



The Administrator's Guide to CurrencyXchanger

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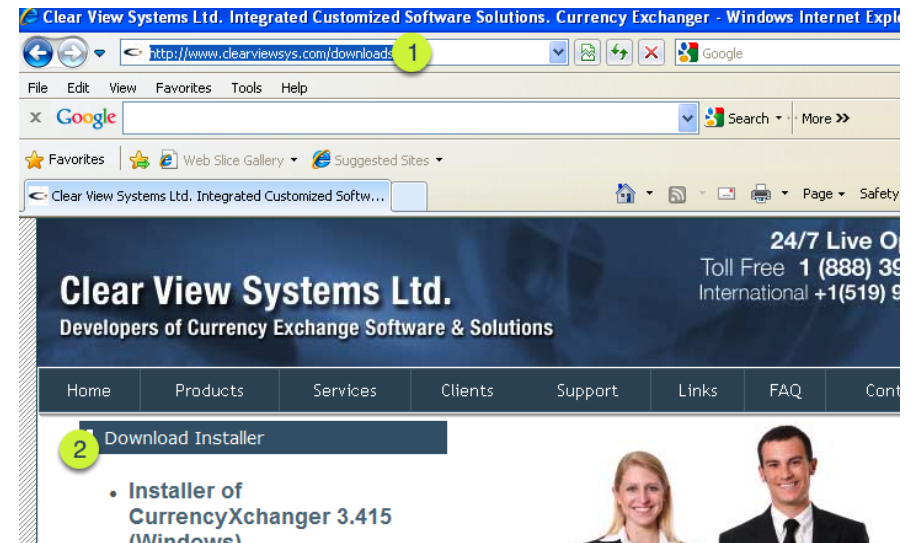
Installation Instructions

Installing CurrencyXchanger

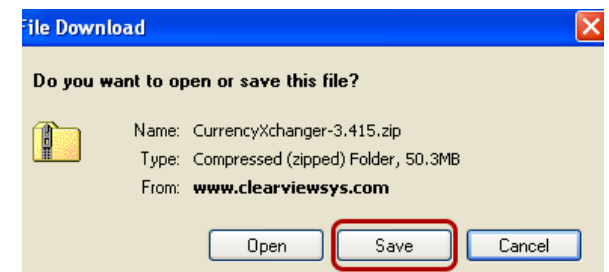
This section explains how to install CurrencyXchanger on a client/server environment.

Download CurrencyXchanger Installer

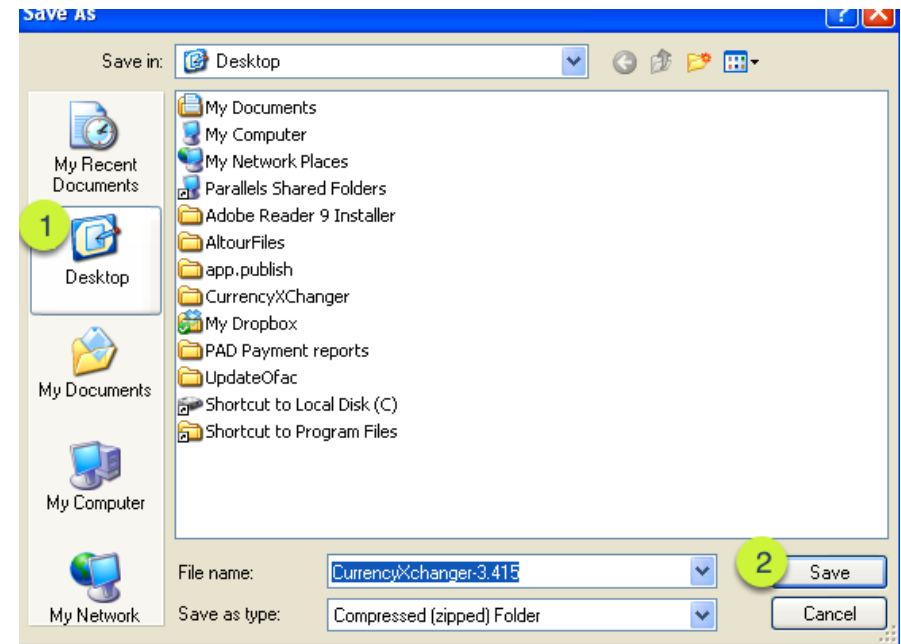
Using your browser (explorer, safari, firefox, etc...) goto the address <http://www.clearviewsys.com/downloads.html> and click "Installer of CurrencyXchanger 3.415"



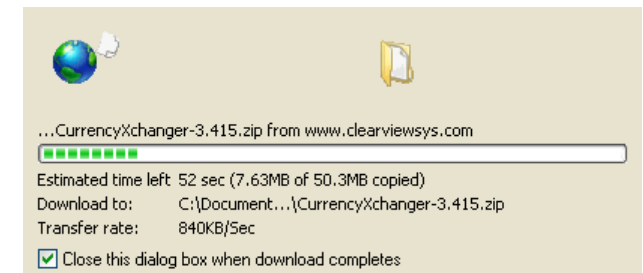
Click Save to downloads and save the installer. The installer will be downloaded in zip (compressed) format.



Save the installer on your desktop or somewhere that you could locate it easily later (e.g. the Downloads folder)



The installer is about 50 MB and takes some time to download. Please wait while the download is finished

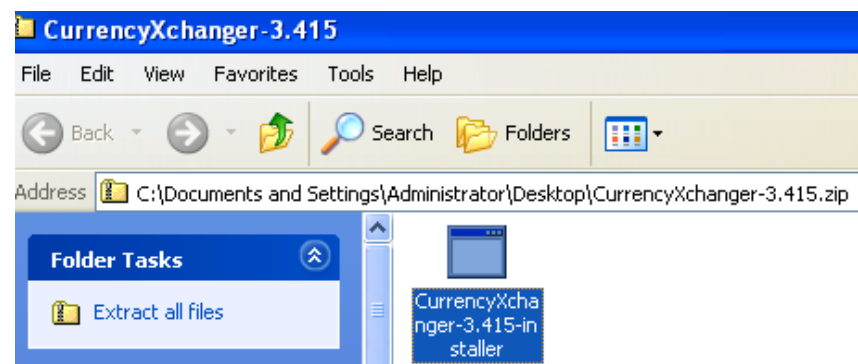


Locate the compressed installer folder

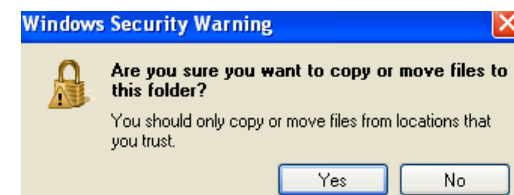
The installer is downloaded in a compressed format and needs to be uncompressed. Locate the folder on your desktop and double click the folder.



Windows will show the content of the zipped folder. Drag the icon out of the



Bypass the security warning

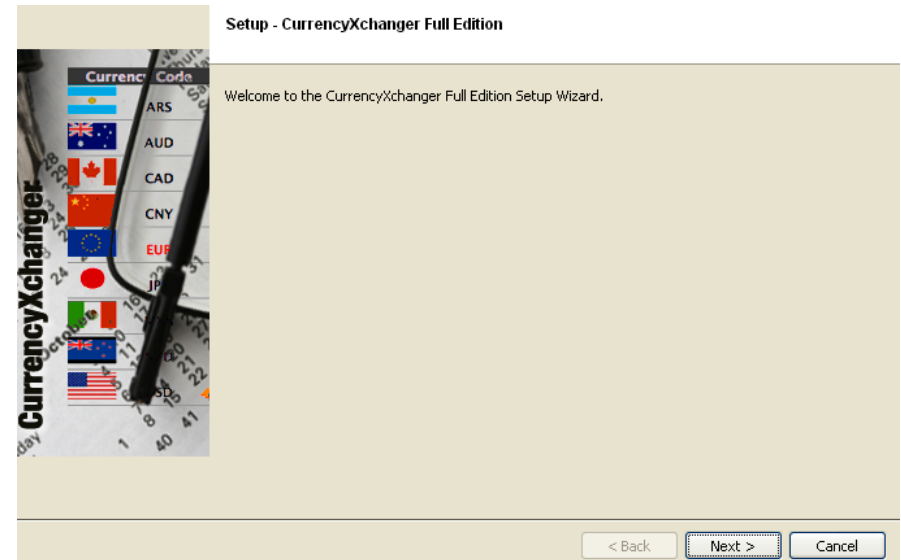


Once the installer is unzipped and ready, double click on the installer to start the installation process.

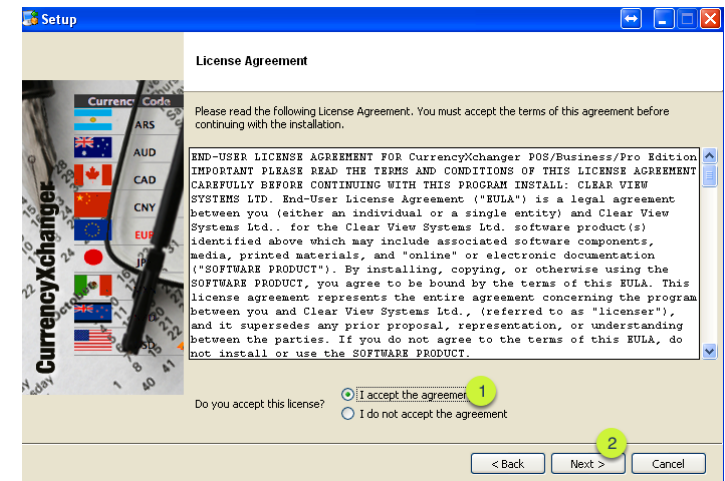


Installation Process

Click Next



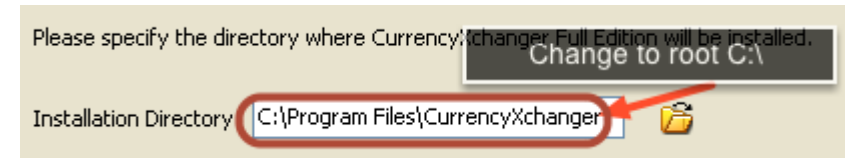
Read the license agreement and select "I accept the agreement" if you accept the terms and conditions. Click Next.



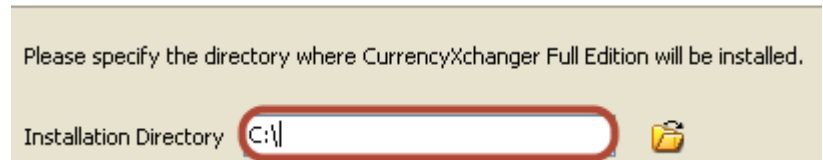
The default installation location must be changed!

Depending on the OS that you are running the default installation could be different. **For consistency of installation change the installation directory to the root directory of the main drive C:**

Delete the installation directory and make sure that you leave the root folder. The program could also be installed on other drives (D: or F: if you have other drives)

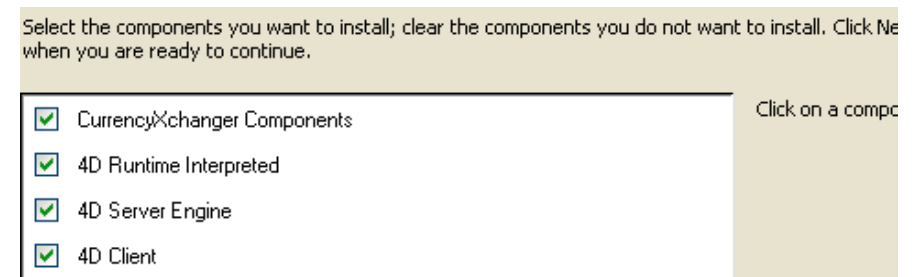


Installation Directory



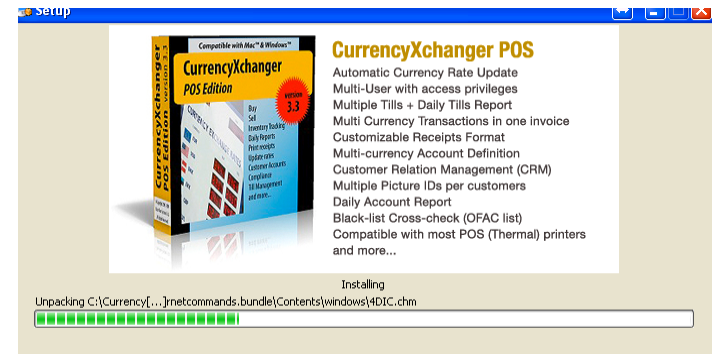
Select the components to install – Important

- If you are installing on the **server machine**, select all options.
- If you are installing on a **client machine**, select **"4D Client" only**
- If you are installing on a standalone machine, **then select "CurrencyXchanger Components" and "4D Runtime Interpreted" only.**



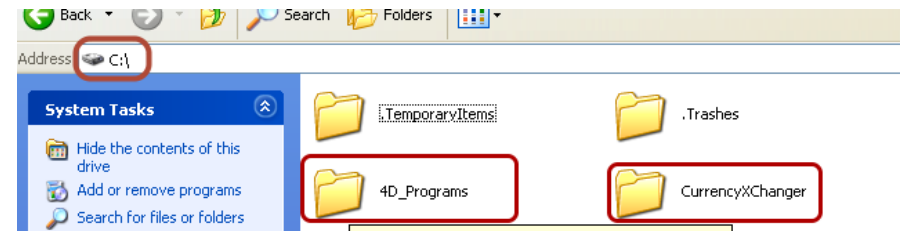
Wait for Installation to finish

Wait a few minutes and you are done with the installation. Sometimes after the installation finishes, windows will ask you if the program installed correctly. In that case select 'program installed correctly' .



What is installed?

After the installation is finished, there are two new folders created on drive C:\.



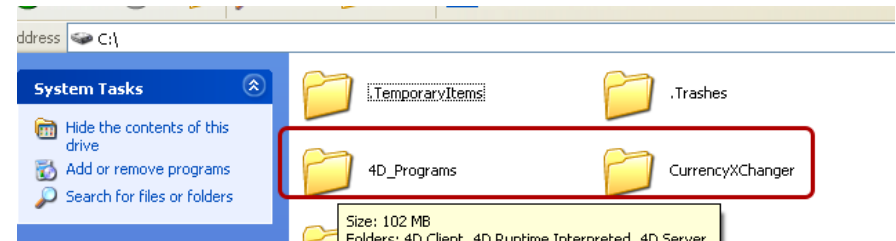
Post-installation Instructions

This section explains how to install CurrencyXchanger on a client/server environment.

What is installed on your hard drive?

After the installation is finished, there are two new folders created on drive C:\.

1. 4D_Programs: which contains the database engine (Server, client, runtime)
2. CurrencyXchanger

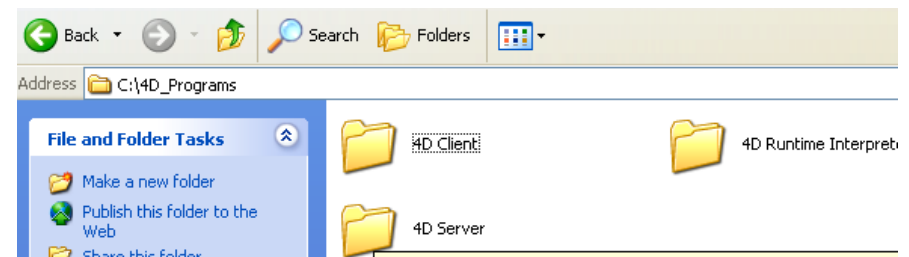


Locate 4D Client and 4D Server (if you are running on a network)

You should skip this step if you are running as a standalone mode.

