

GETTING STARTED

Using WinTELLER will certainly make your daily teller duties easier to complete. This Getting Started section will acquaint you with the following functions required when opening a WinTELLER session:

- Initializing WinTELLER
- Logging onto the Express SignOn screen
- Starting a WinTELLER session
- Correct Business Day Usage.

Starting WinTELLER takes no time at all. Once you activate WinTELLER, you will see a colorful splash screen which indicates you are about to start a WinTELLER session. Make sure that your supervisor has already set up your teller information in WinTELLER; the system will not allow you to log in, otherwise.

TO START WINTELLER

Using the Mouse



- 1: Click the **Start** button on the taskbar to display the *Start* menu.
- 2: Move the arrow to the **All Programs** link to display the *Programs* menu.
- 3: Move the arrow to the *Goldleaf* menu.
- 4: Move the arrow over to the WinTELLER program.
- 5: Click the **WinTELLER** icon to start WinTELLER.

Using the Keyboards

- 1: Press the [CTRL]+[ESC] keys to display the *Start* menu.
- 2: Use your Up or Down arrow keys to highlight the **All Programs** link.
- 3: Press the [ENTER] key to open the *Programs* menu.
- 4: Use your Right and Up or Down arrow keys to highlight the *Goldleaf* menu.
- 5: Press the [ENTER] key to open the *Goldleaf* menu.
- 6: Use the arrow keys, to highlight the **WinTELLER** icon.
- 7: Press the [ENTER] key to start WinTELLER and the **Welcome Screen** displays as shown below.



WHAT IS A WINTELLER SESSION?

A session starts when you log on to the **Teller Session** screen. The session will not end until it is properly closed through certain WinTELLER functions as described in the Express Window screens section.

If you have temporarily signed off, or the computer crashes, or some other problem occurs, WinTELLER will continue at the point where the you left off. Unless the session has been balanced and closed, WinTELLER treats all inactive periods, including the sign-off, as session breaks.

When you log back on to an active session, WinTELLER will continue with all the balances that you had before the session break occurred. If you have performed a full close to end the session (Current Business Day) and you log on to a new session (Next Business Day), WinTELLER will start with new balances and will continue the Cash Balances from the current business day as well as all software settings from session to session.

LOGGING ONTO THE EXPRESS SIGNON SCREEN

The Express SignOn screen, once the initialization process is completed, is the first screen in WinTELLER requiring information from you. This is the screen where you enter your Teller Number and Password. This Express SignOn screen verifies and confirms the correct Number and Password, then takes you directly to the Teller Session screen where you will enter specific information regarding the session that you are about to begin.

- 1: Type your number in the Teller Number field in the format used by your institution (e.g., if you are teller number 1, enter 1. If you are teller number 0001, enter 0001. There is a four-digit limit to the Teller Number.
- 2: Press the [ENTER] key to move to the next field.
- 3: Type your password in the Teller Password field.
- 4: Click the **Send** button.

STARTING A WINTELLER SESSION

The Teller Session screen allows you to verify the correct Branch Number, Station Number, Date, Business Day, Starting Sequence Number, Beginning Cash, Cash In's and Cash Out's. Make sure that all of this information is correct before you chose to send this information to the host. If the wrong information is sent, immediately exit WinTELLER and start over from the *Express SignOn* screen. Then, enter the correct information, as this will help avoid an out-of-balance situation.

Press the **[ENTER]** key to cycle the cursor through the fields (this speeds up the log on process). Clicking on a field with the mouse places the cursor in that field. To clear a field for a new entry, place the cursor in the field and press the **[ESC]** key.

In the Starting Sequence field the starting number for a new session is always 1 (one) with the sequence number running continuously until the session is fully closed. Changing the **Business Day** field has no effect on the sequence number.

WinTELLER automatically populates the **Beginning Cash** field with the last amount of cash that had been assigned to the teller number. If you last closed out of WinTELLER with \$7,500.00 in cash, WinTELLER will place \$7,500.00 in this field.

Note: You always have to exit the workstation where you are currently logged on before logging on to another workstation. WinTELLER will NOT allow you to be logged on to two different workstations at the same time — the system will move your current totals to the new workstation.

Caution!! ALWAYS verify that the fields for Beginning Cash and Previous Cash In's and Out's are correct. To total the calculated cash level in the teller window, Cash In's are added to the Beginning Cash, and Cash Out's are subtracted. Incorrect cash amounts will create an out-of-balance condition.

