IE, FF, Chrome), enter the URL at which your ClientWeb Administration Console is located.

For example, "http://Your_ClientWeb.com/app_administration/Login.aspx".

The login screen is displayed, as shown below:

ClientWeb Online Administration Console
Application Administrator Login
Enter Your Credentials User ID: Password: Database: TBTest_QAA © Login © Clear Fields Best viewed in Explorer™ 7.x and above, Firefox™ 3.x and above, Chrome™ 0.2.x and above.
🔂 Return t
Powered by: ProfitStars .:::. CLMS ClientWeb v4.2

- 2. Enter your User ID and Password, and select the appropriate Database.
- 3. Click Login. If Two-Step Authenticator is enabled, enter pin. See the Two-Step Authentication section for details on this feature.
- 4. The Online Administration Console is displayed.

Two-Step Authentication Log In Process

To log into the Online Administration Console with Two-Step Authentication turned on:



1. In one of the recommended browsers(IE, FF, Chrome), enter the URL at which your ClientWeb Administration Console is located.

For example, "http://Your_ClientWeb.com/app_administration/Login.aspx".

The login screen is displayed, as shown below:

ClientWeb Online Administration Console
Application Administrator Login
Enter Your Credentials User ID: Password: Database: TBTest_QAA © Login © Clear Fields Best viewed in Explorer™ 7.x and above, Firefox™ 3.x and above, Chrome™ 0.2.x and above.
Return to Top
Powered by: ProfitStars CLMS ClientWeb v4.2.0.600

- 2. Enter your User ID and Password, and select the appropriate Database
- 3. Click Login. The Two-Step Authentication Instruction Screen is displayed for the initial Two-Step Authentication Log In.

ProfitStars - ClientWeb Custom Message

Your Acco	unt Requires Two-Step Authentication
Please follow the instructions	below to link your device to your account:
Step 1: Download and Install the third-party Authenticator of your choice. We recommend the following free options: Google Authenticator App or Microsoft Authenticator App.	
Step 2: From the third-part the following methods:	ry App, link your device to your CLMS Account using one of
a. Scan the Unique QR Code camera in order to scan the	below. The third-party App will request access to your phone's QR code.
b. Manually link using Secre your account manually, ente	t Key below. If scanning the QR Code fails or you prefer to link er the Account Name and Secret Key by hand.
Account Name:	CLMS-FactorSoft
Secret Key:	GQZTMNRVMU3DEOBQ
Enter PIN code Here:	Validate
*Note: Two-Step Authenticati have to re-link their device to in CLMS.	on is only valid for one user per User ID/Password. Web users may their account if the Web Authentication Key (MFA) has been reset

v4.2.0.624 Best viewed in Explorer™ 9.x and above, Firefox™ 35.x and above, Chrome™ 50.x and above.

NOTE

Only one device can be linked to one User ID and Password.

4. Follow the on screen instructions to link your device to your FactorSoft ClientWeb Account, also described below:



- 1. From your device, download the third-party authenticator app of your choice from the app store. We suggest using the following free options: Microsoft Authenticator or Google Authenticator.
- 2. Within your authenticator app, add a new account.
- 3. Use one of the 2 methods displayed on the screen to add the account credentials either scan the QR Code or manually enter the Account Name and Secret Key.
- 5. Once your device is linked, you will use the app to provide a unique authenticator code each time you log in.

ProfitStars - ClientWeb Custom Message

Enter Authenticator PIN Code	
Enter PIN code Here: Validate	
*Note: Two-Step Authentication is only valid for one user per User ID/Password. Web user have to re-link their device to their account if the Web Authentication Key (MFA) has been in CLMS.	s may reset

v4.2.0.624 Best viewed in Explorer™ 9.x and above, Firefox™ 35.x and above, Chrome™ 50.x and above.

NOTE

Generated codes are time-based and expire quickly. If your log in fails, generate a new code and be sure to log in before the code expires

Only one device can be linked to one User ID and Password.

System Preferences

The Two-Step Authentication is configured in **System Preferences > Identification/System constants > CLMS|ClientWeb > Security** folder:

Preference	Description
Log in Requires 2-	When True, all Client's logging in will be required to link
Step Authentication	a device to their ClientWeb Account.



Accessing ClientWeb

Before a client can view the ClientWeb, they must be granted access to the ClientWeb from FactorSoft. ClientWeb access is assigned on a per client basis, as well as on a screen-by-screen basis per client.

Managing ClientWeb Access for Clients

ClientWeb access is part of the client record and is managed from the Client Information screen.

- 1. To allow a client access to the ClientWeb, select the **Allow Web Access** checkbox in the upper area of the Client Information window.
- 2. Set a password for the client by selecting the **Control** panel from the Client Information profile menu and entering a unique password in the **Web Access P/W** field.

Client Information Fo	r Everything Client (EVERYTHING	
Client code: EVERYTH	ING Inactive Ma:	aster client Copy
Client name: Everything	Client	UCC date: January 19, 2018 7531596428
Client terms: 95ADV; 1.5	5% pur flat with Carrier 🛛 🗸 🗸	View Signed date: January 19, 2018 1st fund: 2/22/2017
Part of master:	~	Clear Preference: Email V 1st buy: 1/19/2018
Active c	lient terms only	No preference print when grouped
Address Analysis Auto cash rules Automatic expenses Bank relationships Collections Contacts Contracts Contracts Contral CPT code usage Credit/no buy Debtor charges Deferred accruals	Control Office: BRENTWOOD Tax code: G/L group: STANDARD A/E:	Currency: USD Web access P/W: WEB123 Next Buy #: [4579 Clear Next collection batch #: [137 DK to perform IDC Do not allow reserve transfers Reset Web Key
Modify Audit	Letter Labels Notes	es View New Delete Exit Help

3. If Two-Step Authentication in enabled in System Preferences, users can reset the Two-Step Web Authentication Key, using the Reset Web Key button. This will un-link the client's device from their ClientWeb User ID and Password. If no Web Key exists or the Web key has been reset, this button will be unavailable. Security Roles determine this function.

Note: After the Web Key has been reset, the Client will need to re-link their device to their ClientWeb User ID and Password by deleting the existing account from their device and following the Two-Step Authentication Instruction Screen displayed at the initial log in process.



ClientWeb Access for Brokers

Brokers can be given access to the ClientWeb from their individual Broker Information record. Select Broker List (F2) from the FactorSoft Office menu, and then double-click on the desired broker to open their record.

- 1. With the Broker Information window open, click the Web Access tab in the lower area of the window.
- 2. Select the Allow Web Access checkbox.
- 3. Create a Web Access ID for the broker.
- 4. Assign the broker a Web password.

C Broker Infor	mation For James Golden	
Code:	GOLDEN Status: Active	Update Delete
Name, First/Last:	James Golden	
Lompany:	Golden Brokerage	Phone: (205)555-1212
Address:		
		Fax: (201)597-2899
City:	<u> </u>	SS #:
Country:		Tax #: 01-0000000
Email:	jamidavis@profitstars.com	Expires:
Currency:	USD 💌	Category:
Clients Instru	actions Standard Commission Rate ABL Contacts	Web Access
🔽 Allow web	access	<u>C</u> ancel
	Web access ID: PDOVED	Apply
	Web password.	Phone Log
	Reset Web	Key
		Audit

- 5. Click the **Update** button to save the Web Access settings.
- 6. You are prompted to reenter the **Broker Password** for verification.

/erify broker password	x
Please verify the new broker password	
Broker password: *****	<u>O</u> k <u>C</u> ancel

7. Click OK to complete the broker ClientWeb setup and close the Broker Information screen.



Security Roles

The Password and Two-Step Authentication Security Role is configured in **Security > Mange Roles > Client** Information > Control folder:

Preference	Description
Change Web Password	When True, users will have the ability to change Client's web password and/or Reset Web Key.

System Preferences

The Password Complexity is configured in **System Preferences > Identification/System constants > CLMS|ClientWeb > Security** folder:

Preference	Description
Log in Requires 2- Step Authentication	When True, all Client's logging in will be required to link a device to their Cli- entWeb Account.
Persist Admin User	
Enforce Password Complexity	 Do not enforce complexity - the system does not enforce the other Password Requirements and the Webuser can set a password with any character type of their choosing. Enforce Password Complexity - the system will enforce the other Pass- word requirements and the Webuser must are store as a password of the system.
	word requirements and the webuser must create a password con- taining the characters as indicated in the other Password Requirements that are set to TRUE.
Password Requires Lowercase Char- acter	When True, user passwords must contain a lowercase character.
Password Requires Numeric Character	When True, user passwords must contain a numeric character.
Password Requires Symbol Character	When True, user passwords must contain a symbol character.
Password requires Uppercase Char- acter	When True, user passwords must contain an uppercase character.



NOTE

It is recommended that the ClientWeb App Pool be recycled after any changes are made to these System Preferences to be honored.

Setting ClientWeb Screen Permissions

Allowing a client to access and use the ClientWeb is actually a matter of two distinct steps:

- granting access access is granted via a checkbox on the Client Information screen and setting the password for the client on the Control profile
- setting screen permissions permissions are set via the Client Information Web Screens profile.

Once ClientWeb access is granted for each of your clients, permissions are granted or denied for each client to each screen defined in your implementation of ClientWeb.

For example, you might want to configure your ClientWeb with all possible functionality. You do not, however, want all that functionality available to your clients. You might want Client ABC to be able to view summary, collection, and invoice information, while Client 123 needs access to aging and disbursement information, as shown in the following illustration:



Using each client's individual Client Information screen, you can deactivate the screens you do not wish that individual client to see, as described in the next section.

Restricting Screens by Client in FactorSoft Administration

To control which screens an individual client has access to view:



1. Open the Client Information record and select Web Screens from the panel list.

All Web screens available in your global ClientWeb interface are shown in the associated list, and all are **Active** by default.

2. To deactivate a screen, double-click on the line-item.

Double-clicking on an Active screen sets the status to Inactive, and vice-versa.

Client Information For	ACoalson (DOC)		
Client code: DOC	🗌 Inactive 🔲 Mast	er client 🔽 Allow web access	Сору
Client name: ACoalson		UCC date:	
Client terms: 80ADV; 5%	90 days with PO	View Signed date: 1	st fund:
Part of master:	•	Clear Preference: Print	Ist buy:
Active cl	ient terms only	□ No preference print v	when grouped
Payer web 🔥	Web screens	credit limit on invoice authorization web screen	
Policy exceptions	Screen		Status 🔨 🔨
Posted statements	Adjustments		Active
Purchase approvais	Advanced Debtor Search		Active
Purchase terms	Aging		Active
Red flag rules	Aging Summary		Active
Statement terms	Broker Client List		Active
Termination	Carrier Items		Inactive
Verification	Change Password		Active
Web screens	Check Summary		Active
Write invoices	Client Activity		Active 🗸
1 WINC INVOICES	Ler const		Double-click to flip status
Modify Audit	Letter Labels Notes		Exit Help

For instructions on restricting client access to specific Web screens in the ClientWeb Administration Console, refer to the Client Restrictions section of this guide.

View Web Users

To review the list of users having ClientWeb access, open the FactorSoft Client Information screen and select **Web Users** from the profile menu.

Client Information For ACoalson (DOC)	
Client code: DOC □ Inactive □ Master client Client name: ACoalson Client terms: 80ADV; 5% 90 days with P0 ▼ View Part of master: ▼ Clear	Allow web access Copy Non-detail only Copy UCC date:
Active client terms only Payer web Web users Payment terms Code. Policy exceptions DOCUSER Purchase approvals DOCUSER Purchase terms Red flag rules Statement terms Termination Verification Veb users Web screens Veb users	No preference print when grouped Created By Add View DE Reg 4/30/2020 ADMIN No Yes No No
Modify Audit Letter Labels Notes	View New Delete Exit Help

The Web Users panel of the Client Information screen displays each client's users that have ClientWeb access. This list is view only.

Access rights to ClientWeb can only be added, modified, or deleted from the Web Users screen in ClientWeb, which also displays all users who are set up to work in the ClientWeb.

*

Designing Your ClientWeb

ClientWeb can be custom-tailored to meet your business needs. By default, all available features, menus, and screens are enabled and active, allowing full use of the ClientWeb features.

ClientWeb menus, fields, and headings can be modified, added, eliminated, or deactivated. This flexibility to limit what is displayed, as well as the ability to modify how it is displayed, allows you to tailor ClientWeb to your needs, allowing you to enhance communications with your customers and streamline business processes.

Functionality for ClientWeb can be modified in two places:

- ClientWeb Administration console allows you to define the menus and screens on the Web pages that your clients will see and use.
- System Preferences (Administration) allows you to specify certain administrative functions pertaining to ClientWeb.