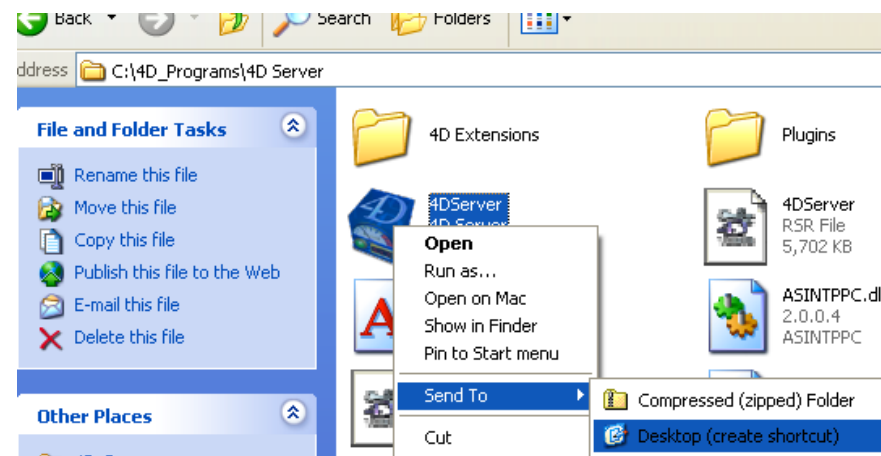
Open the 4D_Programs folder (should be found at C:\) and locate the 4D Client and 4D Server folders

You also see 4D Runtime Interpreted which is used for standalone installations



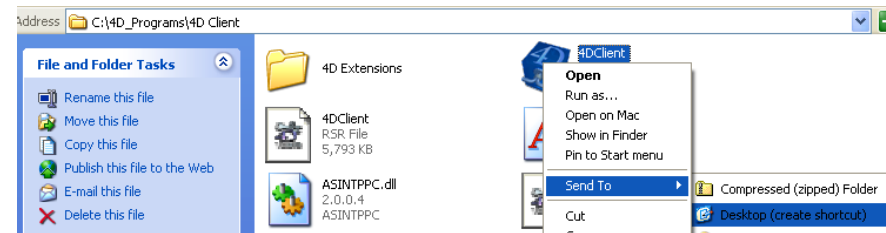
Create a desktop shortcut of 4D Server

Once you open 4D Server folder, you should be able to see the application 4D Server. Right click on 4D Server and select 'Send To' and then 'Desktop (create shortcut)'



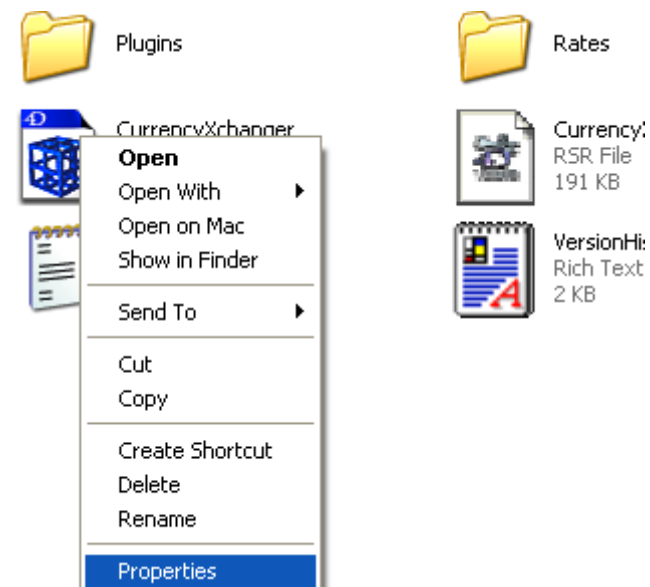
Create a desktop Shortcut of 4D Client

Once you open 4D Client folder, you should be able to see the application 4D Client. Right click on 4D Client and select 'Send To' and then 'Desktop (create shortcut)'

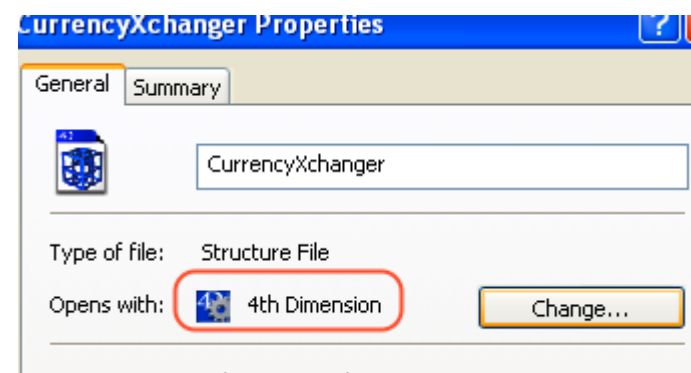


Change properties of CurrencyXchanger

The next step is open the CurrencyXchanger folder. Right click on 'CurrencyXchanger.4DB' (you may not see the extension .4DB) and select 'Properties'

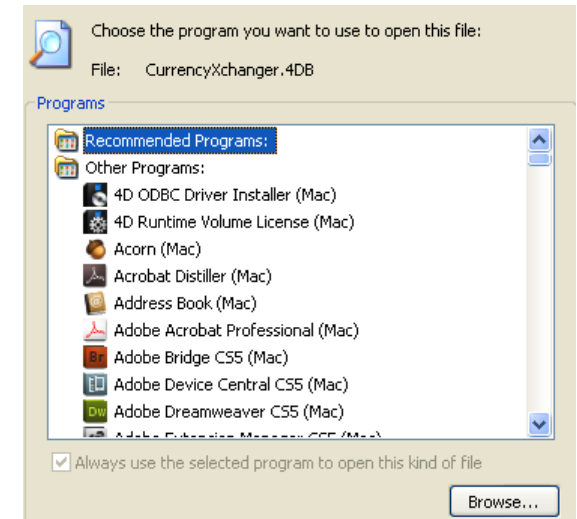


Change the default application corresponding to CurrencyXchanger. The first time you install the program, Windows wouldn't know how to open CurrencyXchanger.4DB. If you see '4th Dimension' then everything is okay, but otherwise click 'Change'

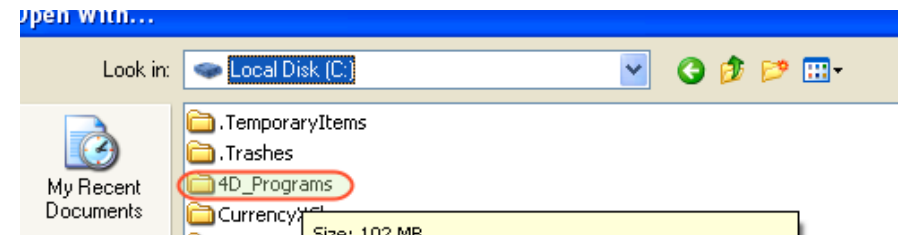


Assigning 4D Runtime Interpreted to CurrencyXchanger.4DB

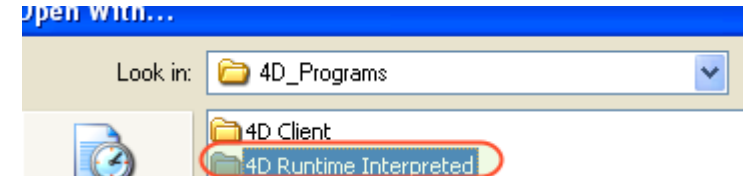
Click Browse



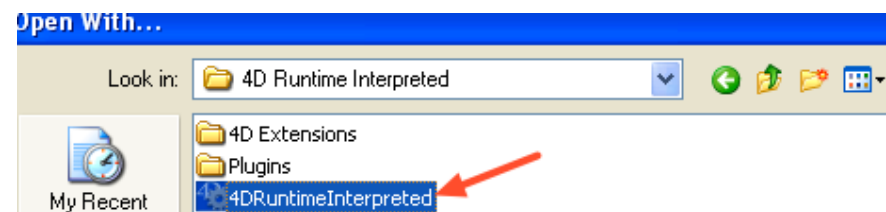
Locate 4D Runtime Interpreted by Navigating to root directory of drive C:\ and looking for 4D_Programs.



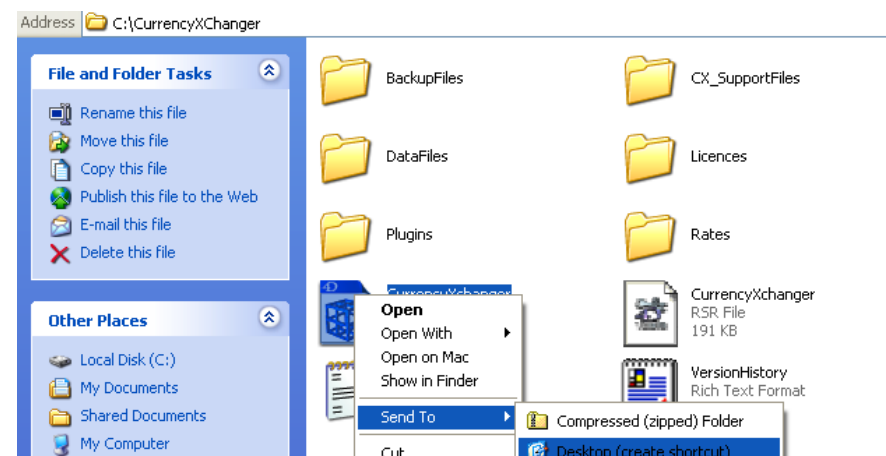
Once you found it, open 4D Runtime Interpreted folder



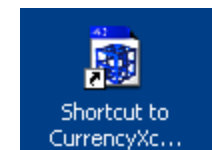
Select 4DRuntimeInterpreted and click Open



Navigate to C:\CurrencyXchanger and create a desktop shortcut of CurrencyXchanger by right clicking on CurrencyXchanger.4DB icon.

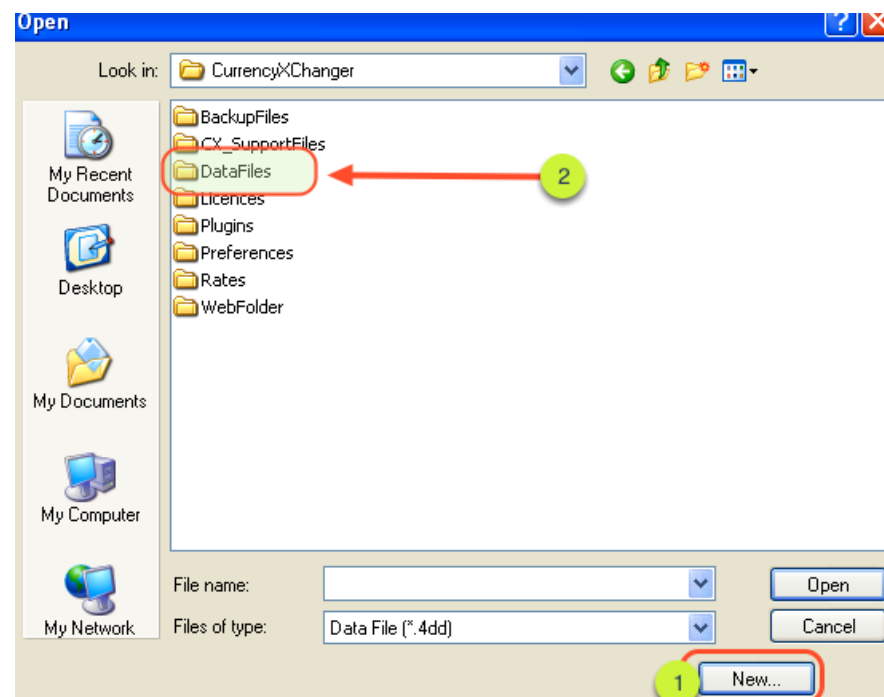


You should see a desktop icon titled 'Shortcut to CurrencyXchanger'. Double click and run the program for the first time. The first time you setup CurrencyXchanger, you should run it in standalone mode (even if you would like to run it in client/server mode in the future).

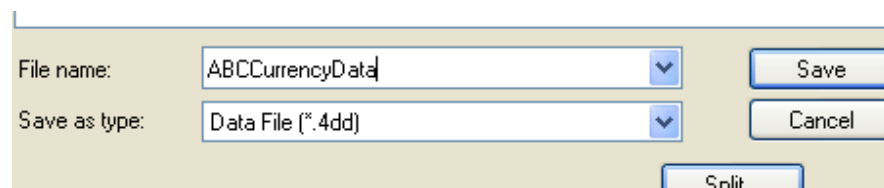


Creating the data files

The first time you run CurrencyXchanger it will ask you the location of the data files. Click the 'New...' button and make sure that you save the new data file inside the "DataFiles" folder.

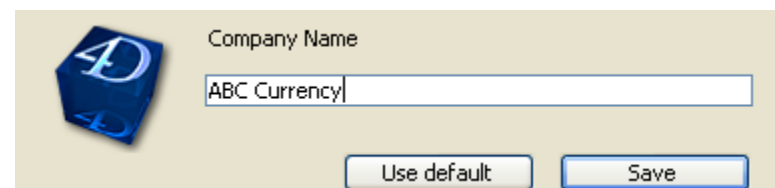


You should pick a name for the datafile that corresponds to the exchange company name (e.g. ABCCurrencyData)

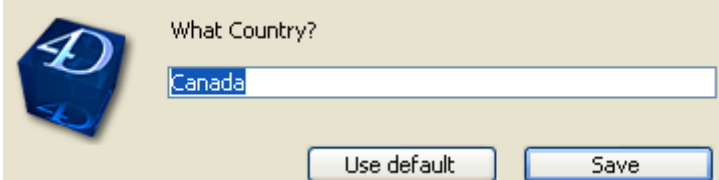


Enter your company name, country and currency code

Once you created the data files, the system will prompt you to enter your company name.

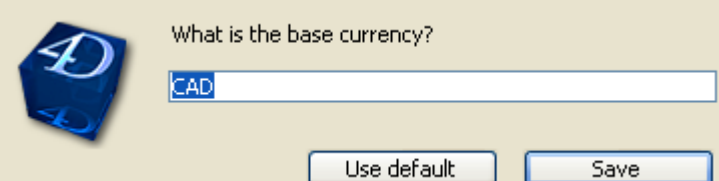


Enter the country where your company is located and Save.



A dialog box titled "What Country?" with a blue cube icon containing a white '4D' logo. It features a text input field with "Canada" entered. Below the field are two buttons: "Use default" and "Save".