CORRECT BUSINESS DAY USAGE

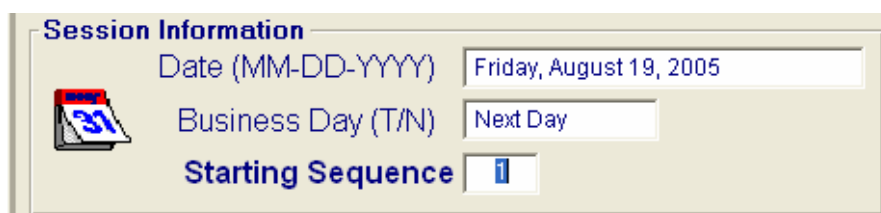
When you sign on to a new WinTELLER session it is *very* important to enter the correct data in the Business Day field. The purpose of the Business Day field is to alert the host system as to when to post transactions performed within each session.

Important! Find out if your host system has a transaction code for the Transaction Day already established that notifies this system that you are working in the next business day. If the host system has its own indicator then you must follow your bank's procedures. If your host system relies on WinTELLER to determine the Business day then the following instructions for Closing Out WinTELLER to Start on the Next Business Day are applicable.

CLOSING OUT WINTELLER TO START ON THE NEXT BUSINESS DAY

Perform a full close to end the session for the current business day using the **Close Terminal** function. WinTELLER prompts you to cut batches, count the cash drawer, cut CTR transactions and to print teller totals.

- 1: Re-open WinTELLER to start the second part of this day's transactions.
- 2: Sign on and type tomorrow's date in the Date field. You have to type the next day's date to avoid duplicate sequence numbers on the same date!!
- 3: Type N for *Next Day* in the Business Day field. This tells the host to process all following transactions on the next day.



Session Information	
Date (MM-DD-YYYY)	Friday, August 19, 2005
Business Day (T/N)	Next Day
Starting Sequence	1



Note: If you perform a full close, this next session's starting sequence number should be 1. Your Calculated Cash from the morning session will be displayed in the Beginning Cash field and your Cash In's and Cash Out's should be \$0.00.

WINTELLER BASIC OVERVIEW

This section will provide a basic overview of the WinTELLER system. It will also acknowledge certain redundancies in regards to accessing the various features in this program. Fully detailed step-by-step instructions for WinTELLER are documented immediately after this overview section.

THE WINTELLER WORKSPACE

The Express Window screen is the focal point of WinTELLER. This workspace consists of the following sections:

- Express Window—these separate buttons quickly access teller and supervisory operations.
- Information Center—3 tabs provide vital information (Cash, Journal and Status), plus constant system status.
- Message Center—provides transaction status information.
- Status Bar—displays relevant system information.



- 1 Express Windows buttons (pg. 47) come in two sets (main set shown here) and provide quick access to groups of transactions, tasks, or system functions. The Transaction Code field (pg. 31) allows you to enter a transaction number where you can call up a specific screen. The **Menus** button (pg. 31) provides another way to access the Express Windows functions. The **System** button (pg. 73) consists of setup and configuration screens for WinTELLER. The **Help** button links to the online help (HTML-based user manual).
- 2 The Information Center provides constant system information as well as three selectable tabs: cash, journal, and status.
- 3 The Message Bar provides transaction status information.
- 4 The Status Bar displays all relevant system information as well as your name, number, date, and time.

THE WinTELLER WORKSPACE (CONTINUED)

Express Window Buttons

The Express Window is your main system screen, indicating that your teller session has started. The session does not end until the system is balanced and closed. From this screen, you can access all transactions and functions in WinTELLER. After a transaction is completed, you are automatically returned to the Express Window.

Each button is named with a label and function key that represents the transaction screen. In addition to using the Express Window buttons, you may access your transactions using any of these methods:

1. Enter the direct Transaction Code in the field provided (next to the Express Window screen title). Each transaction is assigned a code comprised of 2-4 digits.
2. Simply click the function key (F1 though F12) from your keyboard for the corresponding Express Window button.
3. Press the [ALT] +Hot Key (the underlined letter in each button title) to enter the desired transaction screen (e.g., Calculator).
4. Click the **Menus** button to display the same options from the Express Window.

These transaction screens are described in more detail as indicated on the following page and their direct page numbers are also referenced.



Note: These buttons, and their subsequent screens, are customizable. The teller operations explained serve to represent a typical WT setup schema.

Express Window Main Screen



F1	Customer Cash Check	Refer to page 47
F2	Checking Deposit	Refer to page 47
F3	Saving Withdrawal	Refer to page 48
F4	Saving Deposit	Refer to page 48
F5	Non-Customer Cash Check	Refer to page 48
F6	Transfers	Refer to page 48
F7	Miscellaneous Debits	Refer to page 49
F8	Miscellaneous Credits	Refer to page 47
F9	Sales	Refer to page 49
F10	Payments	Refer to page 52
F11	Start Split	Refer to page 34
F12	Adding Machine	Refer to page 40
F13	Switch—Toggles between this screen and the Second Express Window Buttons	