When you begin thinking about creating your own ClientWeb site, you should follow a series of planning steps to make sure your site is successful. It is to your advantage to plan the site carefully in order to make sure everyone will be able to use it easily and that it does the job you intend. To help in planning, you might consider:

- Creating goals for the site
- Using a whiteboard to organize the site structure
- Sketching out how you want the site to look
- Designing the navigation scheme
- Planning and gathering assets

]	Pro		ain S		•	Logge	in as: BBS\ADM		t 🔣 Live Chat 🝞 Help
Ī	Status	Summary	Deb	tor lists/aging	History	/ Data entry	Report Queue	Utilities	Thursday, May 19, 2011
Γ						Starting Date:	5/19/2011 En	ding Date:	5/19/2011 SView
	<u>Current</u>	E Balances Purch Available Rese	A/R ases rves	\$65,8 \$5,6 \$22,6	85.00 75.45 76.44				Export Page To: 述 🛅
		P	A/E Email hone Fax	STEVE admin.baysideb (205) 972-8900 (205) 972-8999	z.us				
	_								Return to Top
						Powere	d by: ProfitStars .::	. CADENCE	ClientWeb v3.0.9.Alpha-009

ClientWeb Checklist

From a practical standpoint, designing a ClientWeb site is a combination of System Preferences, Administration settings, and Client Information options. The following checklist might be helpful in setting up a ClientWeb site:

- Identify the directory where ClientWeb is installed.
- Set Client Information Web settings.
- Set System Preferences
- Create Login window
- Set ClientWeb Menus
- Set ClientWeb Screens

Design Best Practices

When creating data grid headings for your ClientWeb, it is best to define the smallest possible number of terms. This is particularly important for the Multilingual ClientWeb AddOn Module, in which each term to

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be translated has to be defined as both a base English word/phrase and in the language to which the word/phrase will be translated. The terms in the language file must match exactly the terms defined in the ClientWeb Online Administration Module, all comparisons are case-sensitive, and the entire string is matched. Be aware that the Administration module does perform some data manipulation on column headers. For instance, if you define a column header "InvNo" in the Administration module, the word will be displayed in ClientWeb as "Inv No".

To ensure accuracy in translation, it is recommended to:

- Define data grid headers exactly as you want them to appear in the data grid.
- Do not create multiple terms for the same data. For example, for the invoice number, do not create headers for **Inv No**, **Inv#**, and **Invoice** use the same term on every ClientWeb page. This will greatly simplify the translation file, and at the same time provide more clarity for your clients to understand what is presented on the ClientWeb pages.
- Avoid leading and trailing spaces. Multilingual ClientWeb interprets spaces as part of the string (it must to enable translation of full phrases) and will fail to translate a term if there is a space in the Administration definition, but not in the language file. These failures to translate can be difficult to solve.
- Avoid special characters (including colons) at the ends of terms and phrases.

Responsive Design

ClientWeb provides the capability to individually tailor the user experience to best fit the device requesting the web page. ClientWeb allows menus, sub-processes, and grid columns to be excluded or included by device. Devices are categorized by one of three sizes: Phone, Tablet, or PC.

Because of the limited "real estate" on the screens of mobile devices, designing ClientWeb screens for deployment to phone or tablet will require evaluating the entire web to determine what information you wish to present to clients via these devices. To ensure a satisfactory user experience, the smaller screen presentation area will necessitate:

- limiting the number of menus
- reviewing each sub-process to determine whether it will successfully translate to a smaller presentation
- determining for each sub-process the critical information to be presented in regards to its use on a mobile device

To ease design and maintenance of a web containing screens for presentation on multiple device sizes, Jack Henry™ recommends creating unique sub-processes for each device type and using the Submenu Maintenance to determine which sub-process is available in the menus for each specific device type. Device type specifications can be applied at three levels: Field Maintenance, Menu Maintenance, and Submenu Maintenance.

For specific instructions on ClientWeb set-up, see *Setting Up ClientWeb Screens and Menus* in this guide.

Field Maintenance

The responsive design options in Field Maintenance will determine the grid rows and columns that are visible or excluded from each specific device type for a sub-process (a detailed account of the set up of these fields is found in *Creating Web Screens*, Step 4: Add Fields to a Sub-process in this guide).

Use the **Show On** fields for each Title in the Field Maintenance page for the sub-process to determine on which type of devices the column appears in the ClientWeb core process screen:

- Select Show On for the device to display the column on similarly sized devices.
- Clear the Show On option for the device to exclude the column on similarly sized devices.

In the example below, the sub-process has been set up with separate Titles for PC and Phone device types, limiting the display to only four columns and with abbreviated title names because of the limited space available on the smaller mobile screen.

Field Mai	ntenance -	Reserve Rele	ase												2
Return to: Pr	ocess Mainteni	ance >> Sub-pro	cess Naintenance												Click here to add a new field.
Title 1	Title 2	Field Name	Display Format	Total	Seq No	Col No	Col W	Link To	Link Value	New Win	Activ	Show On Pc	Show On Tablet	Show On Phone	Options
Batch		(BetchNo)	String (Aligned Left)		15	0	15	0			Y			V	Edit Delete
Post Date		(PostDate)	Date (North America)		20	0	15	0			V				Edit Delete
Posted		(PostDate)	Date (North America)		25	۵	12	0			¥			×.	Edit Delete
Amount	Released	(RsvHeld)	Currency (Dashed if Zero)		30	0	15	0			¥				Edit Delete
\$ Rel		(RsvHeld)	Currency (Blank if Zero)		35	0	15	0			V				Edit Delete
Expenses		(ExpenseAmt)	Currency (Dashed if Zero)		40	٥	15	0			¥				Edit Delete
Check	Amount	(CheckAmt)	Currency (Dashed if Zero)		50	0	15	0			¥				Edit Delete
\$ Chk		(CheckAmt)	Currency (Blank if Zero)		55	٥	15	0						M	Edit Delete
															·
															Retain to Top

This configuration results in the presentation of the fields differently on a PC and a phone-sized device, as shown below:



Menu Maintenance

Use the **Show On** fields for each menu item to determine on what devices the menu heading will display in the ClientWeb menu bar.

- Select Show On for the device to display the menu heading on similarly sized devices.
- Clear the Show On option for the device to exclude the menu heading on similarly sized devices.

							Click here to add a new menu heading
Title	Seq No	Active	Show On Pc	Show On Tablet	Show On Phone	Options	Submenu Items
Status	5	\$	V			Edit Delete	Modify Submenu Items
Summary	10	\$	V		V	Edit Delete	Modify Submenu Items
Debtor lists/aging	20	4				Edit Delete	Modify Submenu Items
History	30	\$			7	Edit Delete	Modify Submenu Items
Data entry	40	\$				Edit Delete	Modify Submenu Items
Report Queue	45	\$				Edit Delete	Modify Submenu Items
Utilities	50	\$				Edit Delete	Modify Submenu Items

This configuration limits the menu headings displayed on a phone-sized device, as shown below:

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Submenu Maintenance

Use the **Show On** fields for each Submenu Item to determine on what devices a menu item appears in the menu.

- Select Show On for the device to display the sub-menu item in the menu on similarly sized devices.
- Clear the **Show On** option for the device to exclude the sub-menu item in the menu on similarly sized devices.

Submenu Maintenano	e - History									2
Return to: Neru Naintenance										Click here to add a submenu item.
Submenu Item Title	Process Title	Uri	Seq No	New Wi	Active	Show On Pc	Show On Tablet	Show On Phone	Includ	Options
Fast Aging	Fast Aging		10		*	N				Edit Delete
Client Summary	Client Summary		20		w'					Edit Delete
Collection Summary	Collection Summary		30		a.					Edit Delete
Collection	Collection Summary		35		*			V		Edit Delete
Purchase Summary	Purchase Summary Report		40		w.	M				Edit Delete
Purchase	Purchase Summary Report		45					V		Edit Delete
Adjustments	Adjustments		50		4					Edit Delete
Disbursements	Processed Disbursements		60		*			2		Edit Delete
Reverve Activity	Reserve Activity		70		4	2				Edit Delete
Reserves	Reserve Activity		75		*			V		Edit Delete
										Retarn to Top

This configuration limits the menu items displayed on a phone-sized device, as shown below:



Working with ClientWeb Screens

Clients can access the ClientWeb Interface using a URL that you provide, such as the following: www.yourcompany.com/ login.aspx

On the Login screen, clients enter their **Company** name, **User ID**, and **Password**, and then select a **Data-base**. If they wish, they may select the **Remember my User ID on this Computer** checkbox that will auto-matically log them in each time they reach this page.



ient Login		
	ProfitStars - ClientWeb Cus	tom Message
Enter Yo	ur Credentials	
	Company: User ID: Password: Database: TBTest_DKB	
		Login 🖉 Clear Fields

 ▲ Return to Top

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Because you can modify every part of the ClientWeb, including menus, screens, fields, tables, images, etc., your interface will look quite different from the examples shown here. There are, however, common elements that are present on all ClientWeb screens.

BBS Tru	cking De	ebtor List 🥈	1		Logge	d in as: BBS\A		Logout 🔧	Live Chat	2 Help.
Status	Summary	Debtor lists/agi	ng History	Data entr	y Report Queu	e Utilities	Help		Thursday, I	May 19, 2011
						Change p	assword	3		
						Log Off	.,իսյ		1	20
Debtor:	ebtor: AABSCO (AX0001)									
As Of:	5/19/2011	Items/Page	25 🔻 🕑 Vie	Exp	ort To:🛐 🛃 🌀	Zip Check	Images			
Debtor	Co	de	City		Total Balance	View		Credit Limit	Ind Cre	ividual d Limit
AABSCO	E AX	0001	Birmingham, AL 3	35200	\$38,850.00	View Detail		\$150,000.00		
	9				\$38,850.00					
								1	Return to To	op
Core Pro	cess: Debtor	rList								
								÷	Return to	Тор

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- 1. The **Screen Heading**—displayed to the right of the client name—is the title of the view (of data) associated with the menu item currently selected. The Screen Heading typically describes the data displayed in the lower part of the window; or the process required to produce the data.
- 2. The items contained on the **Menu Bar** are dependent upon the options you have selected as being available for this client. See Creating Menus for details.
- 3. **Sub-Processes** are the options and Submenus available from each menu. See Add or Create Subprocesses for details.
- 4. **Filters** (in the ClientWeb Online Administration Console) are the lists displaying information pulled from your database, based on the menu item selected. See Add Filters to Sub-processes for details.
- 5. Fields are the individual data elements in the table. See Add Fields to Sub-processes for details.
- 6. **Export** options on the ClientWeb window allow you to send a copy of the window contents to an Excel spreadsheet (comma-separated file), and PDF or text file, or a Word document.

Data displayed on the ClientWeb Interface is real-time data pulled directly from your FactorSoft database. Most ClientWeb windows display report information only, but some allow the client to enter data as well.



Setting Up ClientWeb Screens and Menus

This section of the *ClientWeb Administrator's Guide* covers the specifics of setting up Web screens and menus in ClientWeb using the Online Administration Console.

To build web screens and menus into your ClientWeb, you must define Processes, Subprocesses, Filters, and Fields to create the screens, and then define menus and menu items from which the processes will be selected in the ClientWeb site. The procedures for creating the entities are detailed in the following sections.

Creating Web Screens

Step 1: Create Processes

ClientWeb web screens and menus are created in the Online Administration Module by first selecting a process and giving it a screen title. Each process is the framework of a web screen, and after the process is given a title, the sub-processes, fields, and filters can be added to define the attributes of the web screen.

To define a Process on the Online Administration Console:

1. From the Administrator Index, select Process Maintenance.

The Process Maintenance screen is displayed.

- 2. Select the Click here to add a new screen link to open a new row.
- 3. Enter an Onscreen Title that will be displayed in the title bar for the new process screen.
- 4. Select the **Process** that will be the framework for the web screen.

Onscreen Title	Process		Linked Field	Description	Ontions	Sub-processor
Debtes List	FIOCESS	1	Linked Field	Description	Same	E
Debtor List					Save - Ci	2
Adjustments	Credit Request Report	-			Edit Delete	Modify Sub-pro
Aging Detail	Credit Summary				Edit Delete	Modify Sub-pro
Aging Report	Debtor Availability				Edit Delete	Modify Sub-pro
Aging Summary	Debtor Detail	-			Edit Delete	Modify Sub-pro
Batch Detail	Debtor Entry				Edit Delete	Modify Sub-pro
Buyout Detail	Debtor Summary	11	DebName		Edit Delete	Modify Sub-pro
Buyout Summary	Debtor Summary	¥	_		Edit Delete	Modify Sub-pro
Carrier Items	Carrier Items	_			Edit Delete	Modify Sub-pro
Change Password	Change Password				Edit Delete	Modify Sub-pro
Chargeback Report	Chargeback Report				Edit Delete	Modify Sub-pro
Client Activity Statement by Date	Client Activity Statement				Edit Delete	Modify Sub-pro
Client Activity Statment by Activity	Client Activity Statement				Edit Delete	Modify Sub-pro
Client History	Web Usage History				Edit Delete	Modify Sub-pro

5. Click Save.

The new process is added to the Process Maintenance list in alphabetical Onscreen Title order. You can sort the list by **Process** order by clicking on the **Process** heading.