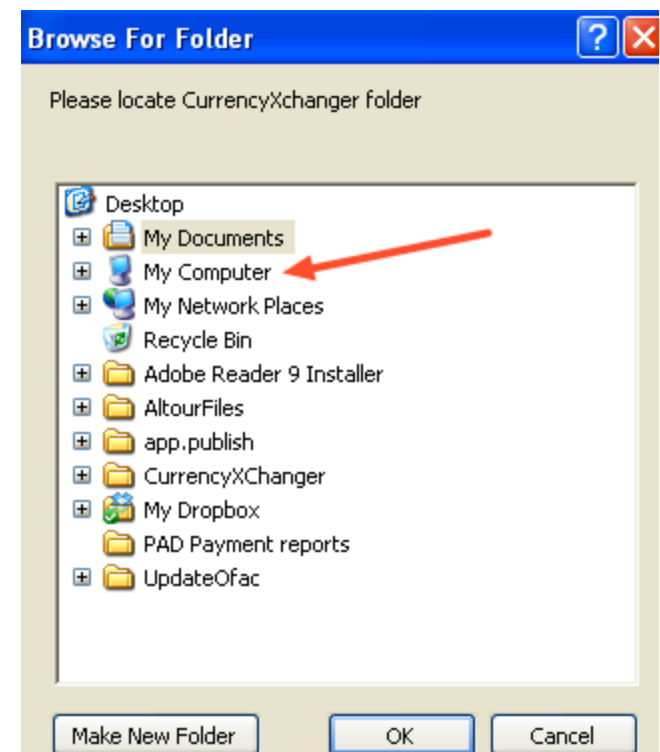
Enter the three letter standard ISO code for your local currency (e.g. USD for US Dollars, CAD for Canadian Dollars, GBP for Great Britain Pound, AUD for Australian Dollars)



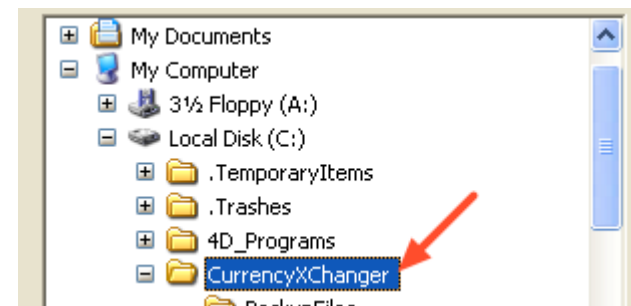
A dialog box titled "What is the base currency?" with a blue cube icon containing a white '4D' logo. It features a text input field with "CAD" entered. Below the field are two buttons: "Use default" and "Save".

Very Important step

In the next step, the system will ask you to 'Browse for Folder'. You should navigate and find CurrencyXchanger folder (C:\CurrencyXchanger)

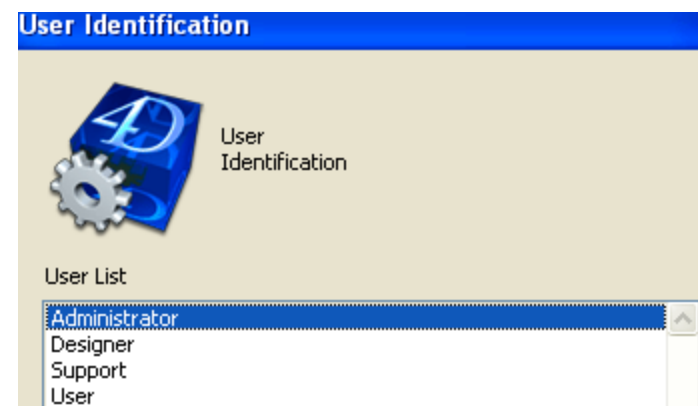


Once you have located the CurrencyXchanger folder (under C:\CurrencyXchanger) then click OK. This step will load all flags into the system. **If you don't do this step properly the flags won't be showing up in the system.**



Login Panel

You will now be presented with the User Login panel. Click on **Administrator** and use the password '**admin**' to login (the password for administrator is case-sensitive).

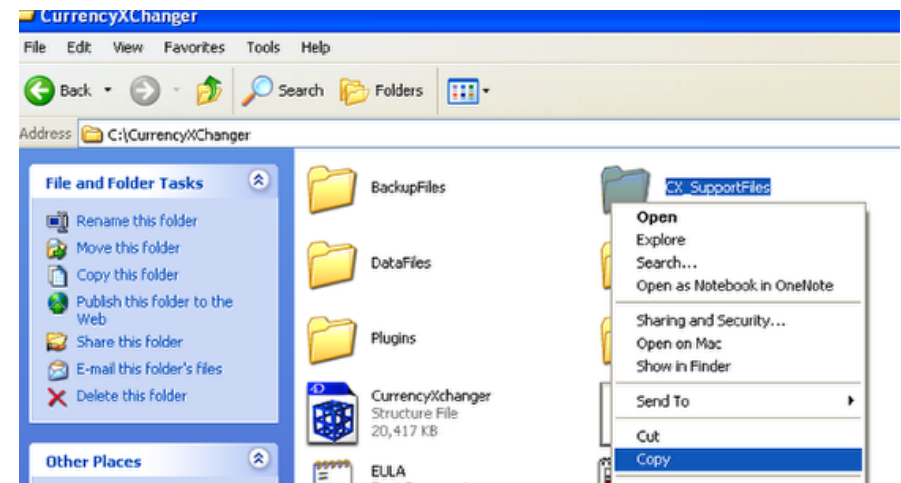


Installing CX_SupportFiles

This section describes how to install the CX_SupportFiles. **These steps must be done on the server.** The CX_SupportFiles contains templates for importing and exporting from different tables of the database.

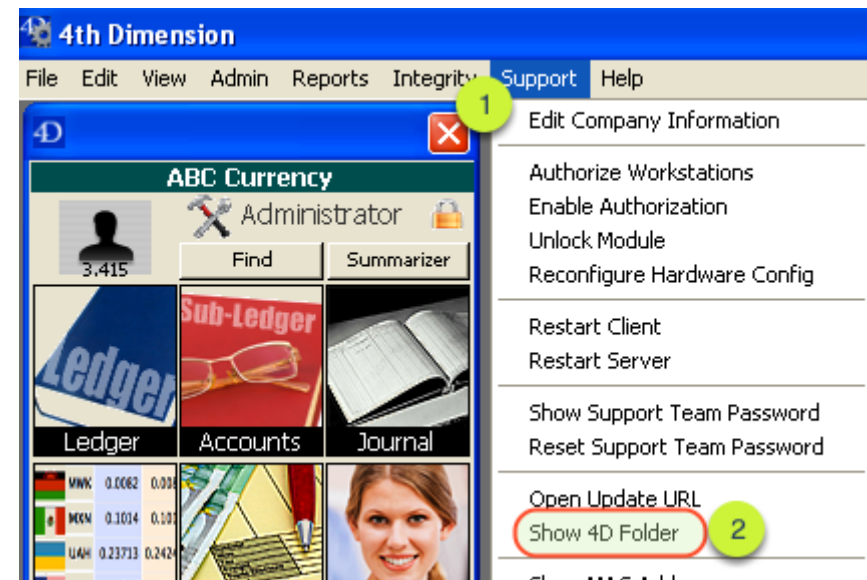
Copy the folder

Copy the CX_Support folder from C:\CurrencyXchanger

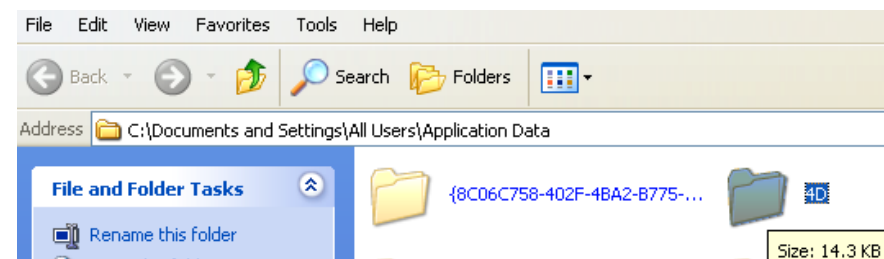


Open 4D Folder

You need to locate the 4D Folder which can be accessed from the above menu. The location of the 4D Folder may be different depending on the Operating System that is being used. Click on the Support menu and then select 'Show 4D Folder'

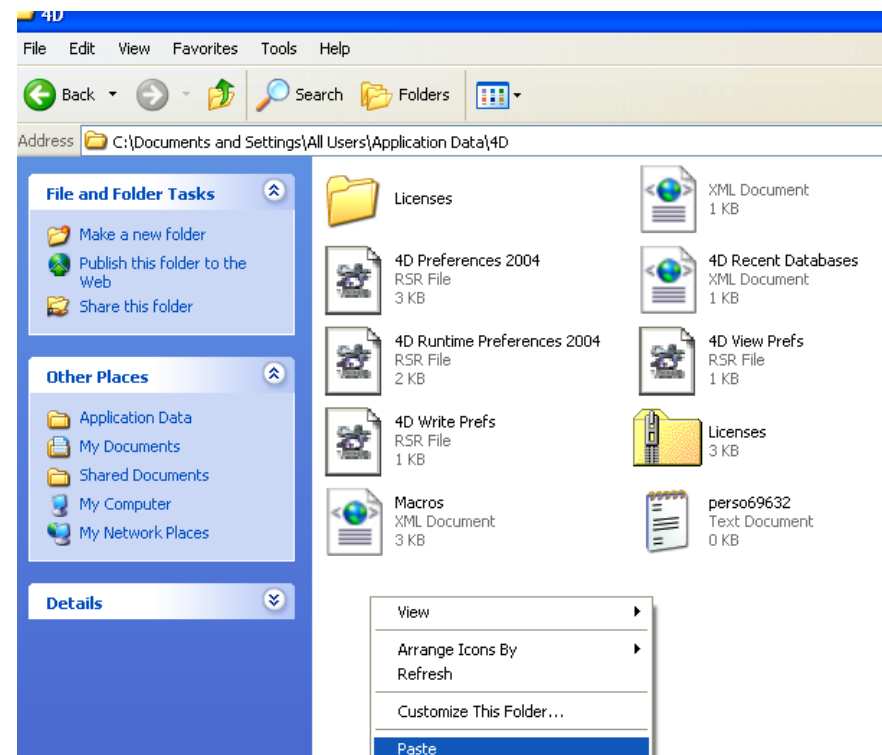


The 4D Folder is a location that you need to install CX_SupportFiles into. From the next screen you need to copy CX_SupportFiles from the CurrencyXchanger folder. See the next step is open the folder and paste the support folder into it.



Paste the CX_Support Files in 4D Folder

You 4D Folder may not look like the above screenshot. Also the path may be different from what you see in this screen. Just paste the CX_Support folder here.

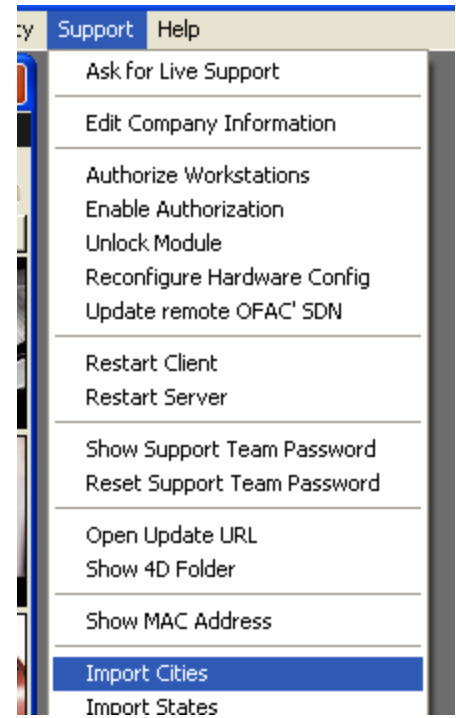


Importing North American Cities and States

In this section you learn how to import north american cities, states (provinces) and all countries of the world. Before attempting to do this step, you should have installed CX_Support files in the 4D Folder as explained in previous section. **These steps must be performed on the server.**

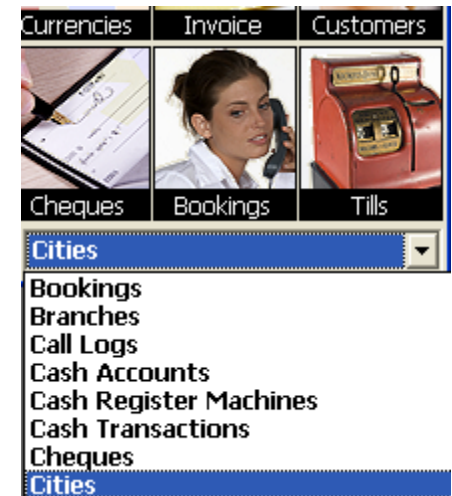
Go to Support Menu

From within the application, click on the Support menu and then select Import Cities.



Accessing the Cities

If you need to access the cities module to add or delete cities from it, you should be able to access it from the pulldown menu at the bottom of the modules panel.



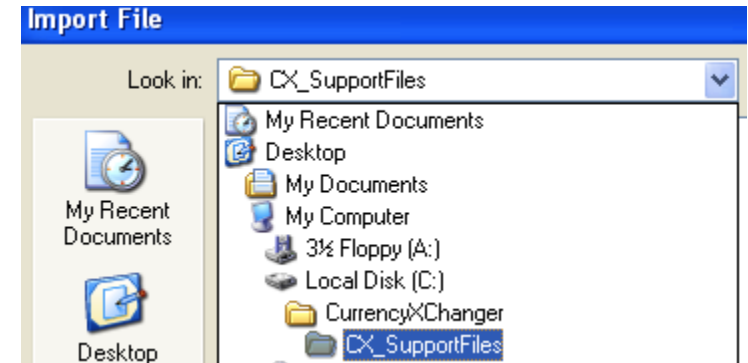
Adding or modifying cities

Once you have opened the cities, you may be able to delete, modify, or add cities.

Cities List		
Cities		
33333 lines.		
Import	Export	Delete
New	Edit	Find
Query	Report	Sort
All	Print	
City Name	State	Country
100 Mile House	BRITISH COLUMBIA	Canada
100 Mile House	BRITISH COLUMBIA	Canada

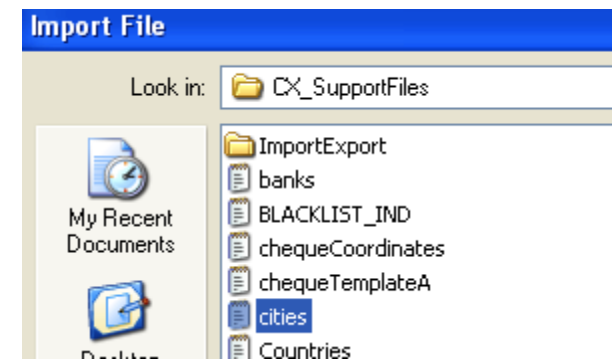
Locate the CX_SupportFiles

When the Import File dialog box open, select the CX_Support files from
C:\CurrencyXchanger\CX_SupportFiles



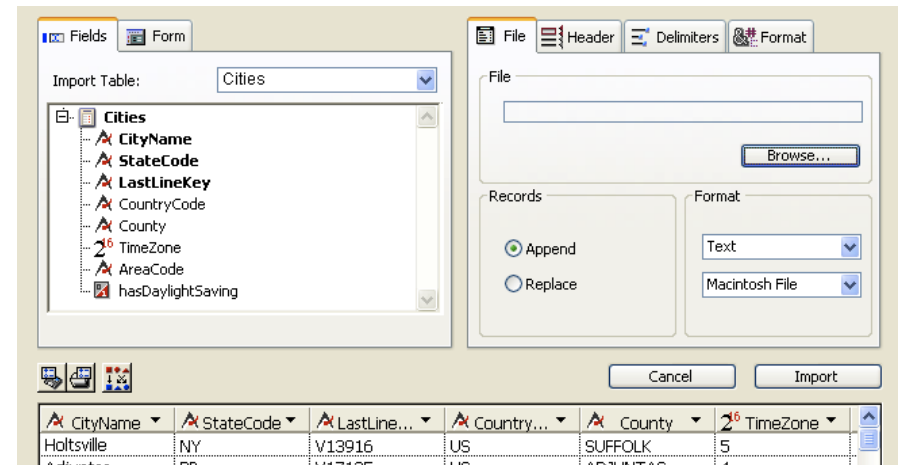
Select cities

Select the 'cities' files and click open



The Import Dialog

When you see the above screen, click Import



Wait for the import

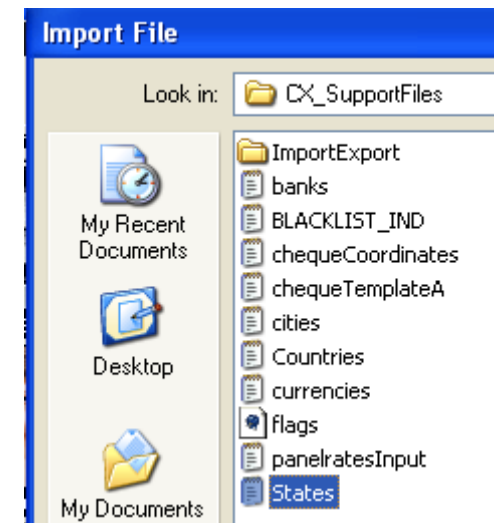


Import States

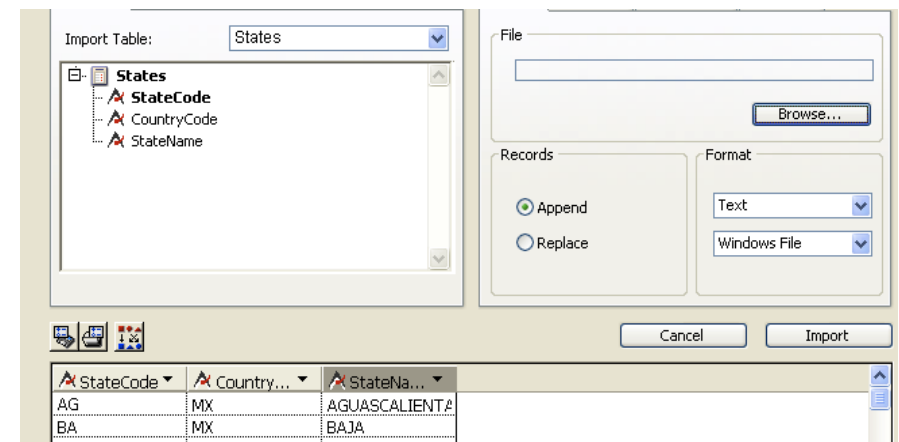
From the Support Menu, select Import States

- Import Cities
- Import States**
- Import Zip Codes
- Import Countries

Highlight 'States' and open the 'States' file



Click on the Import button to import all north america states and provinces.



Import Countries

Similarly, import all the countries into the database.



The screenshot shows a software window with a table of countries. At the top, there are three icons: a computer monitor, a printer, and a flag. Below the icons, there are two columns, each with a dropdown menu labeled 'Country...' and a small flag icon. The table contains five rows of data.

Country...	Country...
AF	Afghanistan
AL	Albania
DZ	Algeria
AS	American Samoa
AD	Andorra

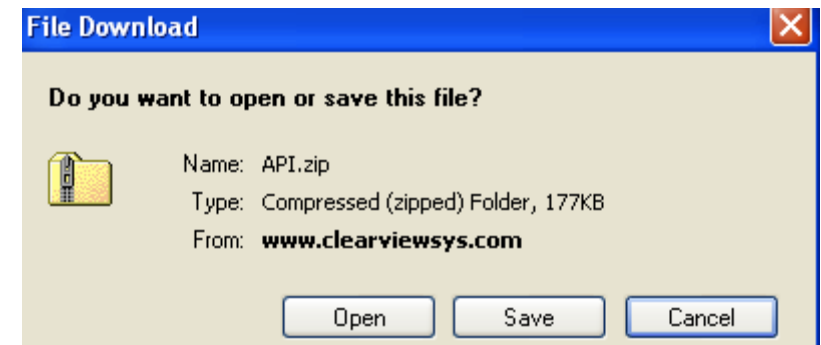
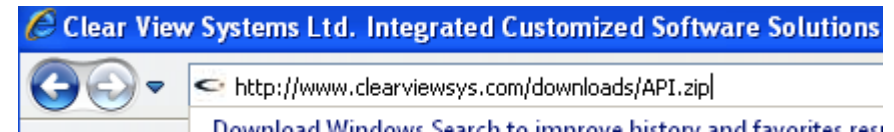
Installing the API Plugin

This section how to install the API Plugins inside the Plugins folder.

Download the Plugin

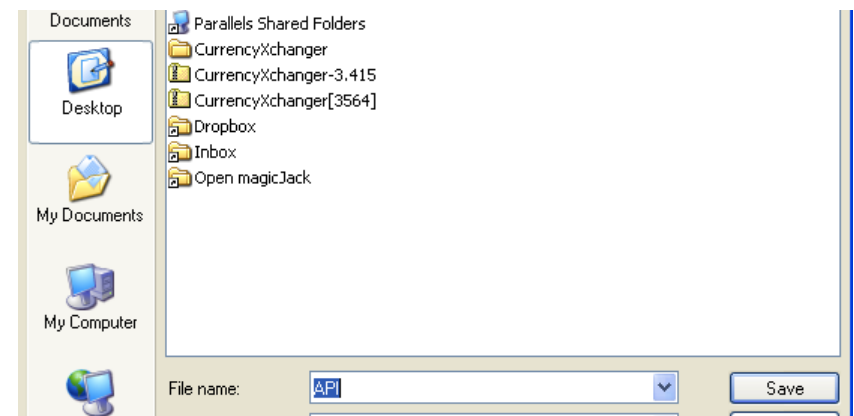
Please go to the above URL to download the plugin

Click Save to save the compressed file

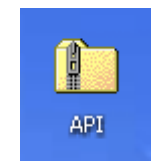


Save to Desktop

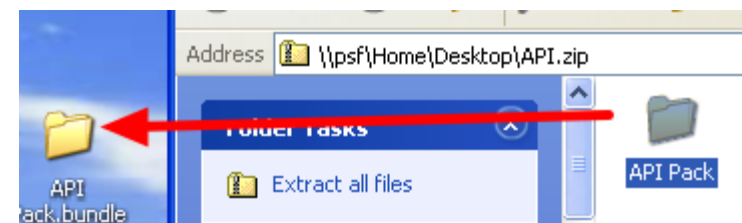
Save the API.zip to your desktop



The zipped file should now be opened (double click)

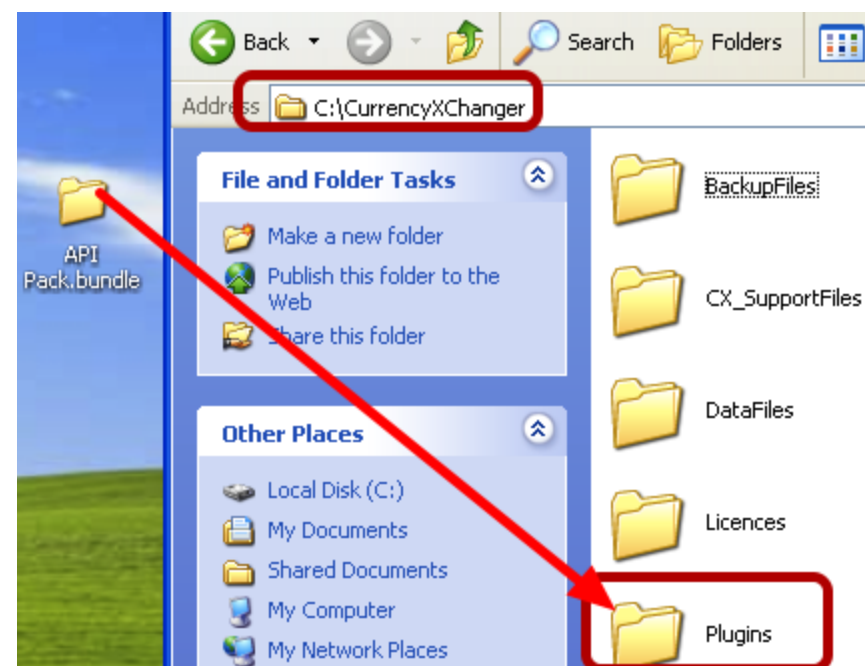


By dragging the content out, you can unzip the file

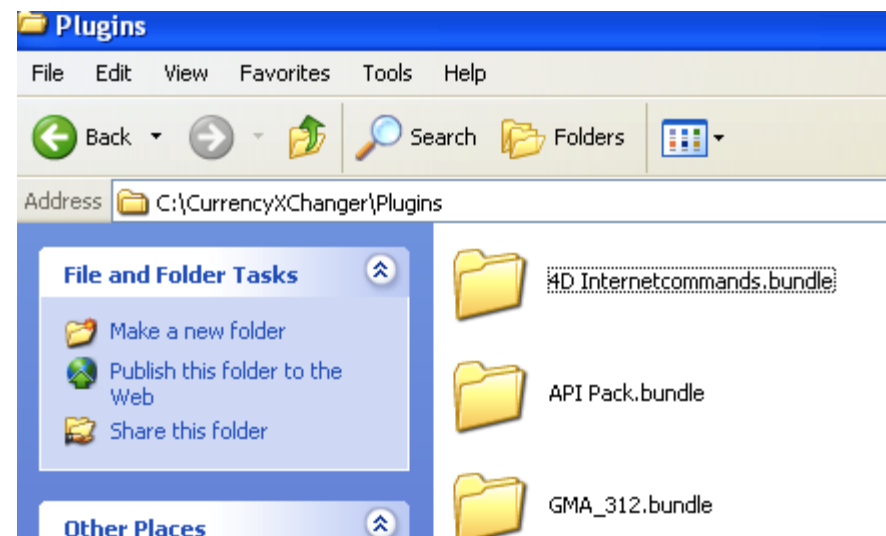


Install the Plugin inside CurrencyXchanger folder

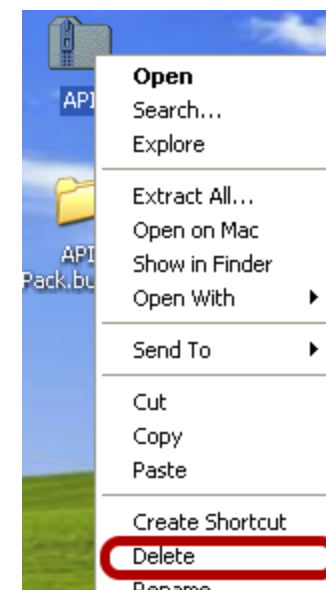
Drag the the unzipped file called 'API Pack.bundle' to the Plugins folder inside CurrencyXchanger folder.



The Plugins folder should contain the above bundles.



Clean up your traces by deleting the API.zip folder. Right click on the folder and select Delete.



Upgrading CurrencyXchanger to the latest version

This section describes how to upgrade your structure file to the latest version of CurrencyXchanger. This process is the same for both server and standalone editions.

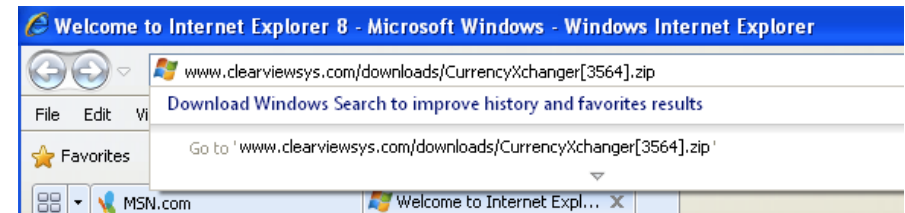
Backup backup backup!

Before going on with this lesson, make sure that you backup first. For more information about backing up the database, check out the backup section of this manual.

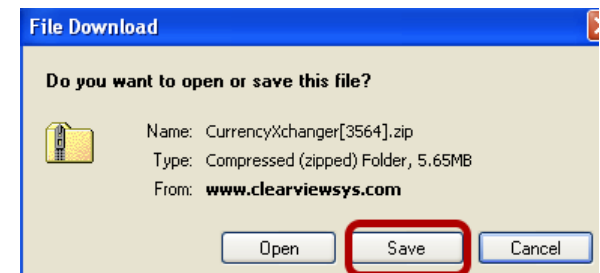
NEVER EVER TRY UPDATING THE DATABASE BEFORE BACKING UP FIRST.

Downloading the latest version

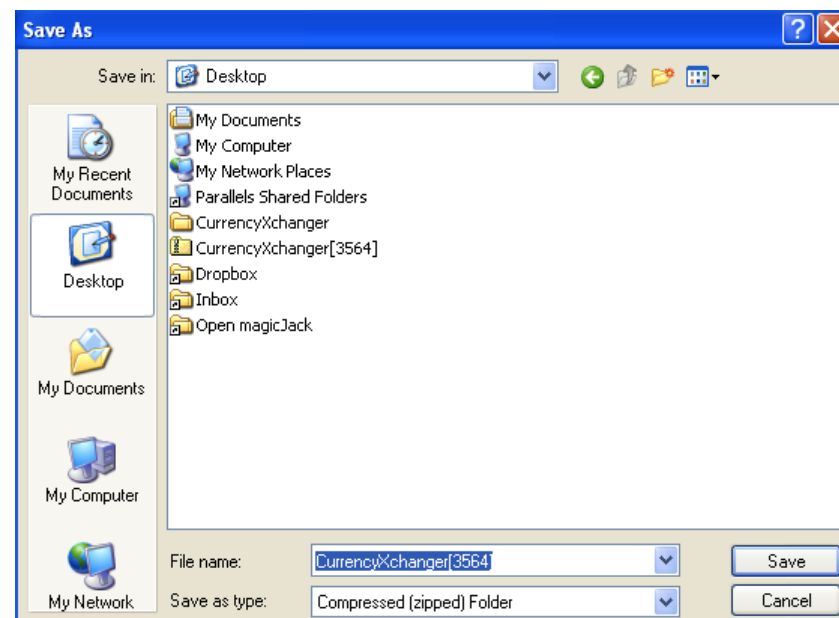
Ask Clear View Systems about the latest download URL (like the above URL) and point your browser to that URL.



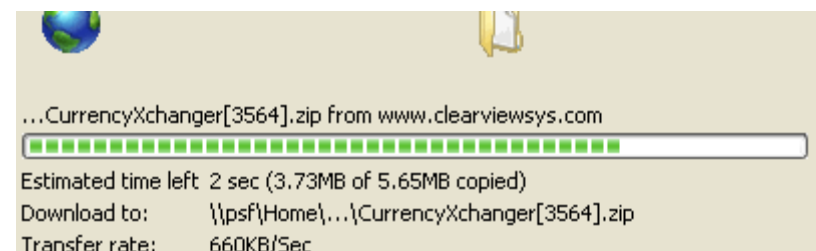
Click Save to download the latest version in zip format.



Save the latest link to the desktop or somewhere that you can immediately locate such as **the Desktop**.

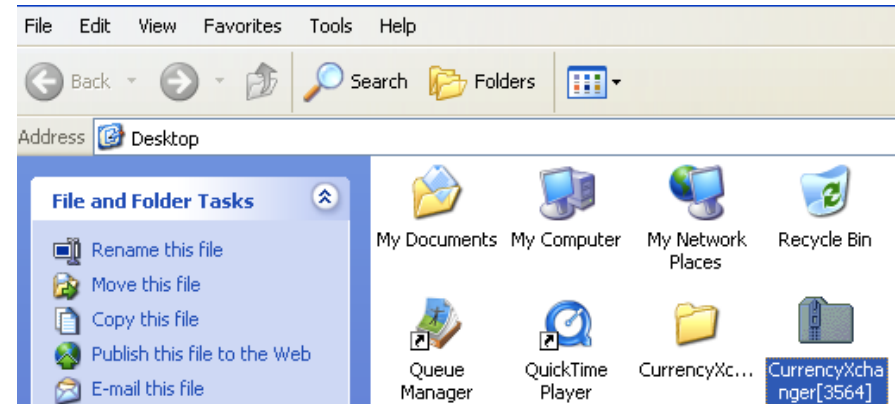


Wait a few minutes for the program to download.