Step 2: Add or Create Sub-processes

Once the processes are created, create a sub-process to define the web screen definition that is represented by the process and make it available to be added to menus or other processes. You add filters to a sub-process to present the user with multiple view options and *fields* to define the data displayed in the data grids on the screens.

For some processes, the sub-processes created in another process are available for selection in the Subprocess list. In these cases, there are typically no filters or fields to select.

For other processes, you select a process (often the same one you just created) and define the fields and filters to create the attributes of the screen.

You can also define multiple sub-processes for a process and add them separately to a menu or menus to provide different views of the data available to that process.

To add a sub-process to a process, in the Process Maintenance screen:



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- 1. Select the Process to which to add Sub-Processes.
- 2. Select the Modify Sub-Processes link.

The Sub-Process Maintenance dialog is displayed.

Sub-process Maintenan	ce - Debtor Summary					2
Return to: Process Maintenance				3 🕨	Click here to	add a new Sub-process
Onscreen Title 🚄 4	Subprocess	Seq No	Active	Options	Filters	Fields
Debtor Summary - Default	Debtor Summary - Default	0	~	Save Cancel		
	Debtor Summary - Default	(-	Return to Top
	Debtor Summary - Group 🌇 🧲	_				
	Debtor Summary - Invoices 🏼					
	Debtor Summary - Rating					

- 3. Select the Click here to add a new Sub-Process link to open a new row.
- 4. Enter an Onscreen Title as it will appear in the Title Bar of the web screen in ClientWeb.
- Select the process or sub-process that will define the attributes of the screen from the Subprocess list.
- 6. Enter a Seq No.

A Sequence Number is not needed if there is only one sub-process for the process. In this instance, a sequence order will be set for the sub-process in Submenu Maintenance.

- 7. Select the Active checkbox to make the sub-process active.
- 8. Click the Save link to save the sub-process.

Step 3: Add Filters to the Sub-process

Some sub-processes open directly to a report or data window, while others are designed to present the user with alternate views of the data. The latter sub-process options have *filters*. Filters represent different ways in which the information can be displayed, as is the case with the Debtor Availability process, which can be displayed for all debtors, at-risk only, with exposure only, with no-buy only, over credit only, or with a current balance only, as pictured below:

Filter Maintenance - i	Debtor Availability				5
Return to: Process Maintenar	nce >> Sub-process Maintenance		(Click here	to add a new filter.
Onscreen Title	Filter		Seq No	Active	Options
		J.h.			Save Cancel
	All	-4			Return to Top
· · · · · · · · · · · · · · · · · · ·	At risk only				
	Exposure only				
	No-buy only				
	Over only				
	With balance only				



Filters are available for certain sub-processes only and the logic and parameters are specific to those sub-processes.

When filters are associated with a sub-process they are displayed as a drop down list on the report or data page independent of the sub-process filter set-up. However, when a filter is created and made active, the option is displayed not only on the report or data window, but also as a "fly-out" menu option from a sub-menu, as shown for the Debtor Availability process below:

BBS Trucking - Mana	age WebUsers			_		Logge	f in as: Bl	BS\ADM	IN XL	ogout.	Help.
Status Debtor lists/aging	g Collection/Pure	hase histo	ry Da	sta entry	Report	s Utilit	ies		Sunday.	Decembe	r 28, 2008
Collection Notes Entry	Activity Statements								,,		
Main Summary											
Client summary										1	
Invoice search	View Export	то: 🔝 📍	5								
Credit Request Activity >	Comme Expires	Created	Created	Add Use	View Us	Enter D	Req. Dis	Key	Actions	Manage	Passwo
Purchase Import		12/21	ADMIN	\$	*	*	*	3	Edit		Reset
Debtor Availability	All			_	_		_		- 10 I		
Collection Notes	With balance	8/26/	ADMIN					4	Edit		Reset
	Over								Re	eturn to To	ap
Core Process: WebUsers	At risk										
	Exposure										
	No buy		_			_		_	0	Return to	о Тор

To define filters for a sub-process, in the Process Maintenance screen:



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- 1. Select the **Process** for which the Sub-Process is to be updated.
- 2. Select the Modify Sub-Processes link for the sub-process.

The Sub-Process Maintenance dialog is displayed.

3. Click the Modify Filters... link.

Sub-process Mainter	ance - Debtor Availability						?
Return to: Process Maintena	ince					Click here to add	a new Sub-process.
Onscreen Title	Subprocess	Seq No	Active	Options	1	Filters	Fields
	Debtor Availability	10	4	Edit Delete	C	Modify Filters	Hodify Fields
							Return to Top

The Filter Maintenance screen appears.

		Filter Maintenance - Debto	r Availability			?	
		Return to: Process Maintenance >>	Click here to add a new filte				
		Onscreen Title	Filter	Seq No	Active	Options	
4		With Balance	With balance only	20	v	Save-c5	
	~	All	All	10	8	Edit Delete	
			At risk only			Return to Top	
			Exposure only				
			No-buy only				
			Over only				
			With balance only				

4. Complete the filter line-item record definition as outlined below:

Field	Description
Onscreen Title	Enter a title as it will appear in the Title Bar of the web screen and as a menu item in the fly-out menu.
Filter	Select the applicable filter from the list.
Seq No	Enter a sequence number that will determine the position that the item is displayed relative to other defined filters in the fly-out menu or Filter selection list.
Active	Select this option to make the filter active and dis- play the filter in the fly-out menu.



5. Click Save.

The new filter appears in the list as shown below:

Filter Maintenance - Debtor Availability ? Return to: Process Maintenance >> Sub-process Maintenance Click here to add a new filter						
Onscreen Title	Filter	Seq No	Active	Options		
All	All	10	×	Edit Delete		
With Balance	With balance only	20	*	Edit Delete		
			÷.	Return to Top		

6. Repeat steps 4 and 5 for each filter to be added for the sub-process.

Step 4: Add Fields to the Sub-process

As with filters, some sub-processes allow you to specify the columns and associated data fields to be included in data grids on the web screens. Other sub-processes are static and do not require any field set-up.

Selection: All As Of: 12/28/	2008 Items/Pa	3 19ge: 25 💌 🕑	View Export	To: 📑 🔂	Th st re	nis sec atic - f quirer	ction of the web s here are no set- nents	screen is up	
Debtor	Credit Limit	Total Balance	Past Due Balan	Unshipped App	Unused !	5.0.A.	Available Credi	Factor Risk	Client Risk
A1 GARAGE	\$15,000.00						\$15,000.00		
AABSCO	\$150,000.00	\$42,500.00			+25 (00.00	\$109,000.00	\$42,500.00	
Abazaba INC	\$50,000.00				- 1				
ABC Company	\$2,000,000.00	\$2,900.00	The data grid	section is set u	up by		\$1,997,100.00		\$2,900.00
ABC Warehouse	\$75,000.00	\$900.00	adding fields for the web s	to the sub-proc screen	cess		\$74,100.00		\$900.00

To add fields to the data grid section of a web screen, from the Process Maintenance screen:

- 1. Select the **Process** for which the Sub-Process is to be updated.
- 2. Select the Modify Sub-Processes link for the sub-process.

The Sub-Process Maintenance dialog is displayed.

3. Click the Modify Fields... link.

The Field Maintenance screen is displayed.

4. Select the Click here to add a new field link.

A new row with data entry or selection fields appears.

Field Mai	Field Maintenance - Debtor Availability											
Return to: Pro	Return to: Process Maintenance >> Sub-process Maintenance Click here to add a new field.											
Title 1	Title 2	Field Name	Display Format	Total	Seq No	Col No	Link To		Link Value	New Win	Active	Options
Debtor		(DebtorNam ~	String (Aligned Lef 🗸		10			Clear ~	Clear ~		~	Save Cancel
											Ret	turn to Top

5. Complete the line-item record definition as outlined below:

Field	Description
Title 1	Enter the column title display name for the column.
Title 2	Enter a second word or words for the column title display name
Field Name	Select the Field Name that indicates the Fact- orSoft data field from which the data value is dis- played for each record returned in the data grid. The field names available are specific to each pro- cess/sub-process.
Display Format	Select the Display Format for the data. The avail- able formats are:



Field	Description
	String (Aligned Left)
	String (Aligned Right)
	Currency
	 Currency (Blank if Zero)
	Currency (Dashed if Zero)
	• Number
	• Number (Blank if Zero)
	 Number (Dashed if Zero)
	• Date (North America)
	• Date (Australia)
	 Date/Time (North America)
	• Date/Time (Australia)
	Percentage (Aligned Center)
	 Percentage (Aligned Left)
	 Percentage (Aligned Right)
	 Phone (North America)
	 Phone (Australia)
	• Boolean (Yes/No)
Total	For numeric fields, select the Total option to dis- play a total row containing a sum total for all records for the column.
Seq No	Enter a Seq No , which determines the placement of the column on the web screen in order from left to right.
Col No	If you are setting up the Main Summary or Client Summary core process screen, enter the Column


Field	Description
	Number that indicates the column in which the title and data for this field are displayed.
	See Setting up Summary Screens for more inform- ation.
Link To	Select the core process screen to open when the link is selected.
	This option is used in conjunction with the Link Value and/or New Win fields to create a link to another view.
Link Value	Select the data key to be used when linking to a new screen. The data keys available are specific to each process selected from the Link To field.
	For example, a link next to a Debtor Name column may link to the Debtor Detail page and would have a Link Value of DebtorKey to display the Debtor Detail screen for the debtor represented in the line-item record from which the link was clicked.
New Win	Select this option to indicate that the link opens the linked screen specified in Link To in a separate browser window.
	Since ClientWeb currently does not support use of the Back button on web browsers, this feature can be useful when accessing a detail page from within a summary page - such as opening the Debtor Detail page from within Debtor Search. The ClientWeb user can then open the detail page for review and subsequently return to the search page without having to re-access it from the menu.
	Caution : You should not over use the New Win option. If a new browser window opens every time a ClientWeb user clicks a link or menu item, the Taskbar becomes quickly cluttered and nav-



Field	Description
	igation through multiple screens can become dif- ficult and confusing for the user.
Active	Select this option to make the line item record act- ive and display the associated data in the web screen grid.
Show on PC	Select this option to include the field when the page is displayed on a computer monitor, laptop, or similarly sized device. If this option is not selec- ted, the field is not included when the page is dis- played on a computer monitor, laptop, or similarly sized device.
Show on Tablet	Select this option to include the field when the page is displayed on a tablet sized mobile device. If this option is not selected, the field is not included when the page is displayed on a tablet sized mobile device.
Show on Phone	Select this option to include the field when the page is displayed on a phone sized mobile device. If this option is not selected, the field is not included when the page is displayed on a phone sized mobile device.

6. Click Save.

The line-item record is added to the Filter Maintenance screen.

7. Repeat steps 4 through 6 for each column to be added to the data grid.

Setting Up Summary Screens

The Client Summary and Main Summary screens display information in a grouped format rather that the linear grid-based format used for the screen definitions described in Creating Web Screens, above. An implementation of the Client Summary screen is illustrated in the following illustration:

3 ANTS TRANSPORT, INC.	Client Summ	ary Logged	in as: 123AA 🔀	Logout 🔧 Liv	ve Chat 🔐 Help
Status Debtor Lists / Aging Dat	a Entry Ulmmar	ries Help		м	onday, July 07, 2008
			-	in a link and	
Funds Employed 😨	Start	ing Date: 🔠 5/1	/2009 End	ling Date: 15/29	2009 View
A/R Balance:	\$333,673.10	Beginning A/R	R Balance: \$3	55,750.23 Expo	rt Page To: 🛃 🛃
Advanced Balance:	\$333,673.10	F	Purchases: \$2	22,965.24	
Total Funds Employed:	\$333,673.10	C	ollections: \$2	37,017.91	
		Char	rge backs: \$	11,455.60	
_		Ending A/R	R Balance: \$3	33,673.10	
Collateral					
	A	/R Balance	\$333,673	.10	
	Invoice I	n Dispute:			
Inv	voices Available For	Recourse:	(\$4,264.0	85)	
	Ineligible	Set Asides			
	Ineligible	a Invoices:	\$92,345	.39	
	Cross I	neligibility:			
	Available	Collateral:	\$245,592	.56	
Reserves 🗹					
Available Collateral	\$245,592.56		Cash Reserves	:	
x Maximum Advance Rate	98.50%	+ E	scrow Reserves	:	
Gross Available	\$241,908.67		Total Reserves	:	
- Funds Employed	\$333,673.10	- Re	course/Ineligible	\$88,080.54	
Available Reserves	: (\$91,764.43)	- Accru	ed Invoice Fees	\$106.22	
- Accrued Interest		Adj	justed Reserves	: (\$88,186.76)	
Available For Release	: (\$91,870.65)	- Rec	quired Reserves	\$3,683.89	
		Availa	ble For Release	: (\$91,870.65)	
				0	Return to Top

This screen is setup using both rows and columns when setting up fields in Field Maintenance.

The following illustration shows the components of the screen. Each of the major headings, **Collateral**, **Funds Employed**, and **Reserves**, are sub-processes. The location of the heading on the screen is determined by the **Seq No** assigned to the Client Summary sub-process, as shown in the following illustration.



The fields under each heading are set up in Field Maintenance for the respective sub-process. Each field is positioned on the screen by both **Seq No** and **Col No**.

			l		-		
Title 1	Т	Field Name	Display Format	Total	Seq No	Col No	Link To
			0		5	5	0
A/R Balance		(Col_Balance) A/R Balance	Currency (Dash		10	2	0
Invoice In Dispute:		(Col_InDispute) Invoice In Dispu	Currency (Dash		20	2	0
Invoices Available For Recourse		(Col_RecDaysShortOver) Invoice	Currency (Dash		30	2	0
Ineligible Set Asides		. 🖸					
Ineligible Invoices:	lla	teral 2	A/R Ba	lance		\$333.673.	10
Cross Ineligibility:	-		Invoice In Dis	pute:			
Available Collateral:	ilable Collateral:			Invoices Available For Recourse:			35)
AvalRsv	sv			Ineligible Set Asides			
			Ineligible Invo	pices:		\$92,345	39
		-	Cross Ineligi	bility:			
I			Association and a line				I

To see more information about the steps required to add web screens to ClientWeb, see Creating Web Screens.

Setting Up Dashboard Charts

The ClientWeb Dashboard feature allows you to configure views that display graphical representations of client and account specific 12 month trends.

The following Dashboard views are available to be configured on the ClientWeb:

- Collection Activity Chart
- Combined Activity Chart
- Concentration Activity Chart
- Purchase Activity Chart

Each view can be added as a subprocess to any process in ClientWeb. Typically, you would want to add a chart or charts to the Main Summary page and display that page by default so that the client would have a graphic snapshot of their 12 month trends upon accessing their web, as illustrated below:

The default page for all non-Admin users is determined by the setting of System Preference Identification/system constants, ClientWeb, Default start pages, Start page URL.





Collection, Purchase, and Combined Activity Charts

The Collection, Purchase, and Combined charts display bar charts that illustrate 12 month trends in collection and/or purchase activity for the client. The information on these charts correlates to the **Purchase** and **Collections** columns displayed on the Trend Analysis Report in the Analysis Menu of the Reports module for the 12 month period ending on the current FactorSoft processing date, and this report can be used to validate the information on the charts.

Each of these charts is illustrated below. Note that you can float the mouse pointer over a bar of the chart to display a pop-up of the purchase or collection balance for that month:







Combined Purchase and Collection Activity Chart

Concentration Activity Chart

The Concentration Activity Chart displays a pie graph illustrating the debtor customers who rank top five in A/R balance for the client, plus one more "Others" category that aggregates all other customer debtors. Additionally, a small table is provided that displays current balance, concentration percentage, and purchase and collection amounts for the 12 month period ending on the current FactorSoft processing date for the selected debtor. You can select a piece of the pie chart to display the data for that debtor. Also note that floating the cursor over the piece displays the debtor name and current balance in a pop-up.



Concentration Activity Chart

The information on the Concentration Activity Chart correlates to data displayed on the Concentration Report in Analysis Menu of the Reports module for the 12 month period ending on the current FactorSoft processing date, as follows:

<u>Chart</u>		Report
Current Balance	=	Debtor Balance
Current Concentration	=	% Client Balance
(YTD) Sales	=	Period Sales
(YTD) Payments	=	Period Payments

Adding the Dashboard Charts to a Core Process Screen

You can add the subprocesses for the charts to any core process screen in ClientWeb using the procedures outlined below. However, the procedure assumes that you will be adding the charts to the Main Summary screen.

In the ClientWeb Online Administration Module:



- 1. Select Process Maintenance and add a new process for the dashboard:
 - Select Click here to add a new screen.
 - Enter an Onscreen Title.
 - Select the Main Dashboard process from the Process list.
 - Click Save.
- 2. Create a sub-process for each chart you want to display:
 - On the Process Maintenance screen, select the Main Dashboard process and click **Modify Sub-process**.
 - On the Sub-process Maintenance screen, select Click here to add a new Sub-process.
 - Enter an **Onscreen Title**. For clarity, we recommend setting these up as Collection Activity Chart, Combined Activity Chart, Concentration Activity Chart, and Purchase Activity Chart, respectively.
 - Select the Dashboard view process from the **Subprocess** list (the Subprocess names are **Collection Activity Chart, Combined Activity Chart, Concentration Activity Chart**, and **Purchase Activity Chart**).
 - Enter a unique **Seq No**.
 - Select Active.
 - Click Save.
- 3. Edit the sub-process for the core process screen on which you want the chart(s) displayed (Main Summary is used in the procedure for purpose of example):

- On the Process Maintenance screen, select the Main Summary process and click Modify Sub-process.
- On the Sub-process Maintenance screen, select Click here to add a new Sub-process.
- Enter an **Onscreen Title**. For clarity, we recommend setting these up as Collection Activity Chart, Combined Activity Chart, Concentration Activity Chart, and Purchase Activity Chart, respectively.
- Select the Dashboard view process from the **Subprocess** list (the Subprocess name is the name you set up as the **Subprocess** name for the chart in Step 2).
- Enter a unique **Seq No** to indicate the horizontal position that the chart will appear relative to other subprocesses on the Main Summary screen.
- Select Active.
- Click Save.



Set Up Customer Resources Pane

The customer resources pane is a customer created .HTML file that is stored in a specific location on the ClientWeb server (C:\ClientWeb\App_Customization\Includes\customer_footer_login.htm), and displayed by default on the Welcome page, as well as any other page specified in Menu Maintenance, as shown in the following illustration.



AnyCo Communications, Inc Welcome Logged in es: ANYCO\ADMIN	ogout. 🐇 Live Chat. 🕜 Help.
Welcome Screen Status Debtor Lists/Aging Transaction History Reports Data entry FACTORSOFT REPORTS Utilities URL Menu	1 Friday, April 01, 2011
THANK YOU FOR CHOOSING BAYSIDE FINANCE TO PROVIDE YOUR WORKING CAPITAL NEEDS	NEW PROGRAMS
CHECK OUT OUR NEW PROGRAMS	
QUICK ADVANCE PROGRAM -WILL ADVANCE 95% FOR QUALIFIED CLIENTS	
FUEL PROGRAM - FUEL FUNDING DIRECTLY TO YOUR VENDOR	FUEL PROGRAM
	1
CREDIT INSURANCE - PROTECT YOU'RE A/R	CREDIT INSURANCE
IMPORTANT ITEMS TO REMEMBER WHEN REQUESTING YOUR FUNDING	

The customer resources bar can be limited by ClientWeb page. To control this feature by ClientWeb page, in the ClientWeb Administration module:

- 1. Select Menu Maintenance.
- 2. Select Modify Submenu Items... for the Menu Title in which the desired screen is defined.
- 3. Select **Include** to display the customer resources bar on that page, or clear the Include option to not display the customer resources bar on that page.

Submenu Maintenance - S	tatus						2
Return to: Menu Maintenance Click here to add a submenu item.							
Submenu Item Title	Process Title	Uri	Seq No	New Win	Active	Include	Options
Collection Notes Entry	Clollection Notes Entry		5		4		Edit Delete
Main Summary	Main Summary		10		4		Edit Delete
Client summary	Client Summary		20		4		Edit Delete
Invoice search	Invoice Search		30		8		Edit Delete

Set Up Collection Notes Screen

The setup for the Collections Notes screen is unique. In the ClientWeb Online Administration Module, follow these instructions to set up the Collection Notes Screen:



- 1. In Process Maintenance, add a new screen and select the process Collection Note Entry for the screen.
- 2. Modify the sub-process for the new screen and select **Collection Note Entry** as the **Subprocess**.
- 3. In Process Maintenance, add another new screen and select the process Debtor Summary for the screen. Name this screen in such a way that you are clear that it is the Collection Note Entry screen for purposes of display and selection in ClientWeb.
- 4. Modify the sub-process for this screen, selecting Debtor Summary Default as the Subprocess (this should be the only option).
- 5. Select Modify fields, and in the Modify Fields screen, add whatever entries you choose to identify and select the debtor (Debtor Name, Invoice Balance, etc.). In addition, add a Collection Note field with the following attributes:
 - Field name = (Add Notes)
 - Link To = Collection Note Entry
 - Link Value = (DebtorKey)
 - New Win = Yes (selected)
 - Active = Yes (selected)
- 6. In Menu Maintenance, add the new screen created with the Debtor Summary process to a menu of your choosing.

The end result will look something like the following (note the link in the Collection Note column):

BBS Truckin	g - Clollection Notes Entr	Y	Logged in as: BBS\ADMIN 🔀 Logout 📝 Help
Dashboard Views Utilities Purch	s Status Debtor lists/aging hase Import Client Activity State	Collection/Purchase hist	ary Data entry FactorSoft Reports Sunday, December 28, 2008
Collection	Notes Entry		
Filters: M	ide zero-balance records [] Show n	o-buys only Items/Page	: 25 M Mew. Export To: M
		Drag a column header l	vere to group by that column
Add Note	Debtor Name	Invoice Balance	Collection Notes
(View)	AABSCO	\$42,500.00	This is a sample instruction. Followed by another sample instruction.
(View)	ABC Company	\$2,900.00	
(View)	ABC Warehouse	\$900.00	When changes to the Instructions panel were saved, the Master button on the Balances tab became inactive.
(View)	Big Fee Lease Company	\$28,700.00	
(View)	Franks Forms	\$300.00	
(View)	Franks Forms	\$1,000.00	
(View)	Gradys Grommets	\$1,124.00	
(View)	Gradys Grommets	\$3,000.00	
(View)	Kikis Sports	\$168.00	
			Return to Top
Core Process	: DebtorSummary		



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When you click the link, the Collection Note Entry screen is displayed on a separate page:

S Trucking - Collection	Note Entry	Data antes	E		Logged	in as: BBS\	ADHIN 🗶	Logout 2 Hel
chase Import Client Activity	Statements	Data entry	rectorso	t Keports	Utilities		Sunday	v, December 28, 2
Collection Note Entry								7 -
Add a New	Note	Sele	ect Applic	able Invo	oices			
Spoke To:	- Add a New Contact 💌		Inv No	Inv Key	Inv Date	Amt	Bal	
Response:	did not receive the invoice		345123	12322	11/28/2008	\$5,000.00	\$5,000.00	
Test			345679	12320	11/30/2008	\$10,000.00	\$10,000.00	
Text:			456322	12318	11/30/2008	\$10,000.00	\$10,000.00	
Action:	No Date 💌		4567892	12309	11/28/2008	\$250.00	\$250.00	
Date:	12/28/2008		658947	12323	11/28/2008	\$2,500.00	\$2,500.00	
Add a New	Contact		89764502	12312	11/28/2008	\$850.00	\$850.00	
First Name:								
Last Name:								
Title:								
		Save.						
								Return to Top
Core Process: CollectionNoteEnt	rγ							

You can enter a collection note for the selected debtor by completing the fields under **Add a New Note**, selecting invoices in **Select Applicable Invoices**, and clicking the **Save** button.

Field	Description
Spoke To	Select the debtor representative who was con- tacted from the list, or select Add a New Contact. Debtor representatives are created in the Debtor Information screen for the selected debtor. If you click Add a New Contact, the name and title fields appear to add the representatives information.
Response	Select the predefined response for the contact with the debtor. These responses are defined in the Veri- fication/Collection Message table.
Text	Enter free-form text notes for the contact with the debtor.
Action	Select the agreement reached in the debtor con- tact:



Field	Description
	 No Date: no "Will pay" or "Call back" dates was agreed to
	• Will Pay: debtor contact has agreed to pay the invoice(s) by a specific date.
	• Call Back : debtor contact has agreed to call back by a specific date.
Date	Use this calendar to record the promised payment or call back date.
Select Applicable Invoices	Use the check boxes to select invoice(s) to which to apply the collection note. You can select the checkbox in the heading row to select all invoices for the debtor automatically.
Add a New Contact	These fields only appear if you select Add a New Contact from the Spoke To field, and are used to record the name and title of a new contact to be saved for the debtor.
Save	Click this button to save the collection note.