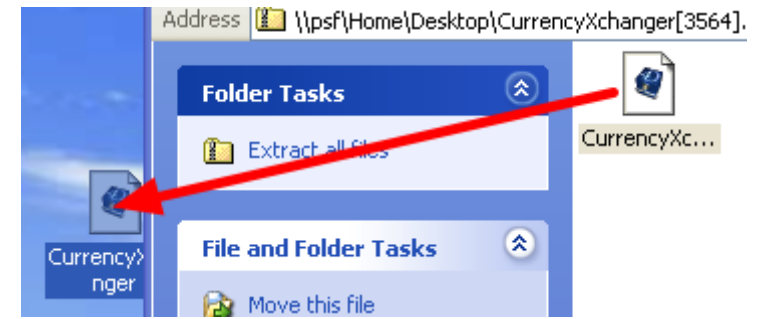
Locate the zipped folder

Double click the latest downloaded folder (in zip).



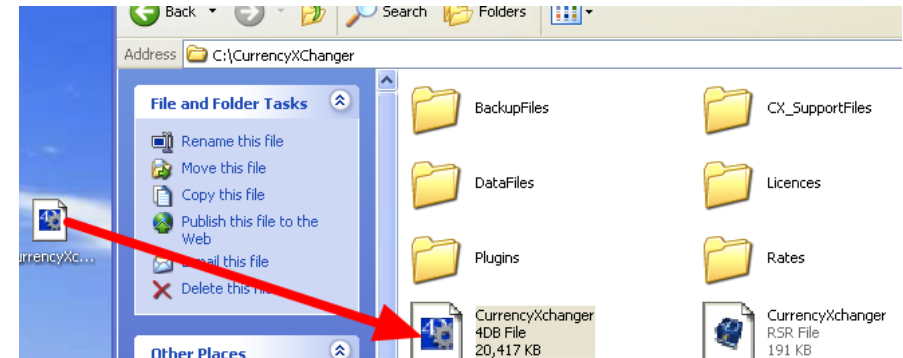
Unzip the zip folder

To unzip the folder, you could open the folder and drag and drop the compressed file out to your desktop.

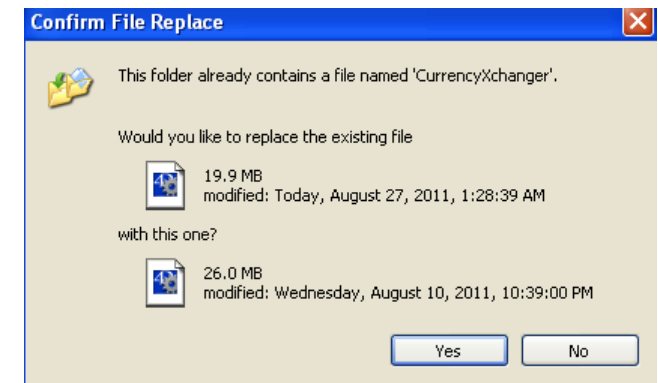


Replace the old structure file

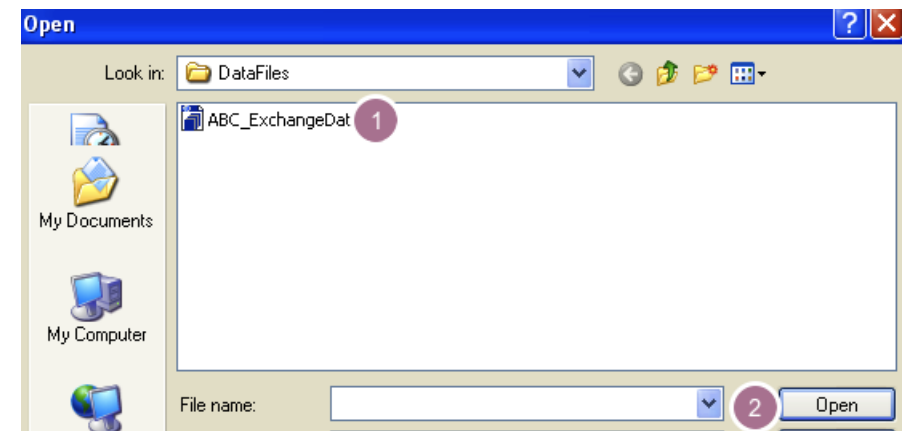
Now open the CurrencyXchanger folder and replace the CurrencyXchanger.4DB file with the new one on the desktop. Just drag and drop the file into the folder.



You should see a confirmation window pop up to make sure that you are replacing the old structure file with the new one. For this process to work 4D Runtime and/or 4D Server must be closed, or else the datafile may become locked.



After you run the new program, by opening the CurrencyXchanger shortcut, you will be prompted to reselect the datafile.



Create a new LogFile

The log file is used to write all changes to the database since the last backup.

Create a new log file by clicking the 'New...' button

Click Save to save the logfile inside the DataFiles folder.

Alert



The correct Log File for this data file could not be found. Try to find it. If you cannot find the Log File, make a full backup of the data before creating a Log File.

name: ▼ Open

s of type: ▼ Cancel

New...

File name: ▼ Save

Save as type: ▼ Cancel

Backup

After creating a log file, a message will pop up on the screen to ask you to backup. Click OK to backup. Refer to the backup section to see how to configure your backup.



You need to backup your database before you can create a Log File. Click OK to start the backup.

Login page

Once you have upgraded the system, the password for the administrator will be reset to **'admin'** (lowercase).



The image shows a 'User Identification' dialog box. It has a blue title bar with the text 'User Identification'. Below the title bar is a logo consisting of a blue cube with a white '4D' on it and a grey gear. To the right of the logo is the text 'User Identification'. Below this is a section labeled 'User List' containing a list box with four items: 'Administrator', 'Designer', 'Support', and 'User'. The 'Administrator' item is selected and highlighted in blue. Below the list box is a section labeled 'Password' containing a single-line text input field. At the bottom right of the dialog box are two buttons: 'Cancel' and 'Connect'.

User List
Administrator
Designer
Support
User

Password

Cancel Connect

Verify the upgrade version

Check the upgrade version on the top left to see if your upgrade was successful. The number 3.564 is the version that is running.



Create a machine profile

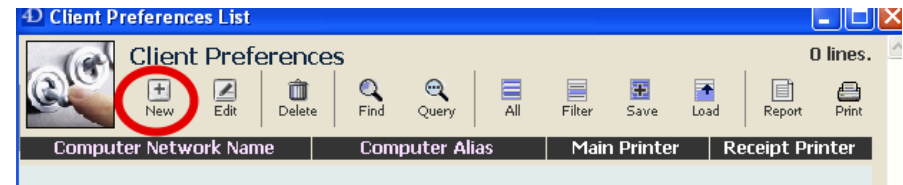
After you startup the new version, the version will ask you to create a computer profile (preference file).



Alert

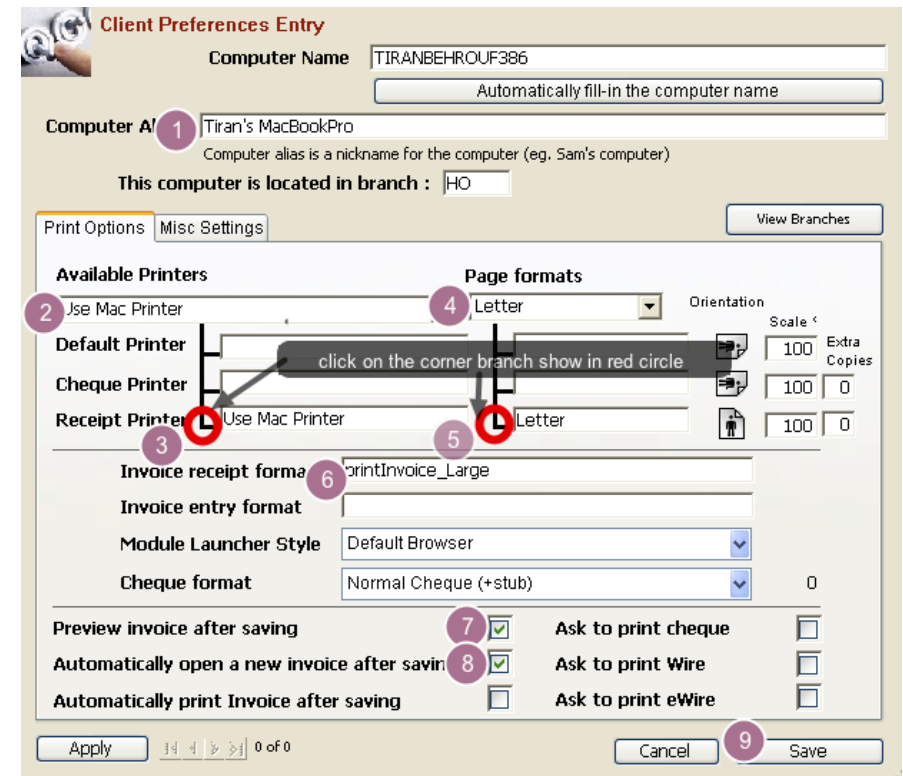
This machine (TIRANBEHROUF386) does not have a preference profile. Please create a profile before continuing. Once you have created a new profile, please restart the program.

Create a new machine profile

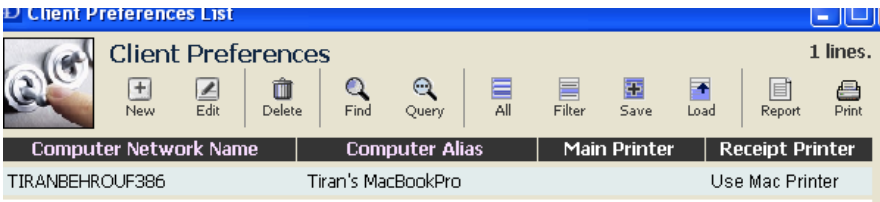


Setup the client preferences

Create a workstation (computer) preference profile and save. Fill in the preference as per your personal preference. The above screenshot is just a sample. Follow the steps as shown in the above screenshot (**It's important the you follow step 2 to 5 in the exact order**).



You could review the preference profile of the machine by double clicking on the line. You could also highlight and click edit to change it.



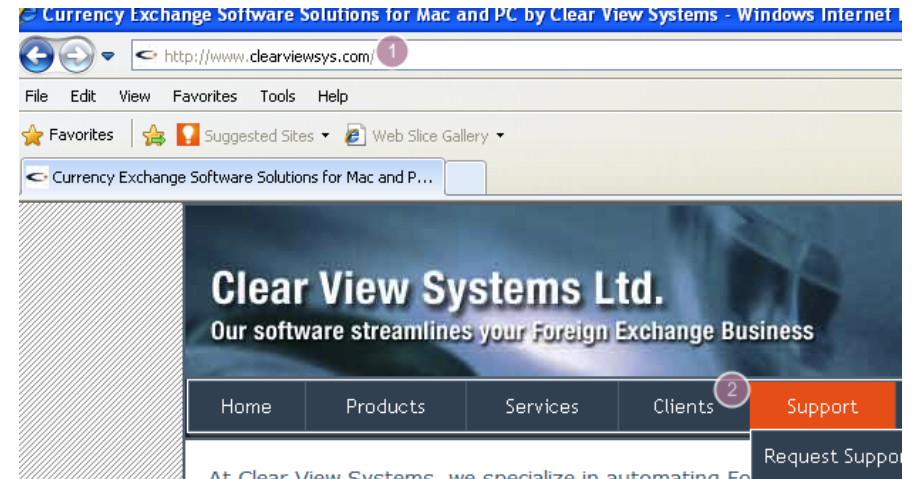
Additional Programs to Install

Installing TeamViewer QS

Downloading and installing TeamViewer QuickSupport. TeamViewer QuickSupport is a secure remote access application which is FREE and has great advantages in speed and functions compared to other solutions like PCanywhere, VNC, rAdmin. The package is very small, running immediately.

Go to ClearViewSys.com

Go to www.clearviewsys.com and click 'Support' without selecting the submenus.



Click the Remote Support

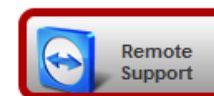
Click the Remote Support button to download TeamViewer QS.



Picture of Elizabeth Henry during a live training session.

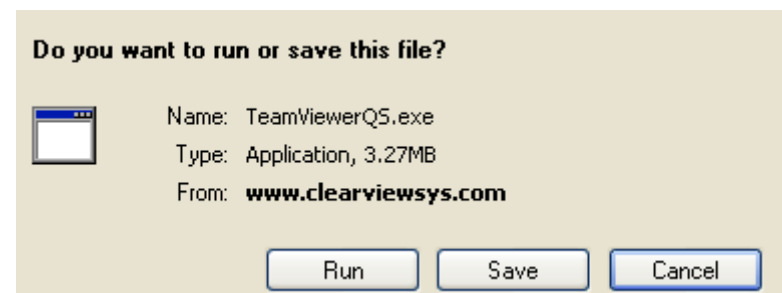
Ask for remote support...

If you need help with our products or services, please feel free to call us anytime. Our technical support team can remotely connect and troubleshoot any problem related to CurrencyXchanger. Once you contacted us for support, please click the link below and provide us with your TeamViewer ID and password.



Save to desktop

Save the file on your desktop



Run TeamViewer QS



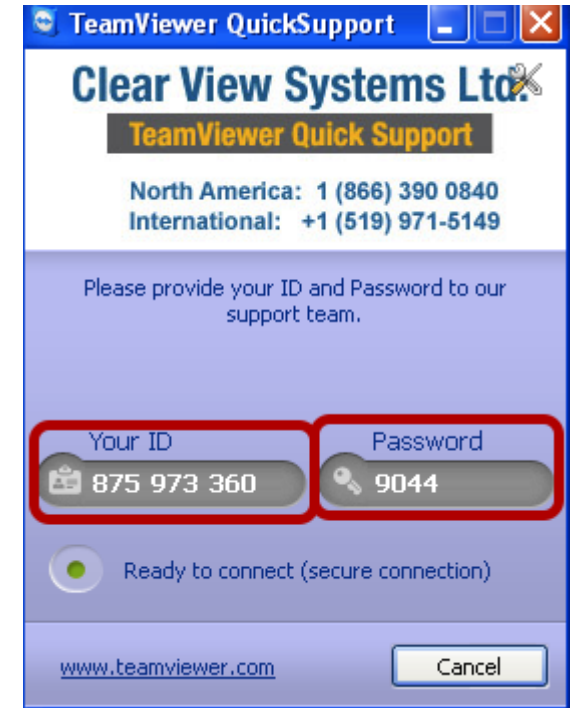
Accept the disclaimer

Read and accept the disclaimer



Provide ID and Password

You need to provide your TeamViewer ID and Password to Clear View Systems technicians everytime you need help with the system. They can temporarily connect and solve any issues related to CurrencyXchanger.



TeamViewer QuickSupport

Clear View Systems Ltd.

TeamViewer QuickSupport

North America: 1 (866) 390 0840
International: +1 (519) 971-5149

Please provide your ID and Password to our support team.