Set Up Dashboard Screen

The Dashboard screen requires the following set up:

Process Setup

Set up the process and subprocess within ClientWeb Application Administration and then assign the subprocess to a menu (see Creating Web Screens and Create Menus and Menu Entries in this guide for details).

- Process Name: Invoice Correction
- Subprocess Name: Invoice Correction

System Preferences

Set the following System Preference in the Data entry behavior, Imaging folder:



Preference	Description
Import folder path for Client	Set the folder path in which the upload files are written by the Dashboard process and which the Engine monitors for files to upload.

Engine Task

The Dashboard process requires that the **Folder Monitor Imports** task type be enabled and assigned a Task Server Load. The task monitors the image folder set in Image Folder Maintenance in the FactorSoft Administration module for files uploaded from the web, processes those files and imports them into Fact-orSoft.

Database Script

Any database using the Dashboard process for the first time will need to have the following script run against it:

```
IF EXISTS (SELECT 1 FROM syscolumns WHERE id = OBJECT_ID('OcrData') AND name='Status')
```

BEGIN

```
IF 'int' <> (SELECT TYPE_NAME(xtype) FROM syscolumns WHERE id = OBJECT_ID('OcrData') AND name=
='Status')
```

BEGIN

BEGIN TRAN

DECLARE @default AS NVARCHAR(100), @sql AS NVARCHAR(1000)

BEGIN TRY

SELECT @default = o.name

FROM syscolumns c

JOIN sysobjects o

ON c.cdefault = o.id

```
WHERE c.id = OBJECT_ID('OcrData')
```

AND c.name='Status'

IF @default IS NOT NULL

BEGIN

```
SET @sql = 'ALTER TABLE OcrData DROP CONSTRAINT ' + @default
```

EXEC sp_executesql @sql END **UPDATE** OcrData SET [Status] = NULL WHERE RTRIM([Status]) = " SET @sql = 'ALTER TABLE OcrData ALTER COLUMN [Status] INT NULL' EXEC sp_executesql @sql **UPDATE** OcrData SET [Status] = 0 WHERE [Status] IS NULL SET @default = 'DF_OcrData_Status' SET @sql = 'ALTER TABLE OcrData ADD CONSTRAINT ' + @default + ' DEFAULT 0 FOR [Status]' EXEC sp_executesql @sql COMMIT TRAN END TRY **BEGIN CATCH** --DECLARE @ErrorNumber INT = ERROR_NUMBER(); --DECLARE @ErrorLine INT = ERROR_LINE(); DECLARE @ErrorMessage NVARCHAR(4000) = ERROR_MESSAGE(); DECLARE @ErrorSeverity INT = ERROR_SEVERITY(); DECLARE @ErrorState INT = ERROR_STATE(); ROLLBACK TRAN RAISERROR(@ErrorMessage, @ErrorSeverity, @ErrorState);

END CATCH

END

END

FactorSoft Reports Setup

Beginning with FactorSoft version 3.0, all SQL reporting services reports in FactorSoft can be made available to clients in the ClientWeb. The specific report parameters that determine to which clients the report will be available, as well as any specific report formatting options, are configured in the Reports module no configuration is required in ClientWeb Administration.

The only process that is required is the Report Queue, and it is within this process that all available FactorSoft reports can be requested by a ClientWeb user, and is also the queue where completed reports are accessed for viewing and/or printing.

Set Up the Report Queue

Follow these directions to set up the Report Queue for FactorSoft Reports in ClientWeb:

In the ClientWeb Application Administration Module:

- 1. Select Process Maintenance and add the new report queue process:
 - Select Click here to add a new screen.
 - Enter an Onscreen Title.
 - Select the **Report Queue** from the Process list (the Process names are as listed above).
 - Click Save.
 - Select Modify sub-processes for the Report Queue process.
 - In the Sub-process Maintenance page, enter an **Onscreen Title**, select **Report Queue** in the **Subprocess** list, enter a **Seq No**, select **Active** and click **Save**.

For step-by-step instructions on creating new screen processes, see Create Processes.

- 2. Create a menu entry for the report queue:
 - In Menu Maintenance, select Click here to add a new heading.
 - Enter a Title and Seq No, select Active and click Save.
 - Select Modify Submenu Items.
 - In Submenu Maintenance, select Click here to add a submenu item.
 - Enter Submenu Item Title, select the Report Queue from the Process Title list, enter a Seq No, select Active and click Save.

The resulting menu will look like the following illustration:

				Report Queue				
Report Queue								?-
Available Repor	ts					Refresh List	Delete	Selected
Rept History Key	Report N	ame			From Da	ite	Thru Date	
			No data	to display				
Request Report	s							
Rept History Key	Repo	rt Name	5				Last Submit	ted
Submit Request	Client	Aging				\$	8/9/2013 12:10	D PM
Submit Request	Partia	l Payme	nts					
Submit Request	Purch	ase Sum	mary Report			3	7/24/2013 9:42	2 AM
Submit Request	Reser	ve Repo	rt			9	9/27/2013 1:12	2 PM
								turn to Ton
ore Process: ReportQueue								rturn to Top
are recessi reportqueue								

Reports Date Range Selection

FactorSoft SQL Reporting Services Reports that can be produced for a specified date range have an option in the **Date Range** field of the Parameters tab for use when requesting the report through the ClientWeb Report Queue. In the **Date Range** field of the report, select **Set At Run Time (Web Template Only)**, as shown below:

Purchase Summary Reports	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Set At Run Time (Web Template Only	From:
Today Yesterday	Thru
Client: Last Month	•
AE: Year Thru Last Month End	
Diffeet Second Date	
Client Group	Value:
Debtor:	

When the report is clicked in the Report Queue, a dialog appears to choose the data range, as shown in the following illustration.



vailable Repo	orts			Refresh	Delete Selected
	Report Name	From Date	Thru Date		Include Images
Vo Data found	Purchase Summary Report	5/1/2011	5/19/2011		
Submit Request	it Depart Depuert		1		7/24/2013 9:42 AM
Submit Pequest	nit Report Request				
Submit Request	_		-		
Submit Request Dat	e Range: Today				
	Close Submit				
	Close Submit				Deturn to Ton

Field	Description
Date Range	Select the date range to use for the report from the list:
	• Today
	• Yesterday
	• Last month
	Current month-to-date
	Year thru last month date
	Current year-to-date
	Specific date
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
Close	Click this button to close the Submit Report Request dia- log without submitting.
Submit	Click this button to submit the report request to Fact- orSoft for the selected date range.



Classic Client Aging Set at Run time Option

The Classic Client Aging Report can be configured in the Reports module to select the As-of Date in ClientWeb at the time the report is submitted from the Report Queue page. To configure the Classic Client Aging report to allow selection of the As-of Date at run time, select **Set At Run Time (Web Template Only)**, as shown below.

Classic Client Aging	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Client: Flat Fee National	•
AE:	Y
Office:	Y
Client Group: Value:	v
As Df Date: Set At Run Time (Web Template On).	
Level: Current Date Select: Unpaid only	•
Calc Age By Specific Date Show. Invoice date	-
Display Age By Days (1-30, 31-60, 61-90)	
Funded Funded and non-funded	•
Show Debtor Address Show Debtor Phone Numbers Show Grand Total Convert to Native Currency	
Print/Local Print/Engine Save Exit	Help

When the report is clicked in the ClientWeb Report Queue, a dialog appears to choose the date range (Current Date, Previous Month-End Date, or Specific Date), as shown in the following illustration.

	BBS Tr	ucking -				Logged in	as: BBS\A	DMIN X	Logout 奶	Live Chat	3 Help
Τ	Status	Summary	Debtor lists/aging	History	Data entry	Report Queue	Utilities	Help		Thursday,	May 19, 2011
			Clie	nt Aaina							
			As Of Date: Pres	ious Month-Er	nd Date						
			Su	mit Cano	cel						
										Return t	to Top
	-					Downrod hu	· Desfitetare		ENCELCROAT	ush u2 n n	Alaba non

Classic Client Aging Override Parameters

The Allow user to override parameters on web option on the Classic Client Aging report allows the user to override the parameters set up for the report on the ClientWeb report request page. This option applies



to Classic Client Aging templates set up as a Web destination with the **As Of Date** set to **Set At Run Time** (Web Template Only), which allows the selection of the as-of date from the ClientWeb Report Queue at the time the report is requested.

To allow the ClientWeb user the ability to select parameters when requesting the report from the Report Queue page in ClientWeb, select and save the **Allow user to override parameters on web** option on the Classic Client Aging screen for the template. When the user clicks the **Submit Request** link for the report on the Report Queue in ClientWeb, the parameters can then be selected from the page, as shown in the following illustration.

Note that if the **Allow user to override parameters on web** option is not selected for the template, only the **As-of Date** parameter is displayed, as described in *Classic Client Aging Set at Run time Option* above.

BBS TI	rucking -				Logged in	as: 885\A	DMIN 🗶	Logout	Live Chat 🔐 Help
Status	Summary	Debtor lists/aging	History	Data entry	Report Queue	Utilities	Help		Thursday, May 19, 201
	Client Aging								
			As Of I	Date Current I	Date 💌				
		Debtor - All De	sbtors -					•	
		Select Unpaid	only	•					
		Funded Non-fun	ded invoices o	only 💌					
		Calc Invoice	date 💌						
		Select Days(1-	30, 31-60, 61	-90)	•				
		Show Invoice	date 💌						
		Show	Debtor Addre	ess					
		Show	Debtor Cont	acts					
		Show	Debtor Credi	it Limit					
		Show	Debtor Phon	e Number					
		Show	Dispute Code	es					
		Show	NOA & Recou	urse Info					
		Show	Purchase Or	ders					
		Show	Risk Codes						
				Submit	Cancel				
									Return to Top

Field	Description
As-of Date	Select the date from which to calculate the aging for the report.



Field	Description
Debtor	Select the debtor name to which to limit the report.
Funded	Select the invoice funding status for the items to be repor- ted:
	 Non-funded invoices only
	Funded invoices only
	 Funded and non-funded
Calc Age By	Select the date from which to calculate aging:
	Invoice date
	• Due date
	Purchase date
Select	Select the option for the items to be reported:
	Unpaid only
	 Unpaid & paid this month
	Everything on file
	• Older than / Show selected: Select this option to limit the results to invoices older than the number of days entered in the Age field and display only invoices older than those days.
	• Older than, show all: Select this option to limit the results to invoices older than the number of days entered in the Age field, but display all invoices for debtors that have one or more over age invoices, regardless of age.
Show Date	Select the date to be included in the report results:



Field	Description
	• Invoice Date : display the invoice date in the first date column and the paid date in the second date column
	 Invoice Date (Due date): display the invoice date in the first date column and the due date in the second date column
	• Due Date : display the due date in the first date column and the paid date in the second date column
	• Due Date (invoice date): display the due date in the first date column and the invoice date in the second date column
	• Purchase Date : display the purchase date in the first date column and the paid date in the second date column
Show Debtor Address	Select this option to include the debtor address on the report.
Show Debtor Contacts	Select this option to include the debtor contacts on the report.
Show Debtor Credit Limit	Select this option to include the debtor credit limit on the report.
Show Debtor Phone Number	Select this option to include the debtor phone number on the report.
Show Dispute Codes	Select this option to include the dispute reason for invoices in dispute to the left of the invoice number on the report.
Show NOA & Recourse Info	Select this option to include the recourse days or NOA information for invoices above the invoice balances on the report.
Show Purchase Order	Select this option include the purchase order number on the line below the invoice.

Field	Description
Show Risk Codes	Select this option to include the risk codes for invoices on the report.



Set Up Pass Through Authentication

To enable the web delivery of FactorSoft reports to the Report Queue, pass-through authentication must be set up between the ClientWeb server and the FactorSoft Report server.

To set up pass-through authentication:





- 1. Create the Local Users account on the ClientWeb server and ensure that the user is a member of **IIS_Users** in the user properties:
 - Open the Server Manager.
 - Select Local Users and Groups, and select Users.
 - Create a new user or select the existing user and open the user Properties dialog.
 - On the Member Of tab, ensure that IIS_Users is selected.



2. On the ClientWeb server, add the local account user-id and password in the ClientWeb application pool in IIS:



- Open IIS (Internet Information Services).
- Select Application Pools.
- Select the ClientWeb application pool.
- In the right-hand pane, select Advanced Settings.
- In the Advanced Settings dialog, under Process Model, select **Identity** and click the ellipsis button that appears in this field.
- In the Application Pool Identity dialog, select **Custom account** and click the **Set** button.
- In the Set Credentials dialog, set the exact **User name** and **Password** created for the local user account in Step 1.

Image: A replection P replection P replection P rote Image: A replection P replection P rote Image: A replection P ro	Internet Information Services (11	(5) Manager				_ O ×
File Water 1940 Concention Application Pools Concention Concention Concention	(3) (2) WEBRELEASE +	Application Pools				9 I 🛛 🕈
Image: Construction of the second	File View Help					
Pestures Wew Content Wew	Yes Yes Yes Yes	Application Pools The page lets you view and manage the applications, and provide isolation amount Ther: CadenceTraining_2 Started CadenceTraining_5 St	e list of application pools on the server, Applin of different applications. Advanced Settings (General) JET Prenework Version Enable 32-88 Applications Managed Pipeline Mode Name Quare Length Start Automatically CPU Link Devision Processor Affinity Prabled Processor Affinity Pracesses Pring Parind (seconds) Startum True Link (seconds) Startum (seconds) Startum True Link (seconds) Startum (sec	Alian pools are associated with worker processes, contain V2.0 True Classic Clearity Clearity Clearity True 0 NoAction 0 Falian 420496.7295 NetworkService 20 True 1 True 1 Sub-in account: 9 90 90 90 90 90 90 90 90 90	Actions Back Action Pool Iss Back Bettings Beak Beak Beak Beak Beak Beak Beak Bea	subs
	Ready		OK	Cancel		•1.;

 On the FactorSoft Report server (i.e., the server on which the report files are stored), create a local user with the identical user name and password as the user created on the ClientWeb server in Step 1.

Create Menus and Menu Entries

The menu bar in ClientWeb is set configured in the Menu Maintenance and Submenu Maintenance screens of the Online Administration Module. The following instructions describe the procedures for setting up menus that access the web screens you have set up for ClientWeb.

Step 1 - Create Menus

To create the menus from which the screens are accessed, in the Online Administration Console:

1. From the Administrator Index, select Menu Maintenance.

The Menu Maintenance screen is displayed.

2. Select Click here to add a new menu heading to create an empty menu item entry row.

	Menu Maintenance				2
			2	Click here t	o add a new menu heading.
	Title	Seq No	Active	Options	Submenu Items
3 🕨	Debtor lists/aging	20	V	Save I Carlel 4	
	Status	10	\checkmark	East Delete	Modify Submenu Items
					Return to Top



3. Complete the menu item entry row as detailed below:

Field	Description
Title	Enter the menu heading display name.
Seq No	Enter a sequence number that will determine the horizontal position in which the menu heading is displayed relative to other defined menu headings.
Active	Select this option to make the menu heading active and display it in the menu bar of ClientWeb.
Show on PC	Select this option to include the menu when the web is accessed on a computer monitor, laptop, or similarly sized device. If this option is not selected, the menu is not included when the web is accessed on a computer monitor, laptop, or similarly sized device.
Show on Tablet	Select this option to include the menu when the web is accessed on a tablet sized mobile device. If this option is not selected, the menu is not included when the web is accessed on a tablet sized mobile device.
Show on Phone	Select this option to include the menu when the web is accessed on a phone sized mobile device. If this option is not selected, the menu is not included when the web is accessed on a phone sized mobile device.

4. Click **Save** to save the menu heading.

The menu heading is displayed on the Menu Bar, as illustrated below:

BBS Ti	uckin	<i>q</i> - Mai	nage V	/ebUs	ers	_	_	Lo	gged in a	s: BBS\	ADMIN	X Log	jout 🛛	Help.
Status	Debtor	· lists/agi	ng								S	unday, D	ecember	28, 2008
User	List												?	
Items/	Page:	25 💙	S View	L Exp	oort To:	2								
User C	Name	Email	Comme	Expire	Create	Create	Add Us	View U	Enter [Req. Di	Key	Actions	Manag	Passwo
BBS	Steve	sjoh			12/2	ADMIN	4	¥	7	8	3	Edit		Reset
BBS					8/26	ADMIN			*		4	Edit		Reset
												Ret	urn to To	p
Core P	rocess:	WebUser	s											
														_
	_	_	_	_	_	_	_	_	_	_	_		Return to	Тор



v4.7

Step 2 - Add Submenu Items to Menu Headings

The sub-processes created in the previous section Creating Web Screens can be added to the menu heading definition to create menus. The ClientWeb user can then click those menu items to display the associated web screen. Follow these instructions to add menu items to the menu heading.

To add a sub-process to a process, in the Menu Maintenance screen:

1. Click Modify Submenu Items... for the menu heading to which you want to add menu items.

The Submenu Maintenance screen is displayed.

2. Click Click here to add a submenu item to create an empty menu item entry row.



3. Complete the menu item entry row as detailed below:

Field	Description
Submenu Item Title	Enter the menu item name.
Process Title	Select the sub-process name of the web screen to be displayed when this menu item is selected.
Url	Enter the URL for a Website called from the sub- menu item. This field is only available if URL is selec- ted from the Process Title list. See Adding a URL as a Submenu for details.
Seq No	Enter a sequence number that will determine the vertical position in which the menu item is dis- played relative to other defined menu items.
New Win	Select this option to indicate that the menu item opens the linked screen specified in Process Title in a separate browser page.
	Caution : You should not over use the New Win option. If a new browser window opens every time a ClientWeb user clicks a link or menu item, the Taskbar becomes quickly cluttered and navigation through multiple screens can become difficult and confusing for the user.
Active	Select this option to make the menu heading act-

Field	Description
	ive and display it in the menu bar of ClientWeb.
Show on PC	Select this option to include the sub-menu item in the menu when the web is accessed on a com- puter monitor, laptop, or similarly sized device. If this option is not selected, the sub-menu item is not included in the menu when the web is accessed on a computer monitor, laptop, or sim- ilarly sized device.
Show on Tablet	Select this option to include the sub-menu item in the menu when the web is accessed on a tablet sized mobile device. If this option is not selected, the sub-menu item is not included in the menu when the web is accessed on a tablet sized mobile device.
Show on Phone	Select this option to include the sub-menu item in the menu when the web is accessed on a phone sized mobile device. If this option is not selected, the sub-menu item is not included in the menu when the web is accessed on a phone sized mobile device.

4. Click **Save** to save the menu heading.

The menu heading is displayed on the Menu Bar, as illustrated below:

Use	Buyout R	Report >												7-
Items/	Page: 25	• 6	View	Export T	o:🛐 🛃									
User Co	Name	Email	Comme	Expires	Created	Created	Add Use	View Us	Enter D	Req. Dis	Sales A	Actions	Manage	Passwo
BBS	Steve	sjohn			12/21	ADMIN	>	*	*	*		Edit New Delete	Edit	Reset
BBSU					08/26	ADMIN			¥			Edit New Delete	Edit	Reset
Gass Br	a casa a W	ablicars											Return to	lop

Powered by: ProfitStars .:::. CADENCE[ClientWeb v3.0.9.Alpha-009

Once a Submenu item has been added and activated, it will now appear on the Submenu in the ClientWeb. If the Sub-Process from which the Submenu item was created had available Filters, depending on whether they were activated Add Filters to the Sub-process the new item will appear as a selectable Submenu item or a Submenu item with selectable fly-out menus.

Adding a Website Link to a Menu

You can provide access to a website from within ClientWeb by adding a URL as a Submenu item.

To add a URL as a sub-menu item, in the Process Maintenance screen:



1. Click Click here to add a new screen... link to open a new row.

The Submenu Maintenance screen is displayed.

- 2. Enter an URL as the Onscreen Title. The URL must be in all capital letters.
- 3. In the **Process list**, select the **URL** process.

	Process Maintenand	ce				
						1 Click here
	Onscreen Title	Process		Linked Field	Description	Options
2 🕨	URL		¥		4	Save Cancel
	Adjustments	Transaction Detail	^			Edit Delete
	Aging Detail	Transaction Summary				Edit Delete
	Aging Report	Unapplied Payment Report				Edit Delete
	Aging Summary 3			_		Edit Delete
	Batch Detail	Verification Status				Edit Delete
	Buyout Detail	Web Usage History		DebName		Edit Delete
	Buyout Summary	Zip Check Images	~	_		Edit Delete
	Carrier Items	Carrier Items				Edit Delete
	with an other set on a state of the	and the same three as the first state of the same three is a second state of the same state of the sam			and share an approximation	- market and the second state of the

4. Click Save.

The new process is added to the Process Maintenance list in alphabetical Onscreen Title order. You can sort the list by Process order by clicking on the Process heading.

The next steps are to add the URL to a menu as sub-menu item. If you want to add a special menu for the URL or URLs to be accessed from ClientWeb, see Create Menus for instructions.

5. Select **Menu Maintenance** and from the Menu Maintenance screen, select **Modify Submenu** Items... for the menu Title to which you want to add the URL as a sub-menu item.

The Submenu Maintenance screen is displayed.

6. Click Click here to add a new submenu item to display a data entry row.



	Submenu Maintenance	- Help							
	Return to: Menu Maintenance								
	Submenu Item Title	Process Title		Url	Seq No	New Win	Activ		
7)	ProfitStars ITS	URL	¥	http://support.factorsoft.c	10		V		
		Request Disbursement		^					
	-	Reserve Activity							
		Reserve Report							
		Sample							
		test							
		Unapplied Payment Report		-					
		URL		~					

7. Complete the menu item entry row as detailed below:

Field	Description
Submenu Item Title	Enter the title of the sub-menu item as it will appear in the menu.
Process Title	Select URL.
Url	Enter the full URL address of the website you want to display when the menu item is selected in ClientWeb.
Seq No	Enter a sequence number that will determine the vertical position in which the menu item is displayed relative to other defined menu items.
New Win	Select this option to indicate that the menu item opens the linked screen specified in Process Title in a separate browser window. Caution : You should not over use the New Win option. If a new browser window opens every time a ClientWeb user clicks a link or menu item, the Taskbar becomes quickly cluttered and navigation through multiple screens can become difficult and confusing for the user.
Active	Select this option to make the menu heading active and display it in the menu bar of ClientWeb.



8. Click Save to save the menu heading.

The sub-menu item is displayed in the selected menu in ClientWeb. Selecting the menu item will display the website entered in the Url field.

BS Tru	ıcking	- Mana	ge Web	Users				Logged	in as: Bl		N 🗶 Log	out 😘	Live Chat	🔐 Help
tatus	Summar	y Deb	otor lists/a	ging H	listory	Data en	try R	eport Quei	ue Uti	lities	Help	i	Thursday,	May 19, 2
											ProfitStars	s ITS		
User	List									_				? -
Items/I	Page: 25	• 5	View	Export	То:🛐 📆	1								
User Co	Name	Email	Comme	Expires	Created	Created	Add Us	View Us	Enter D	Req. Di	s Sales A	Actions	Manage	Passwo
BBS	Steve	sjohn			12/21	ADMIN	*	¥	*	*		Edit New Delete	Edit	Reset
BBSU					08/26	ADMIN			*			Edit New Delete	Edit	Reset
Core Pr	ocess: W	eblisers										1	Return to 1	Гор
													Deturn t	Top

Creating Client Restrictions

Client Restrictions are used to prevent individual clients from viewing specific Web screens. When a client has been restricted from viewing a specific Web screen, the restricted screen does not appear on any of their ClientWeb menu options.

To restrict a client's access to a specific Web screen:

1. From the Administrator Index, select Client Restrictions.

The Client Restrictions screen is displayed.

2. Click the Click here to add a new restriction link.

An item entry row is displayed.


3. In the **Client** column, select the client to be restricted from the list.

	Client Restrictions			?
			2 DClick here t	to add a new restrictio
	Drag a colum	n header here to gro	oup by that column	
	Client		Restricted Screen	Options
3	BBS Trucking (BBS)	×		V Save-cel
	Additional / Late Fee Medical (22222)		Main Summary	🗖 dit Delete
			Main Summary (old)	irn to Top
		4 🕨	Manage WebUsers	
			Member List	
			Partial Payment Report	
			Processed Disbursements	
			Processed Invoice Batches	~

- 4. In the **Restricted Screen** column, select the process name of the screen that the client will be unable to access.
- 5. Click Save.

The new restriction is displayed in the Client Restrictions screen.



Customizing the Interface

The ClientWeb was built as a Web-work application that you present to your clients. ClientWeb supports corporate branding and corporate identity. Using the Pre-Login Settings of the ClientWeb Online Administration Console, you can add your organization's logo and change the appearance of a number of elements that make up the site to provide a user experience consistent with the existing intranet or organization style of your organization.



Jack Henry™ strongly advises that ClientWeb interface customization be done by someone in your organization with heavy Web experience.

To access the Pre-login Settings:

1. From the Administrator Index, select Pre-Login Settings.

The Pre-Login Settings screen is displayed. The Pre-Login Settings screen presents a tree structure.

2. To view a listing of the available option categories, click the plus sign next to **Pre-login Setting**. To view the settings for a category, click the plus sign next to the category name.