Your ID: 875 973 360

Password: 9044

Ready to connect (secure connection)

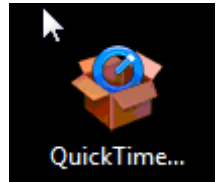
www.teamviewer.com Cancel

Installing Quicktime

It is necessary to install quicktime before using CurrencyXchanger. The quicktime engine is used by the database to decode pictures and graphs.

Download quicktime

Goto to www.quicktime.com and download the installer.



Run Quicktime Installer

Run the installer.

Do you want to run this file?



Name: [C:\Users\abe\Desktop\QuickTimeInstaller.exe](#)

Publisher: [Apple Inc.](#)

Type: Application

From: C:\Users\abe\Desktop\QuickTimeInstaller.exe

Run

Cancel

Install

Follow the instruction for installation.

- ☐ Install Desktop shortcuts
- ☐ Automatically update QuickTime and other Apple Software

Destination Folder



C:\Program Files (x86)\QuickTime\

Change...

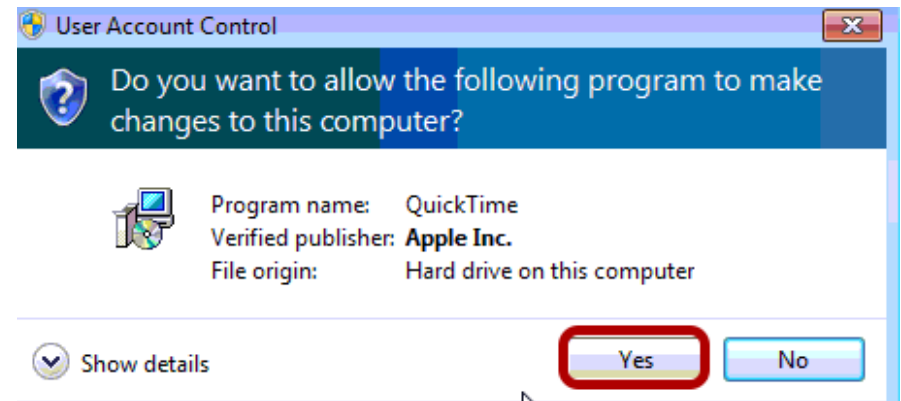
< Back

Install

Cancel

Accept the warning

Allow Quicktime to make changes to your computer



Initial Setup

Creating a client (workstation) profile

The first time you upgrade the software and run CurrencyXchanger, the system may complain that you need to create a machine profile.

System complains about your computer profile

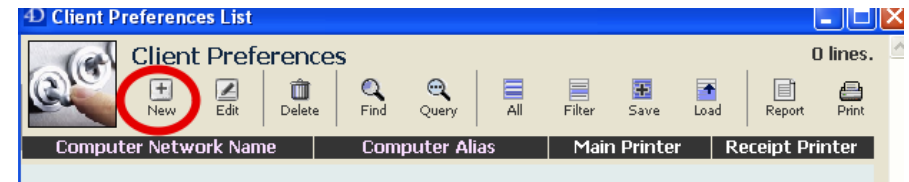
After you startup the new version, the system will complain about the lack of a computer profile and will ask you to create one (preference file). When you click OK the client preferences module will open automatically.



Alert

This machine (TIRANBEHROUF386) does not have a preference profile. Please create a profile before continuing. Once you have created a new profile, please restart the program.

Create a new machine profile



Setup the client preferences

Create a workstation (computer) preference profile and save. Fill in the preference as per your personal preference. The above screenshot is just a sample.

Client Preferences Entry

Computer Name: TIRANBEHROUF386

Computer Alias: Tiran's MacBookPro

Computer alias is a nickname for the computer (eg. Sam's computer)

This computer is located in branch: HO

Print Options | Misc Settings | View Branches

Available Printers

2 Use Mac Printer

Page formats

4 Letter

Orientation: Portrait

Scale: 100

Extra Copies: 0

3 Receipt Printer: Use Mac Printer

5 Letter

6 printInvoice_Large

Invoice entry format: Default Browser

Module Launcher Style: Normal Cheque (+stub)

Cheque format: Normal Cheque (+stub)

Preview invoice after saving: ☒

Automatically open a new invoice after saving: ☒

Automatically print Invoice after saving: ☐

7 Ask to print cheque: ☒

8 Ask to print Wire: ☐

Ask to print eWire: ☐

Apply | 0 of 0 | Cancel | 9 Save

Review

You could review the preference profile of the machine by double clicking on the line. You could also highlight and click edit to change it.

Client Preferences List

1 lines.

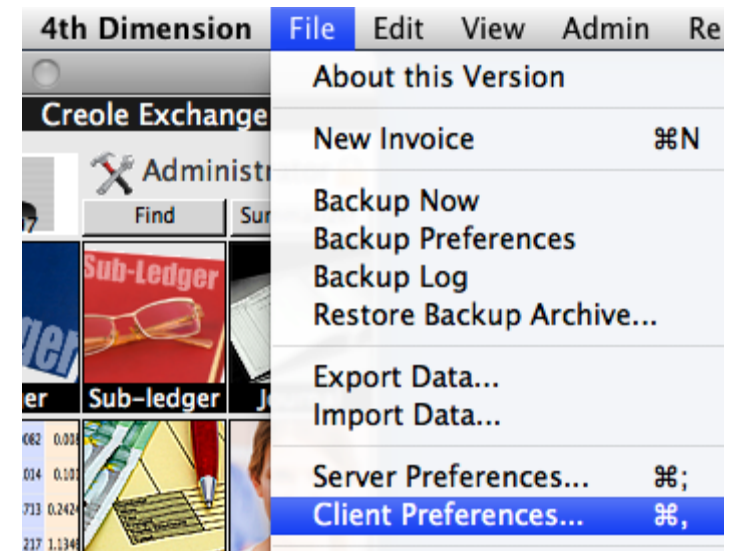
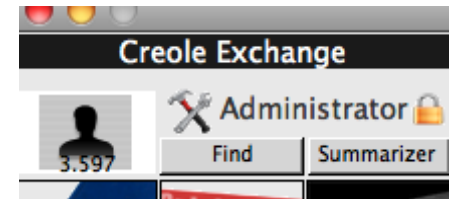
Computer Network Name	Computer Alias	Main Printer	Receipt Printer
TIRANBEHROUF386	Tiran's MacBookPro	Use Mac Printer	Use Mac Printer

Setting up different print formats

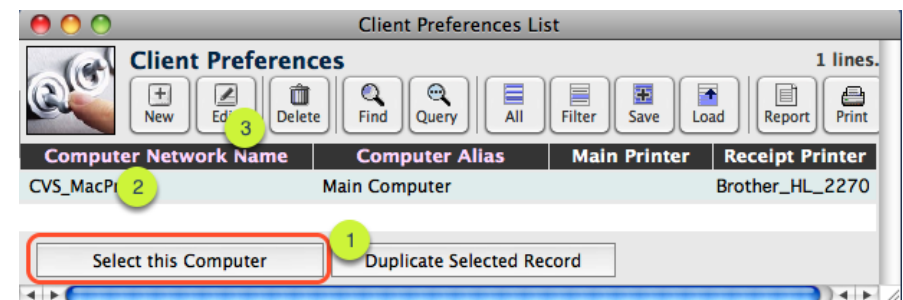
This lesson shows how to change the printing style for the invoices.

Make sure you are signed in as administrator.

Go to Client preferences



- 1) First select this computer by pressing the button in the bottom of the page.
- 2) Highlight the computer by clicking on it
- 3) Click edit to change the computer preference profile (also known as the client preferences)



When you click on the Invoice receipt format, it will give you a list of preformatted receipts which you can pick from.

Client Preferences Entry

Computer Name: CVS_MacPro
Automatically fill-in the computer name

Computer Alias: Main Computer
Computer alias is a nickname for the computer (eg. Sam's computer)

This computer is located in branch: HO Head Office

Print Options | Misc Settings | View Branches

Available Printers

	Default Printer	Cheque Printer	Receipt Printer
			Brother_HL_2270DW_series

Page formats

	Page formats	Orientation	Scale %	Extra Copies
Invoice receipt format	printInvoice_Large	Portrait	100	0
Invoice entry format		Portrait	100	0
Module Launcher Style	Default Browser			
Cheque format	Computer Cheques (amount / name)			2

Preview invoice after saving ☒ Ask to print cheque ☐
Automatically open a new invoice after saving ☐ Ask to print Wire ☐
Automatically print Invoice after saving ☐ Ask to print eWire ☐

Apply | 1 of 1 | Cancel | Save

Select a print format that you like.

Items in list InvoicePrintForms

- printInvoice
- printInvoice_FullInfo
- printInvoice_Thermal
- printInvoice_Thermal_FR
- printInvoice_Thermal_SEK
- printInvoice_Thermal_Simple
- printInvoice_Medium
- printInvoice_Headerless
- printInvoice_Large
- printInvoice_Large_FR
- printInvoice_Large_AAB

Modify | Cancel | OK

Sample invoice formats

This is an example of a large format print



Creole Exchange
Maison De Mahe | P.O Box 356
Victoria, Mahe
Tel +248 4297 140 Fax

Thursday, April 26, 2012

22:01:53

Invoice No **HOINV10036**

Walk-in Customer

Customer ID 000

Sold to customer

(300.00) EUR



Cash-EUR-01

Rate: 19

Inv. rate: 0.0526315

Local Currency: (5,700.00)

Paid 300.00 Euro (Euro Member Countries) in cash

Received from customer

5,700.00 SCR



Cash-SCR-01

Rate: 1

Received 5,700.00 Rupees in cash

This is a sample print of the "printinvoice_thermal" format. As you can see, the flags are not showing.

Creole Exchange

Maison De Mahe I P.O Box 356
Victoria, Mahe
+248 4297 140

HOINV10036	4/26/12
Ryan Dancey	22:01:53
Printed on 5/2/12 at 01:01:54	
Walk-in Customer	000

Sold to customer
(300.00) EUR

Rate 19
Inv. Rate 0.0526315
= Local (5,700.00)

Paid 300.00 Euro (Euro Member Countries)
in cash

Received from customer
5,700.00 SCR

Received 5,700.00 Rupees in cash

Please verify your receipt and money before
leaving the counter.
Please come back soon.

Powered by CurrencyXchanger

Setup the Company Profile

The following steps are necessary before you could use the system. After you have installed the program, run it in standalone mode (using 4D Runtime Interpreted as the helper application).

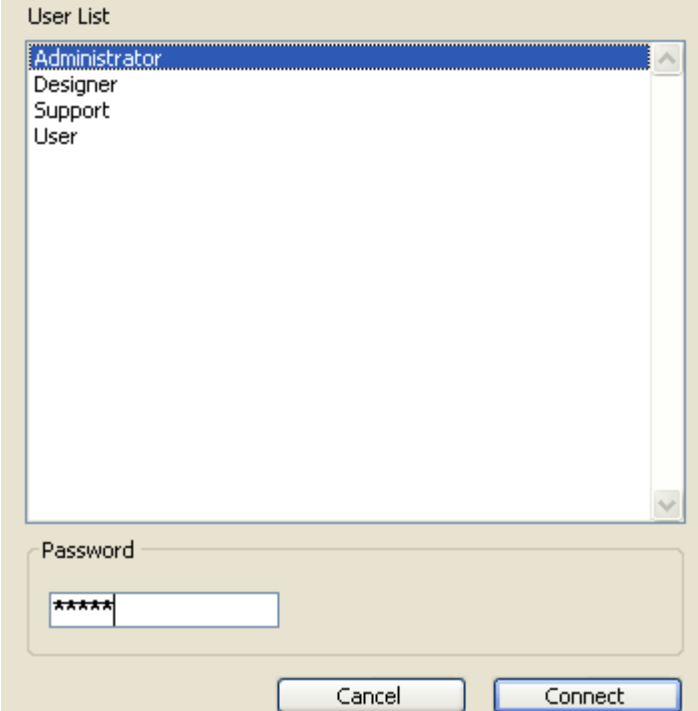
Open CurrencyXchanger

Double click the CurrencyXchanger shortcut that you previously made.



Login as administrator

Once again login using the Administrator. The default password is 'admin' (lower case).



The image shows a 'User List' dialog box with a list of users and a password field.

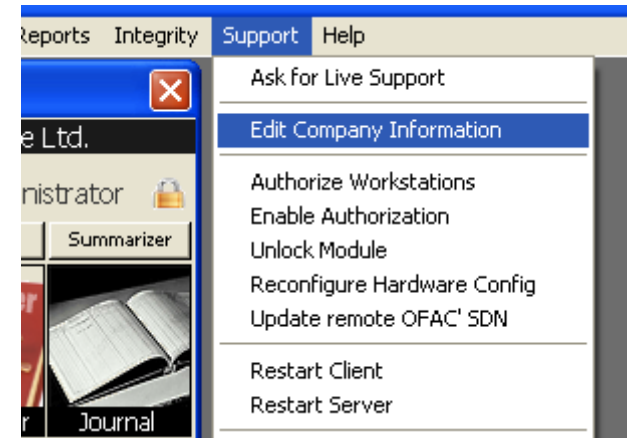
User List
Administrator
Designer
Support
User

Below the list is a 'Password' field with a masked input (stars) and a 'Connect' button.

Cancel Connect

Edit the company profile

Click on the Support menu and select 'Edit Company Information'.



Setup the company profile

Enter the company information. The Client Code and Client Key should be requested from your Vendor or Clear View Systems. You could temporarily enter 'Demo' and 'DemoKey' and Save.

Please enter or edit your business information



<- Copy a logo from an image editor program (Control+C) and Paste your logo here (use Control+V to paste)

You could paste your company logo in this box using CTRL V

Company Name

Local Currency Code e.g. USD, CAD, SEK, MXN, etc...

Branch Address

Branch City/State/Zip

Country

Main Company Email

Branch Phone 1

Branch Phone 2

Branch Main Fax

Website Address

Time Zone e.g. Pacific (or PST, or GMT-8)

Organization No

Root Folder Path

XML Publish Folder

Client Code

Client Key

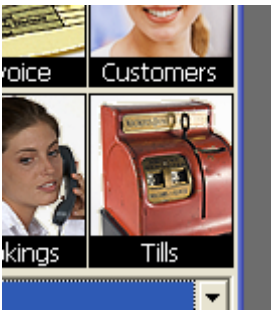
Branch ID Branch ID is for multi-branch companies only, e.g. B1

Signing-in with a till

The following steps are necessary before you could use the system. After you have installed the program, run it in standalone mode (using 4D Runtime Interpreted as the helper application).

The Tills module

Before you could enter an invoice, you should login with a Till. Open the Tills module.



Safe Deposit

You should see a cash register called 'safe deposit' without any signed-In users. Double click the line.

Cash Register Machines List			
<div><div></div><div>Cash Register Machines</div><div>1 lines.</div></div> <div><div></div>New<div></div>Edit<div></div>Delete<div></div>Find<div></div>Query<div></div>All<div></div>Filter<div></div>Save<div></div>Load<div></div>Report<div></div>Print</div>			
Cash Register Alias	Signed In User		Sign In Date
00 Safe Deposit <input type="checkbox"/> Admin	<input checked="" type="checkbox"/> Auto Cash		00/00/00

Sign in

Click the 'Sign In' button and then close the window.