Setti	ng	Value	Options
Webs	Settings		
P.	re-Login Settings		
G	Control File Settings		
6	Navigation Settings		
6	Security Settings		
G	Appearance Settings		

3. The available options are displayed.

Setting	Value	Options
WebSettings		
Pre-Login Settings		
Control File Settings		
Control File Directory	C:\ClientWeb\ControlFile\	Edit
Control File Name	factors.ctl	Edit
Navigation Settings		
Security Settings		
Appearance Settings		

4. To change or set a property in the category, click **Edit** for that property.

The **Value** field for the property is displayed. Depending on the property selected, the **Value** field may be a data entry field (as is the case above), a selection list, or a set of options from which to select.



Sett	ting	Value	Ontions
Wab	Sattings	10:00	options
web	settings		
é-F	Pre-Login Settings		
	Control File Settings		
	Setting: Con	rol File Directory	
	5 🔶 Value: cho	ientWeb/ControlFile\	
		6 🔶 Save I	Cancel
	Control File Name	factors.ctl	Edit
	B Navigation Settings		
	⊕ Security Settings		
	Appearance Settings		

- 5. Enter or select the new value for the property in the Value field
- 6. Click Save.

Control File Settings

The Control File Settings contain the location of the ClientWeb Control File and the name of that file:

Settin	g	Value	Options
WebS	ettings		
e- Pr	e-Login Settings		
e	Control File Settings		
	- Control File Directory	C:\ClientWeb\ControlFile\	Edit
	Control File Name	factors.ctl	Edit
œ	Navigation Settings		
œ	Security Settings		
œ	Appearance Settings		

Field	Description
Control File Directory	Contains the drive and folder location of the ClientWeb control file.
Control File Name	Contains the name of the ClientWeb control file.



Navigation Settings

The Navigation Settings properties allow you to set the URLs for the web pages to use for login, logout, and web chat.

	S	itting	Value	Options
2	Prog Pr	e-Login Settings		
_	U.	Control File Settings		
		Navigation Settings		
	œ	Security Settings		
	۲	Appearance Settings		
				Return to Top

Field	Description
Logout Destination URL	Enter the URL of the web page to be displayed when the user logs out of ClientWeb.
Login Destination URL	Enter the URL of the login web page to be displayed when the starts Cli- entWeb.
LiveChat URL	Enter the URL of the web page to be displayed when the user clicks the Web Chat button. The URL is obtained from the Hidden Code for Visitor Monitoring link on your account page of the Provide Support website. If required, change the word "monitor" to "messenger" in the link, so that the link reads www.providesupport.com?messenger=account_name , where "account_name" is the exact account name you set up for Provide Support's Live Chat. This option is only applicable if Web Chat is enabled. WebChat is a no additional cost feature in ClientWeb, but requires activation by a Jack Henry™ representative, as well as licensing of the third-party chat soft- ware. Contact your Jack Henry™ Technical Support Representative at 205-972-8900, option 2 to schedule an upgrade and activation of this feature.

Custom Login Page Options

You have the option of creating a new ClientWeb login page in either:



- The same file directory as the default ClientWeb login page. This option lets you use your own login screen instead of the one shipped with ClientWeb.
- A separate file directory. This option allows you to link to ClientWeb from a different Web site.

Creating a Custom Login Page in the ClientWeb Directory

To create a new login page in the same file directory as the default ClientWeb login page:



- 1. Create your new login page in the Active Server Pages (ASP), and save it as an ASP file in the ClientWeb/Websitel directory, where Websitel is the website you are working with.
- 2. Save the file using a name different from "login.aspx" or any other existing ASP file in that directory.



- 3. Add the following ASP code to your new login page:
 - <% Call InitLoginPage %>



- 4. Add the following references to include files in the new login page:
 - <!-- Numberinclude file="common.aspx" -->
 - <!-- Numberinclude file="loginform.aspx" -->

¢
chtal>
<pre>chead></pre>
<pre>ctitle>ChientWeb LoginC/title></pre>
<% Call InitLoginPage %>
#include file="common.asp"
#include file="loginform.asp"
<script></td></tr><tr><td><!</td></tr><tr><td>function sf () {</td></tr><tr><td>//This funtion sets focus to the password Item if there is a value in the UserName</td></tr><tr><td>if ((document.UnerInfo.LoginID.value=="") 46 (document.UserInfo.UserCode.</td></tr><tr><td>document.UserInfo.LoginID.focus();</td></tr><tr><td>else</td></tr><tr><td>document.UserInfo.password.focus();</td></tr><tr><td>3</td></tr><tr><td>//></td></tr><tr><td></script>

5. In the ClientWeb Pre-Login Settings screen, Navigation Settings, set the **Value** of the **Login Page URL** to the name of the file saved in Step 1 (for example, newlogin.aspx).

-			
Se	tting	Value	Options
Pre	e-Login Settings		
€	Control File Settings		
8	Navigation Settings		
	- Logout Destination URL	/Logout.aspx	Edit
	Setting	: Login Page URL	
	5 🔭 Value	8: NewLogin.aspx	
	Line Charles LIDE	5 Save Cancel	
	LiveChat UKL	http://baysidebiz.com/livechat	Edit
	Security Settings		
	Appearance Settings		

- 6. Click the **Save** link to save the login page Value.
- 7. Restart IIS to refresh the Web Parameters which are stored in the server's memory.

Creating a Custom Login Page in a Separate Directory

To create a new login page in a file directory different from the default ClientWeb login page:



- 1. Create an HTML page for the new login page, and save it as an ASP file in the desired directory, for example D:\otherwebsite\otherfolder\.
- 2. Add the following references to include files in the new login page:
 - <!-- Numberinclude file="<PATH>common.aspx" -->
 - <!-- Numberinclude file="<PATH>loginform.aspx" -->
- 3. Start ClientWeb and select Websitel as the current Website.
- 4. In the ClientWeb Pre-Login Settings screen, Navigation Settings, set the Value of the Login Page URL to match the full URL of the ClientWeb login screen (for example http://www.url.com/login.aspx.)
- 5. Close ClientWeb.

X

 Make a copy of clientweb.mdb in the directory of the Website you want to login to (for example, Websitel), and copy it into the same directory as your new login page ("D:\someotherwebsite\somefolder\").

You may be required to repeat this process if ClientWeb is upgraded, or if any changes are made to its configuration.

Creating a Proxy Login from Another Web Application

The following instructions are for websites using ASP.Net and describe the steps necessary to create a "proxy" login to ClientWeb from another web application. This means that the user logged into the first website will click a link to be presented with an authentication page requesting company name, user name, and password to log into ClientWeb.

A proxy login ASPX file is provided with ClientWeb. The name of the proxy page is Login_Proxy.aspx and it is located in the root directory of the ClientWeb application.

The page contains several parameters that must be defined or provided by the user, as described in the following table:

Field	Description
Company	The FactorSoft company ID.
User ID	The username established in ClientWeb for the client user.
Password	The password for the client user.
DbIndex	The numeric index for the database in which the client



Field	Description
	data resides, which corresponds to the databases pos- ition in the control file. If your installation utilizes only one database, this value is always zero.
ReturnURL	The address of the web page that handles any exception returned by the proxy function. The proxy function returns any exception or failed login message in the query string variable named "msg".

Following is a sample of the ASPX Form that requests the login authentication data.

```
<form id="form!" method="post" action="http://localhost:56786/Login Proxy.aspx">
<div>
 <asp:Label ID="lbl_Company" Text="Company: " runat="server" />
     <input type="text" value="20101" name="Company" size="20" />
   <asp:Label ID="lbl UserId" Text="User ID: " runat="server" />
     <input type="text" name="UserName" size="20" />
   \langle tr \rangle
     <asp:Label ID="lbl_Password" Text="Password: " runat="server" />
     <input type="text" name="Password" value="" size="20" />
          <input type="hidden" name="DbIndex" value="0" />
          <input type="hidden" name="ReturnUrl"
                value="http://localhost:57017/TestWebsite/Default.aspx" />
     >
     <input id="Submit1" type="submit" value="submit" />
     <asp:Label ID="lblMessage" Text="" ForeColor="Red" runat="server" />
   </div>
</form>
```

Security Settings

The Security Settings properties related to login security.

Sett	ting	Value	Options
Pre-	Login Settings		
÷ (Control File Settings		
•- I	Navigation Settings		
	Security Settings		
	- Hide Remember Option	false	Edit
	- Lockout Seconds	60	Edit
	Max Retry Attempts	4	Edit
	- Password Complexity	1	Edit
	Auto Complete Password	true	Edit
Ð /	Appearance Settings		

Field	Description
Hide Remember Option	Determines whether or not the Remember Co. & User ID on this Computer is displayed on the login page.
	 False = Display the Remember Co. & User ID on this Computer on the login page. The user can select this option to automatically fill the company id and user-id of the last login user on the PC upon access- ing ClientWeb.
	• True = Do not display the Remember Co. & User ID on this Computer option. All users must provide full credentials for each log in attempt.
Lockout Seconds	Enter the number of seconds the user must wait before attempting to login again after having been locked out.
Max Retry Attempts	Enter the number of failed login attempts after which the user's account is locked out.
Password Complexity	Enter the numeric password complexity code.
Auto Complete Pass- word	Determines whether or not the password field on the login screen uses the predictive auto-complete feature of the Web browser.
	• False = Do not use auto-complete for the Password field.
	• True = Use the auto-complete feature for the Password field. When the user types the first letter of the password, a list of frequently used passwords will appear, from which the user can select a password.



See Appendix A, Password Preferences, for further details concerning ClientWeb Passwords.

jh

Appearance Settings

The Appearance Settings are used to change the look and feel of your ClientWeb. Everything about the ClientWeb can be customized from the text displayed in the title bar of the Web browsers to login page messages, images, and colors.

The properties are presented in three sub-setting sections - Text, Images, and Colors:

Text

The **Text** settings display title and message options texts that are displayed on the ClientWeb user's Web browser.

Setti	ng	Value	Options	
Pre-	Login Settings			
⊕- C	ontrol File Settings			
⊕- N	lavigation Settings			
• s	ecurity Settings			
e A	ppearance Settings			
e	- Text			
	Browser Title Static Text	CADENCE ClientWeb:	Edit	
	Login Page Message		Edit	
	Login Page Heading	Client Login	Edit	
	Hide Help Link	true	Edit	
0	- Images			
0	Colors			

Field	Description
Browser Title Static Text	Enter the text to appear in the Title Bar of the web browser when ClientWeb is open.
Login Page Message	Enter the text of a message to be displayed to users as an Application Mes- sage on the login page of ClientWeb.
Login Page Heading	Enter the text of the title for the login page.



Example

CADENCE ClientWeb: - Windows Internet Explorer	
🐨 🗢 🕫 https://bauvidablit.com Browser Title Static Text 🔒 🖅 🗙	<u>۹</u>
File Edit View Favorites Tools Help X	
👷 Favorites 💽 CADENCE/ClientWeb:	Tools + 🔞 + '
Client Login Company Company CADENCE ClientWeb	
Application Message ?	
Welcome to CADENCE ClientWeb! Login Page Message	
Enter Your Credentials Company: User ID: Database: Documentation Remember Co. & User ID on this computer: Login Clear Fields	
Return t	82,41000a
Servet 🖓 🕶	€ 100% ▼

Images

The Images section displays custom image settings that can be used to change the appearance of the ClientWeb screens. The options on this screen are primarily made up of file locations for the graphic files that display the various configurable visual components of the web screens.



Se	ettic			
		ng	Value	Options
e Pr	e-L	ogin Settings		
	Co	ontrol File Settings		
Ð	Na	avigation Settings		
	Se	curity Settings		
Ĩ	Security Settings			
	A	opearance Settings		
	Ð	Text		
	Ð	Images		
		Header Image URL	~/App_Images/Header_DefaultBbs.jpg	Edit
		- Login Panel Image URL	~/App_Images/LoginWatermark.png	Edit
		Bar Shader Img Url	~/App_Images/HeadingShader.png	Edit
		- Top Left Corner Img Url	~/App_Images/Corner_TopLeft.png	Edit
		 Top Right Corner Img Url 	~/App_Images/Corner_TopRight.png	Edit
		 Bottom Left Corner Img Url 	~/App_Images/Corner_BottomLeft.png	Edit
		- Bottom Right Corner Img Url	~/App_Images/Corner_BottomRight.png	Edit
		Bottom Left Corner Cropped Img Url	~/App_Images/Corner_BottomLeftCropped.png	Edit
		 Bottom Right Corner Cropped Img Url 	~/App_Images/Corner_BottomRightCropped.png	Edit
		Main Logo Alignment	left	Edit
	Ð	Colors		

Field	Illustration Key	Description
Header 1 Image URL		Enter the folder location and image file of the main logo for the ClientWeb page.
		The main logo dimensions can be no larger than 600 x 400 pixels.
Login Panel Image URL	2	The folder location and image file that contain the water- mark displayed to the right of the credentials fields.
Bar Shader Img URL	3	The folder location and image file that contain the gradi- ent border image that are displayed between the corner images in the top and bottom bar.
Top Left Corner Img URL	4	The folder location and image file that contain the left corner image for the top bar.
Top Right Corner Img URL	5	The folder location and image file that contain the right corner image for the top bar.
Bottom Left Corner Img	6	The folder location and image file that contain the left corner image for the bottom bar.