Cash Register Machines			
<div><div></div><div><div><div>1 of 1</div><div><div></div><div><input type="text"/></div></div></div><div><input type="checkbox"/> Admin Only<input type="checkbox"/> Show All Denominations</div></div></div>			
ID	User Signed in with this Till	Sign In Date	Sign In Time
00	Administrator	08/31/2011	08:20:12
<div><div>Sign Out</div><div>Sign In</div></div>			
Cash Accounts	Cash In	Cash Out	Cash Balance


Who is signed-in with the Safe Deposit?

You should now see Administrator as a signed in user.

Cash Register Machines			1 lines.
	 New	 Edit	 Delete
 Find	 Query	 All	 Filter
 Save	 Load	 Report	 Print
Cash Register Alias		Signed In User	Sign In Date
00	Safe Deposit <input type="checkbox"/> Admin	Administrator <input checked="" type="checkbox"/> Auto Cash	08/31/2011

Edit the till

Click the Till 00 and then press 'Edit'. Make sure that you check the 'automatically create all cash accounts...'. This feature will allow the system to automatically create cash accounts for every new currency that is added to the system.

 **Cash Register Machines Entry**

Till ID

00

Please use 02, 03, etc format

Name of Till

Safe Deposit

☐ Share this Till among all users

☐ Reserve this Till for Administrator only

☒ Automatically create all cash accounts for this till

User Signed in with this Till

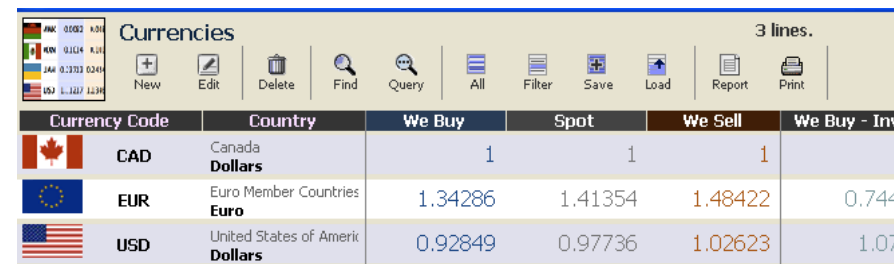
Administrator

Cancel

Save

Create some currencies

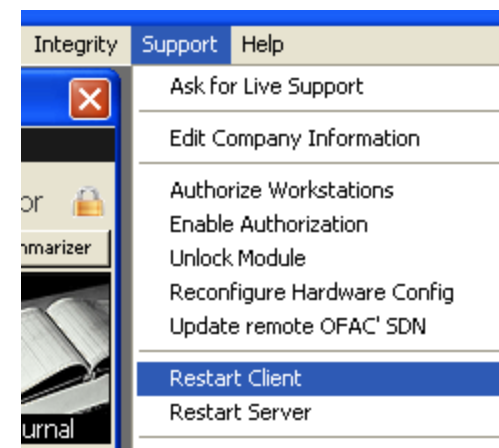
Add some currencies into the system. Please refer to the user manual if you don't know how to do this step.



Currency Code	Country	We Buy	Spot	We Sell	We Buy - Inv
CAD	Canada Dollars	1	1	1	
EUR	Euro Member Countries Euro	1.34286	1.41354	1.48422	0.744
USD	United States of America Dollars	0.92849	0.97736	1.02623	1.07

Restart Client

After you done, select 'restart client' from the support menu or simple quite the program and reopen it. Now you should be ready for entering transactions.

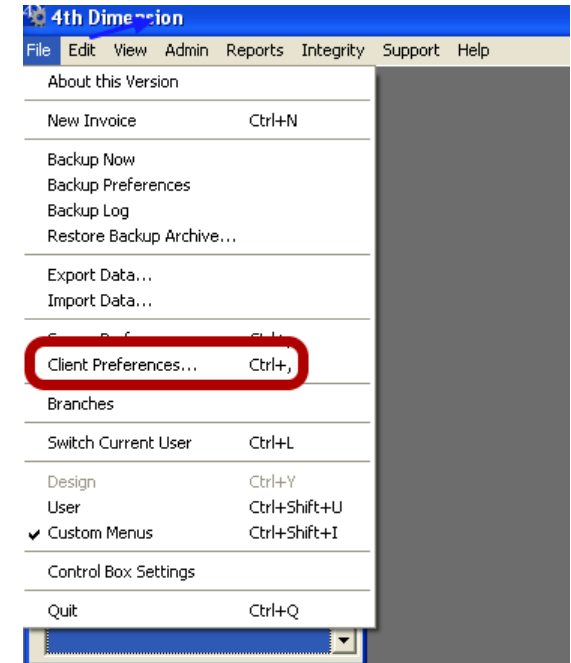


Client Preferences

When CurrencyXchanger is running on multiple computers, it is said to be running in a Client/Server environment. The Server is the main computer that stores all the data. The Clients are the workstations that execute the program. Each computer must have a "Client Profile" where the administrator defined specific settings of that computer. We briefly explained this step in a previous lesson.

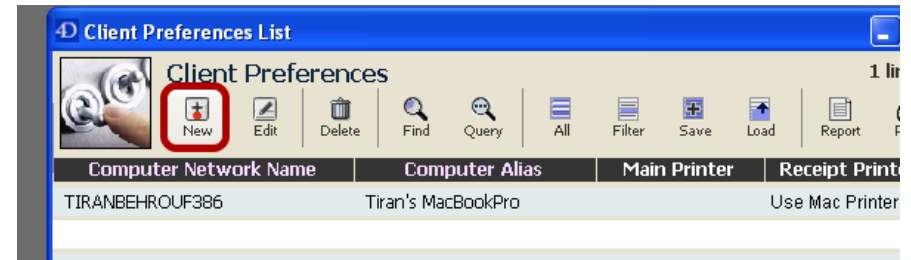
Changing the Client Preferences

Go to File on your tool bar and select Client Preferences from the drop down menu.



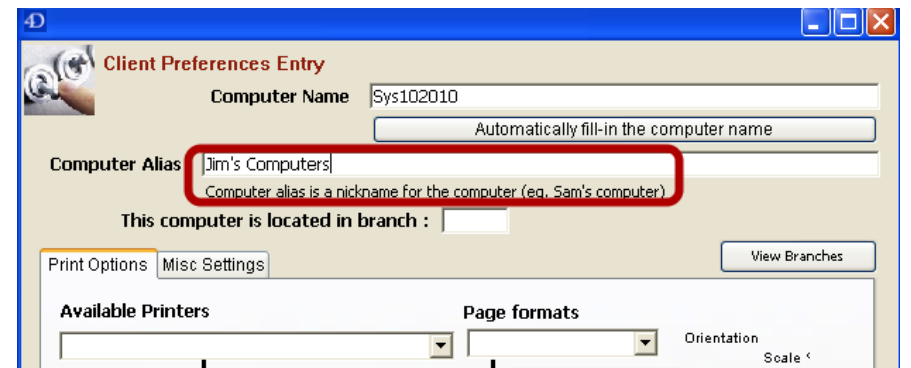
Creating a new profile for the computer

Click on New in the tool bar.



The Client Preferences Entry

1 - Enter in the workstation alias (user name or computer name) you wish to set up.



Pick a branch and a printer

- 2) If you run a multi-branch operation make sure to assign two letters for each branch (e.g. HO for Head Office). This will determine which computer is located in which branch.
- 3) Pick a printer from the list
- 4) click on the corner of the black line to paste the printer name. You could use a different printer for each one of the options (default, cheque, receipt). However, we recommend not to use a printer for the default printer (leave it blank).
- 5) Extra copies can be set for automatic printing.

Client Preferences Entry

Computer Name: Sys102010
Automatically fill-in the computer name

Computer Alias: Jim's Computer
Computer alias is a nickname for the computer (eg. Sam's computer)

This computer is located in branch : HO

Print Options | Misc Settings | View Branches

Available Printers
Use Mac Printer

Page formats
Letter

Orientation
Portrait

Scale
100

Extra Copies
0

Setting up the printer for Receipt Printing

- 1) Pick a page format.
- 2) Click on the corner of the line to use the page format
- 3) Click on the man icon to print in portrait (vs. landscape)

Page formats

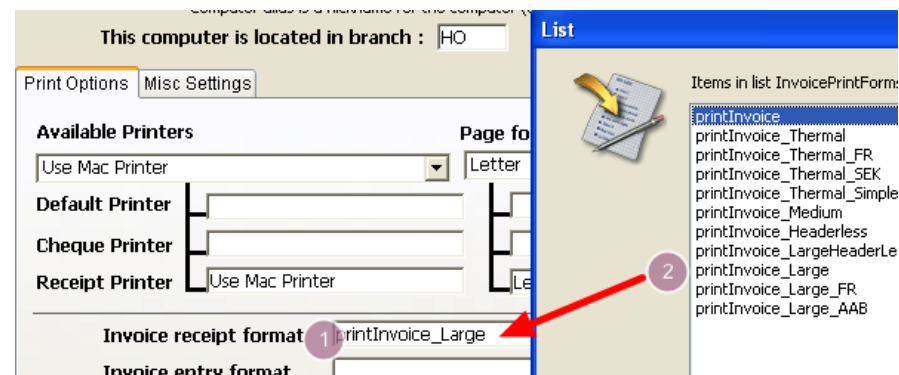
Letter

Orientation
Portrait

Scale
100

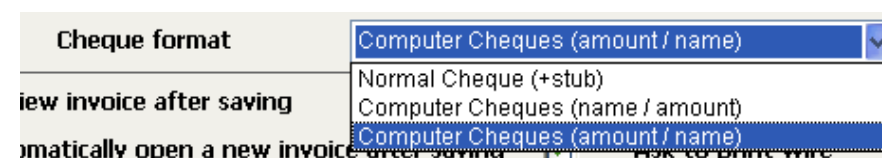
Pick a receipt format

Once you click on the Invoice receipt format and form will open to ask which format you wish to use. For larger prints use the printInvoice_Large.



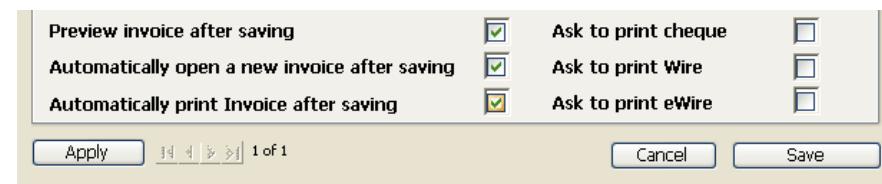
Pick a Cheque Template

If you are using computer cheque, usually you should pick the third option. This format is compatible with most new accounting cheque printing software (e.g. QuickBooks 2011)



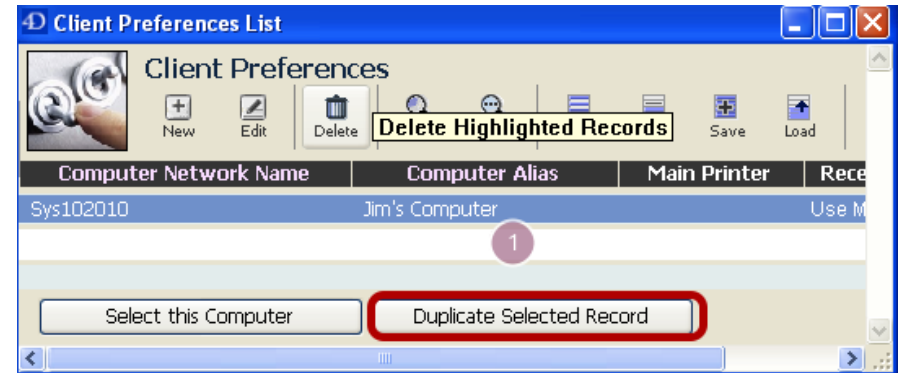
Automatic printing...

The other options could be set using the check boxes. For example, you could set the system to automatically print the invoices after saving (only on the workstation that you are editing). Once you are done, click Save.



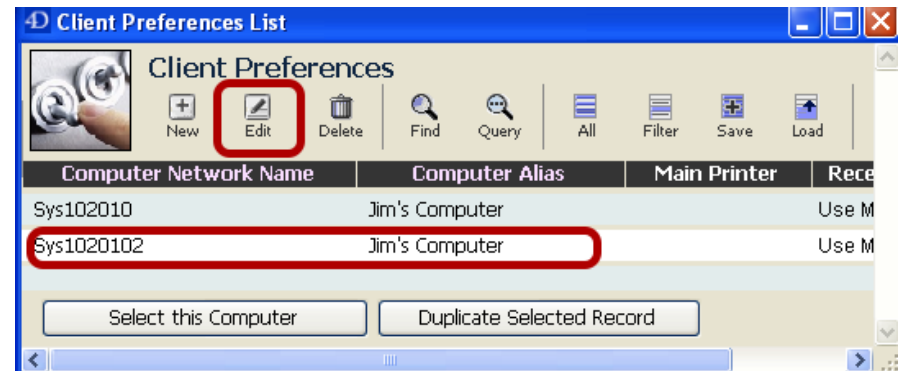
The client preference profile

Once you saved a profile, you can edit it or duplicate it. Clicking the Duplicate button will create another profile so that you can use it for another computer.



Duplicate Profile

A duplicate profile could be edited or reassigned to another computer. To Edit the profile, highlight the line and then click Edit.



Reassign the Duplicated Client Preference Profile

You can reassign another profile to the current computer by clicking on the button shown above (1). Then you could rename the computer Alias and leave everything else to be the same, or change as needed.

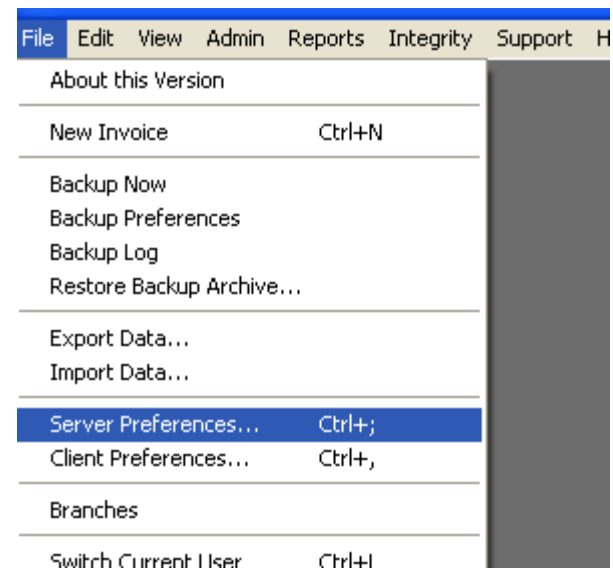
The screenshot shows the 'Client Preferences Entry' window. At the top, there's a 'Computer Name' field containing 'TIRANBEHROUF386'. A red arrow points to this field. Below it, a red circle highlights a button labeled 'Automatically fill-in the computer name'. To the right of this button is a small icon of a hand pointing. Below the 'Computer Name' field is the 'Computer Alias' field, which contains 'Jim's Computer'. A red circle with the number '2' is around the 'Computer Alias' field. Below the 'Computer Alias' field is a text box for 'This computer is located in branch :'. The window has two tabs: 'Print Options' and 'Misc Settings'. The 'Print Options' tab is active. It contains sections for 'Available Printers', 'Page formats', and 'Invoice receipt format'. The 'Available Printers' section has a dropdown menu and a list of printers: 'Default Printer', 'Cheque Printer', and 'Receipt Printer'. The 'Page formats' section has a dropdown menu set to 'Letter' and a table for 'Scale' and 'Extra Copies'. The 'Invoice receipt format' section has a dropdown menu set to 'printInvoice'. At the bottom, there are checkboxes for 'Preview invoice after saving', 'Automatically open a new invoice after saving', and 'Automatically print Invoice after saving'. There are also checkboxes for 'Ask to print cheque', 'Ask to print Wire', and 'Ask to print eWire'. The window has 'Apply', 'Cancel', and 'Save' buttons at the bottom.