Field	Illustration Key	Description
URL		
Bottom Right Corner Img URL	7	The folder location and image file that contain the right corner image for the bottom bar.
Bottom Left Corner Cropped Img URL	8	The folder location and image file that contain the left corner image for the bottom bar of the inner screen image.
Bottom Right Corner Cropped Img URL	9	The folder location and image file that contain the right corner image for the bottom bar of the inner screen image.
Alignment	N/A	Enter the alignment for the Header Image: Left Center Right

Illustration

See table above for keys to image properties.



1→	ProfitStars V	
	Client Login 4 Enter Your Credentials Company:	
	User ID: 2 Password: 2 Database: Documentation Remember Co. & User ID on this computer:	
	(v3.0) Best viewed in Explorer™ 7.x and above, Fir fox™ 3.x and above, Chrome™ 0.2.x and above.	
6-	Powered by: ProfitStars .:::. CADENCE ClientWeb v3.0.9.Alpha-009	-7

Colors

The Colors section of the Appearance Settings can be used to customize the colors that appear in the web screens in ClientWeb.

CAUTION: It is very difficult to achieve the desired results using the Colors options in the Pre-Login Settings of the ClientWeb Online Administration Module. Jack Henry[™] strongly recommends that you <u>not</u> use this feature of the Pre-Login Settings.

If you wish to change the standard color scheme of ClientWeb, please contactJack Henry™ Technical Support at (205) 972-8900, option 2.



Using Process Diagnostics

The Process Diagnostics page helps you identify and correct problems with processes and field data elements. The diagnostics run automatically when you click the Process Diagnostics link on the ClientWeb Online Administration Console, as shown below:

Process Maintenance	Add, edit or remove functional page modules.
Menu Maintenance	Add, edit or remove main menu & submenu items, and modify linked behaviors.
Client Restrictions	Manage restrictions that prevent specific clients from seeing specific menu items.
Pre-Login Settings	Change the value of options that control various features loaded before a database is accessed.

Two screens are returned, the Invalid Field Links field and the Orphaned Record Fields:

Invalid Field Links

The Invalid Field Links screen provides a detailed description of each field link error, and a link to the location where the error can be corrected.

When you click the link, the Field Maintenance screen for the sub-process in question is displayed, as shown below, and you can resolve the issue as required.

Invali • Field "/ • Link • Link • Field "/ • Link • Link	d Field Link ArAmt" in Pro Value "0" is in Value "0" cont ArPurchases" Value "0" is in Value "0" cont	s cess " Transa valid or unava ains a null val i in Process "C valid or unava ains a null vali	ction Summary" > (lable. ue in IsDestinationPr lient Activity Stat (lable. ue in IsDestinationPr	> Sub-process "Transa ocessLinkable. ement" >> Sub-process ocessLinkable.	ction Si	ummary - t Activity	Main". [] By Activi	ty By Date". (Jump	ance) o to Field Maintenance)			
Field	Return to: Pro	ntenance -	Transaction Sun	mary - Main						Circ	c here to	add a new field
- Link	Title 1	Title 2	Field Name	Display Format	Total	Seq No	Col No	Link To	Link Value	New Win	Active	Options
	Invoice	Batch #	(BatchNo) Inv	String (Aligned Left)		10	0	Invoice Detail 1	(TransKey)		4	Edit Delete
	Post	Date	(PostDate) Po	Date (North America)		20	0	0			¥	Edit Delete
	Status		(Status) Status	String (Aligned Left)		30	0	0	N		1	Edit Delete
	A/R Amount		(ArAmt) A/R	Currency (Dashed if	1	40	0	0	0		8	Edia Delete
	Check	Amount	(CheckAmt) C	Currency (Dashed if		50	0	0			4	Edit / Delete
	Check #		(CheckNo) Ch	String (Aligned Left)		60	0	0			1	Edit Delete
1											Ret	urn to Top

Orphaned Records

The Orphaned Records screen lists all child records with no parent records. For example, if you have a Submenu item that does not belong to an existing main menu item, it is an orphan. To delete the orphaned records, click the Delete Orphans button at the end of the Orphaned Records dialog.

Orphaned Records		2
	 The table "WebScnTable" has an orphan with a key of 9. The table "WebScnTable" has an orphan with a key of 83. The table "WebScnField" has an orphan with a key of 411. The table "WebScnField" has an orphan with a key of 413. The table "WebScnField" has an orphan with a key of 413. The table "WebScnField" has an orphan with a key of 414. The table "WebScnField" has an orphan with a key of 416. The table "WebScnField" has an orphan with a key of 416. The table "WebScnField" has an orphan with a key of 416. The table "WebScnField" has an orphan with a key of 417. The table "WebScnField" has an orphan with a key of 418. The table "WebScnField" has an orphan with a key of 419. The table "WebScnField" has an orphan with a key of 420. The table "WebScnField" has an orphan with a key of 421. The table "WebScnField" has an orphan with a key of 421. The table "WebScnField" has an orphan with a key of 422. The table "WebScnField" has an orphan with a key of 423. The table "WebScnField" has an orphan with a key of 424. The table "WebScnField" has an orphan with a key of 423. The table "WebScnField" has an orphan with a key of 424. The table "WebScnField" has an orphan with a key of 425. The table "WebScnField" has an orphan with a key of 425. The table "WebScnField" has an orphan with a key of 425. The table "WebScnField" has an orphan with a key of 425. The table "WebScnField" has an orphan with a key of 426. 	
	Delete Orphans	
		Return to Top



Miscellaneous Topics

Web History Report

The ClientWeb History Report provides a log of ClientWeb windows accessed by users, and can be specified by client within a date range.

To run the report, select History Report from the Administration module's Web Maintenance menu.

📢 Print Web History Reports	×
Report template:	•
Parameters Scheduling Templates	
Client 💌	Clear
AE:	Clear
Office:	Clear
Client Group: Value:	Clear
Default Printer: \\\WIGGUM\BHM_Canon_Laser Change Default This Report \\\WIGGUM\BHM_Canon_Laser	
Date range: Last month	
Output Preview	
Print now Save Exit	Help

System Preference Refresh

The System Preference refresh of the ClientWeb Online Administration Module removes the need to restart IIS to activate changes made to System Preference for the ClientWeb. To use this option, click the **System Preferences** in the main menu, and then click **Refresh System Preferences** as shown in the following illustration.

Administrator - System Preferences			Logged in as	Logout 7 Help		
Process Maintenance	Menu Maintenance	Client Restrictions	Pre-Login Settings	Process Diagnostics	System Preferences	Tuesday, April 19, 2011
System P	references					2
		-	Refresh System Pre	ferences		
No. of Concession, Name						
		100100000000000000000000000000000000000				Return to Top
			Powere	d by: Bayside Business !	Solutions, Inc CADENC	E[ClientWeb v2.15.6.201207a



Changing Session Timeout

Follow the instructions below to change the session timeout interval for your active web sessions, to prevent frequent time-out of active web sessions for users logged into ClientWeb.

Warning: We recommend that you contact Jack Henry[™] support at 800-365-4091, option 2 before altering any properties in the **web.config** file. Any syntax errors created by editing this file can potentially cause ClientWeb to fail.

In the ClientWeb folder directory on your ClientWeb server computer:

- 1. Open the **web.config** file in the Web folder in a text editing program.
- 2. Find the **sessionstate** property.

The property is in the syntax **<sessionState mode="InProc" timeout="30" />**, where "30" is the number of minutes for the timeout.

3. Change the number of minutes in "timeout=" to increase the timeout interval.



Do not set the interval greater than 60 minutes.

4. Save the **web.config** file.



It may be necessary to perform an IIS reset to initialize the timeout change.

Configuring Login Terms and Conditions

The capability to display terms and conditions of use and require user acknowledgment of those terms exists in ClientWeb. This functionality is enabled by including the LoginTerms.ascx file in the ClientWeb folders on the ClientWeb server. Specific instructions for the configuration are given below.

When the terms and conditions are configured, they appear on the Login page as shown below, and the user must select the acknowledgment option before clicking the Login button to access ClientWeb.



Enter Your Credentials	
Company: User ID: Password: Database: CadenceTraining_3 Remember Co. & User ID on this computer:	
You must agree with the following terms and conditions:	
Terms and Conditions of Use of this Website Access is available only to active clients that have been assigned web access privileges. Proceeding to access and use this website constitutes a full and irrevocable acceptance of the terms and conditions set forth herein, as well as a waiver of any and all claims against ABC Lending and its parent, subsidiaries, affiliates, officers, directors, employees and agents. By using this website, you agree to abide by the terms contained herein. If you do not agree to these terms, then you may not use this website. This website is intended for the exclusive use of our clients. Neither access nor the information contained herein is to be shared or communicated with any other party.	
▼ I have read, and agree to abide by the above Terms and Conditions.	
Login. O Clear Fields	

Configuration Steps

Follow these steps on your ClientWeb webserver machine to create a custom terms and conditions message for the ClientWeb Login page:



- 1. Open the ClientWeb\App_Customizations\Includes folder.
- 2. In the Includes folder, open the **LoginTermsbak.ascx** file using a simple text editor, such as Microsoft Notepad.
- 3. Search the file for the term "CodeFile" and change the code file name to "LoginTerms.ascx.cs".
- 4. Edit the message example in the file to your exact terms and conditions to be displayed.

The following tags and attributes can be used to format the message: = begin a new paragraph

5. Save the file as "LoginTerms.ascx" (remove "bak" from the name).



When using Notepad, choose all files when saving.

- 6. In the Includes folder, open the file **LoginTermsbak.ascx.cs** using a simple text editor, such as Microsoft Notepad.
- 7. Save the file as "LoginTerms.ascx.cs" (remove "bak" from the name).

Setting a Favicon

The graphic that accompanies the URL in the address field of the browser can be customized. This graphic, sometimes called a shortcut icon or "favicon," must be saved with the name "favicon.ico" and with dimensions of 32 x 32 pixels in the c:\ClientWeb folder of the ClientWeb server:





The graphic is displayed in the address field when ClientWeb is accessed:



ProfitStars CADENCE ClientWeb	^
Client Login	
Enter Your Credentials Company:	
User ID: Password: Database: Documentation	
Remember Co. & User ID on this computer: Login ② Clear Fields	
(v3.0) Best viewed in Explorer™ 7.x and above, Firefox™ 3.x and above,, Chrome™ 0.2.x and above.	
CADENCE ClientWeb v3.0.7.Alp	Top ha-050
	~



Appendix A - Password Preferences

The following preferences can be set for ClientWeb Passwords using T-SQL statements.

Preference	Description	T-SQL Statement
Password Encryption	Controls format in which passwords are stored: 0 = Text 1 = Encrypted	UPDATE ParmInteger SET value= 0 WHERE parm= 'Cw1_PasswordEncryption' GO
Password Complexity	Controls the level of password complexity to impose. Set to ' 0 ' for No Com- plexity. Set to ' 1 ' for Medium Complexity. Must set to ' 2 ' for High Complexity. (Uses Require Symbol Char- acter, Require Lower-	UPDATE ParmInteger SET value= 1 WHERE parm= 'Cw1_PasswordComplexity' GO
	Require Uppercase Character)	
Password Minimum Characters	Controls the minimum length of the password. Set Cw1_Pas- wordReqNumChar to "1" to enforce.	UPDATE ParmInteger SET value= 0 WHERE parm= 'Cw1_PasswordMinChars' GO
Password Maximum Characters	Controls the maximum length of the password. Set Cw1_Pas- wordReqNumChar to "1" to enforce.	UPDATE ParmInteger SET value= 50 WHERE parm= 'Cw1_PasswordMaxChars' GO
Require	Determines whether at	UPDATE ParmBoolean SET value= 0 WHERE parm=



Preference	Description	T-SQL Statement
Numeric Characters	least one numeric char- acter is required.	'Cw1_PasswordReqNumChar' GO
	0 = No	
	1 = Yes	
Require Sym- bol Char- acters	Determines whether at least one symbol char- acter is required. 0 = No	UPDATE ParmBoolean SET value= 0 WHERE parm= 'Cw1_PasswordReqSymbolChar' GO
	1 = Yes	
Require Lowercase Characters	Determines whether at least one lowercase character is required. 0 = No 1 = Yes	UPDATE ParmBoolean SET value= 0 WHERE parm= 'Cw1_PasswordReqLowerChar' GO
Require Uppercase Characters	Determines whether at least one uppercase character is required. 0 = No	UPDATE ParmBoolean SET value= 0 WHERE parm= 'Cw1_PasswordReqUpperChar' GO
	I = Yes	