Server Preferences

This section describes the Server Preferences. This option is also available in standalone mode. This is more like a global setting as opposed to a 'per computer' setting. After you have installed the system, you should make sure to check the server preferences. Compliance features are also part of this section.

Changing the Server Preferences

Select 'Server Preferences' from the file menu. This feature is also available in standalone mode.



General Settings

You could setup your default buy and sell margins in this section. It is recommended that you check the box (1) and also put a number less than 150 in field (2). If you leave the 'stop filter & queries to be 0, it will slow down your searches.

The screenshot shows the 'Server Preferences' dialog box with the 'General' tab selected. The title bar says 'Server Preferences' and the main title is 'Server Preferences (Settings will affect all computers)'. The tabs are 'General', 'FTP, Email, Internet', 'Compliance & Warnings', and 'Other Settings'. The 'General' tab contains several sections: 'Default Date Range' with 'From Date' (01/01/2011) and 'To Date' (01/01/2012); 'Default Commission Policies' with 'Buy' and 'Sell' margins set to 5%; 'Default Invoice Behaviour' with 'Buy' and 'Sell' currencies set to USD and payment method set to Cash; 'Most used currencies' with 'Currency 1' set to USD and 'Currency 2' set to EUR; 'Date Display Format' set to 'System date long' showing 'Wednesday, August 31, 2011'; 'Date Entry Format' with two options, the first selected; 'Number of Cash Registers (besides the main cash)' set to 0; 'Ask User to Sign-in with Till before creating a new Invoice' checked (marked with a red circle 1); 'Create Long Sentences by the Automatic Comment Generator' unchecked; 'Activate the Rule-based Fee Structure' unchecked; 'Default Language' set to 'English'; and 'Stop filter & queries after' set to 150 (marked with a red circle 2). At the bottom are 'Apply', 'Cancel', and 'Save Settings' buttons.

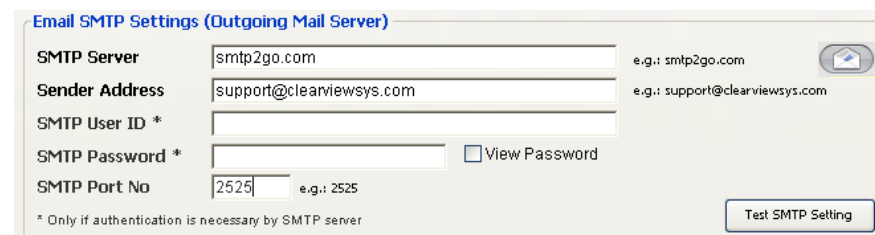
FTP Setup for publishing rates online

You can setup the FTP accounts in the second tab. You should test FTP setting to make sure that your configurations are okay.

The screenshot shows the 'Server Preferences' dialog box with the 'FTP, Email, Internet' tab selected. The title bar says 'Server Preferences' and the main title is 'Server Preferences (Settings will affect all computers)'. The tabs are 'General', 'FTP, Email, Internet', 'Compliance & Warnings', and 'Other Settings'. The 'FTP, Email, Internet' tab contains the 'FTP Server Access' section with fields for 'Host Name' (clearviewsys.com), 'User Name' (altour), 'Password' (masked with asterisks), 'Ftp Server path' (/), and 'FTP Port No' (2000). There is a 'View Password' checkbox. Below these fields is a checked checkbox for 'Automatically Upload XML rates to FTP Server' and a 'Test FTP Setting' button. A note at the bottom says 'This is the server to publish the rates, news, xml feeds, etc...'. The 'Compliance & Warnings' tab is also visible.

Outgoing Mail Server (SMTP)

The outgoing mail server is needed to send important notifications (such as backup failure or license expiry notices) to the administrator. The administrator email and cell phone should be entered as shown in the next screenshot.



Email SMTP Settings (Outgoing Mail Server)

SMTP Server: e.g.: smtp2go.com

Sender Address: e.g.: support@clearviewsys.com

SMTP User ID *:

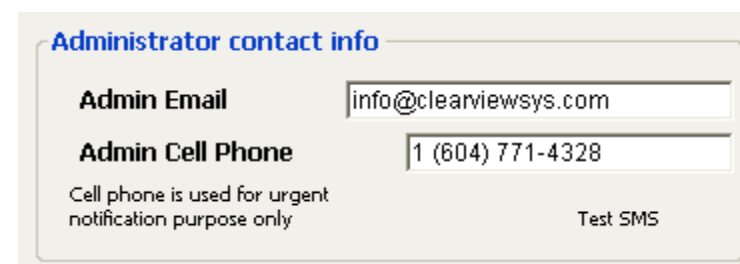
SMTP Password *: ☐ View Password

SMTP Port No: e.g.: 2525

* Only if authentication is necessary by SMTP server

Administrator Email

You should enter your email and cell phone to be notified when something goes wrong.



Administrator contact info

Admin Email:

Admin Cell Phone:

Cell phone is used for urgent notification purpose only

Rate Update Frequency

This part is for setting up automatic updates by the server (or standalone).



Rate Update and Publish Frequency

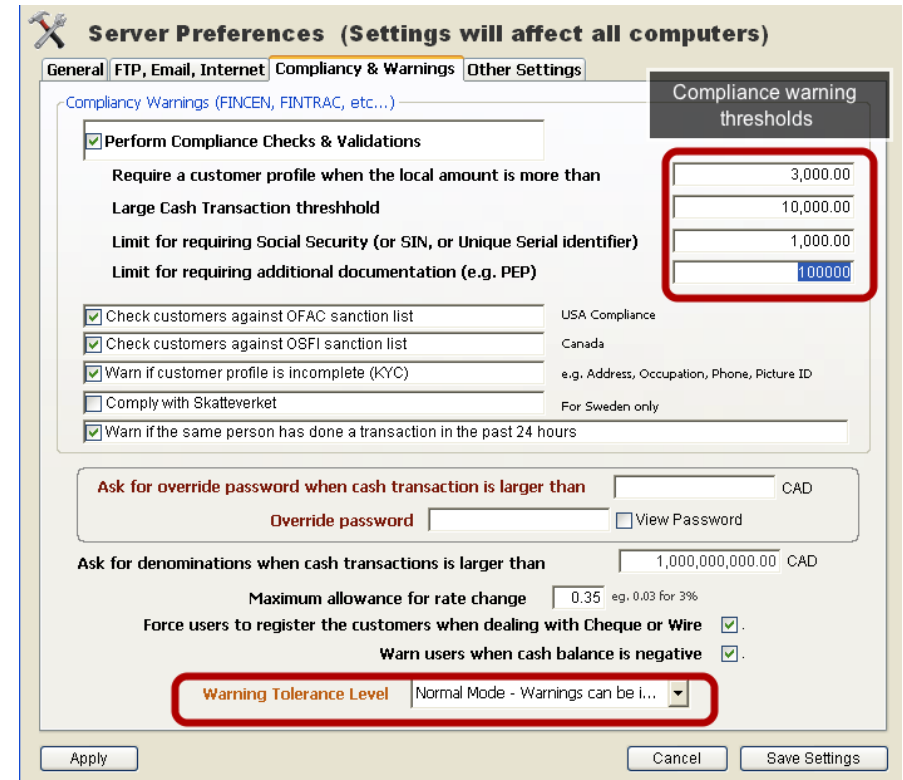
Rate Update Period (in mins):

Min Update in minutes:

☒ Automatic Refresh Rates On By Default

Compliance and Warnings

The third tab in the Server Preferences panel is used to setup warning level and AML Compliance thresholds. If you want the warnings to be displayed, make sure that you set the Warning Tolerance Level to Normal mode.



Server Preferences (Settings will affect all computers)

General FTP, Email, Internet **Compliance & Warnings** Other Settings

Compliance Warnings (FINCEN, FINTRAC, etc...)

☒ Perform Compliance Checks & Validations

Require a customer profile when the local amount is more than

Large Cash Transaction threshold

Limit for requiring Social Security (or SIN, or Unique Serial identifier)

Limit for requiring additional documentation (e.g. PEP)

☒ Check customers against OFAC sanction list USA Compliance

☒ Check customers against OSFI sanction list Canada

☒ Warn if customer profile is incomplete (KYC) e.g. Address, Occupation, Phone, Picture ID

☐ Comply with Skatteverket For Sweden only

☒ Warn if the same person has done a transaction in the past 24 hours

Ask for override password when cash transaction is larger than CAD

Override password ☐ View Password

Ask for denominations when cash transactions is larger than 1,000,000,000.00 CAD

Maximum allowance for rate change 0.35 eg. 0.03 for 3%

Force users to register the customers when dealing with Cheque or Wire ☒

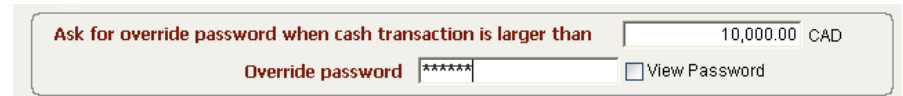
Warn users when cash balance is negative ☒

Warning Tolerance Level Normal Mode - Warnings can be i...

Apply Cancel Save Settings

Override password

You can set the system to require a password when there is an incoming cash larger than a set amount. For example, in some banks normal users are not allowed to accept over 5000 cash, in which case, an administrator or a manager could bypass that. This password can be different from the administrator's own password so that it can be given away to managers.



Ask for override password when cash transaction is larger than 10,000.00 CAD

Override password ***** ☐ View Password

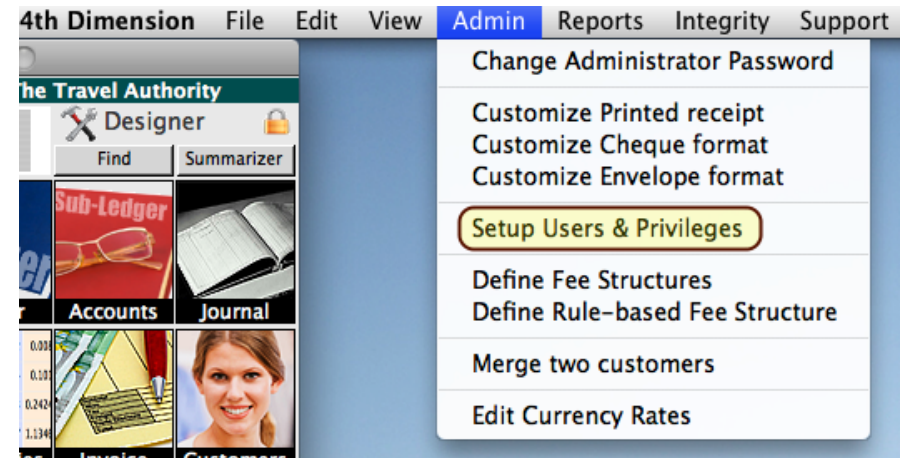
Users & Privileges

Setting Up Users and Privileges

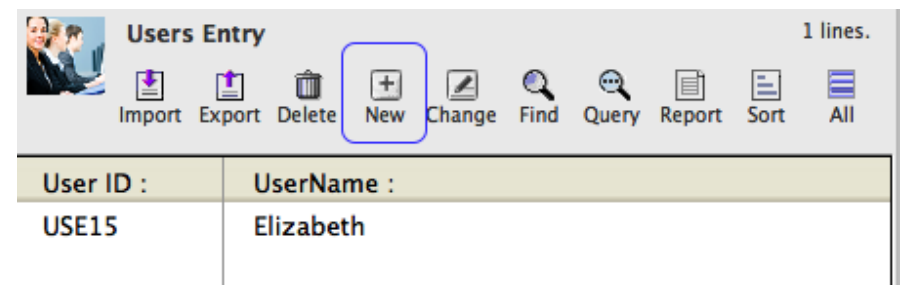
One of the jobs of an administrator is to setup the users accounts. Each user may have a different set of privileges depending on his or her role in the office. For example, an accountant may need to setup accounts, check the balance of accounts, print profit reports, and enter transactions. Whereas, a front desk clerk may not need to access the

Adding new users and assigning privileges

Make sure you are logged in as the Administrator. Go to Admin on your tool bar and select Setup Users & privileges from the drop down menu.



Click New from the tool bar to create a new user.



Entering the privileges

1. Enter in the users name and password. You can also enter a reminder in case the user misses entering the password more than 3 times.
2. If this user is allowed to modify exchange rates, check the appropriate box and then you can then set what percentage the user can change the exchange rate in the invoice.
3. Simply check the boxes to allow the user to have access to different reports and special features (such as printing cheques).
4. The "Default Privileges" refer to the user's access level to each module. In the above snapshot, the user is given the privilege to VIEW, CREATE, MODIFY, and PRINT from all modules. However the user is not allowed to DELETE any record.

Users Entry

User # : USE14

1 User Name : Tiran

Password : ☐ View Password

Password Reminder : Name of my first dog

2 ☒ Allow user to modify exchange rates
 Percentage allowed to modify rates : 0.02 e.g. 0.01 for 1%

3 ☒ Allowed to edit fees and commissions in invoice

☒ This user is a Manager Managers can print all reports

☒ Allowed to Transfer funds between accounts

☐ Allowed to Reconcile Accounts

☒ Allowed To Print Cheques

☐ Allowed To View Profits/Loss

☒ Allowed To Print Reports

Table #	Module Name
1	Cheques
2	BLACKLIST_IND
3	Customers
4	PictureIDs

Add an exception for a module Delete Row

Table No	Table Name	View	Create	Modify	Delete	Print
4	0 Default privileges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Table No. '0' is the default privilege that you want the user to have. Other lines are the exceptions

Apply 1 of 3 Cancel Save

Adding Exceptions

Sometimes you want to have an exception with the user's access to some modules. For example if we need to add a special case for the Customers module, then we should:

1. Select the module that we need to add the exception for from the module's list (in this case the Customers module)
2. Click Add an Exception
3. The Exception will be add to the table below. Now we need to set the privileges for the Customers module only.

When you add an exception, then you need to specify the privileges of the user's access on that particular module (Table). Exceptions always override the default privilege. In this case, the user is not allowed to create, modify, nor delete anything from the Currencies module. However, the user has full access to the Customers module.

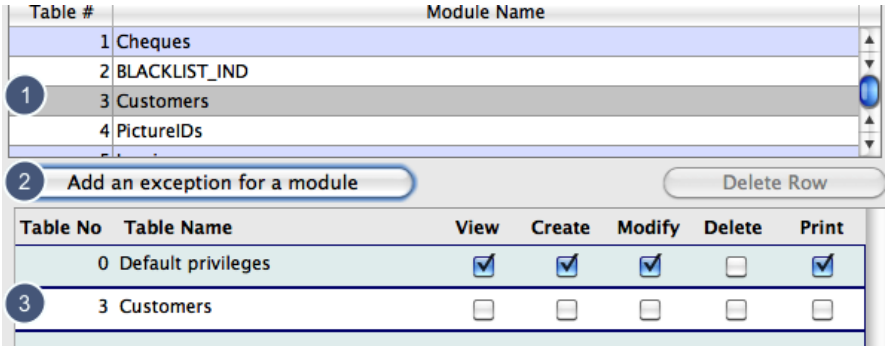


Table #	Module Name
1	Cheques
2	BLACKLIST_IND
3	Customers
4	PictureIDs

1 Add an exception for a module Delete Row

Table No	Table Name	View	Create	Modify	Delete	Print
0	Default privileges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

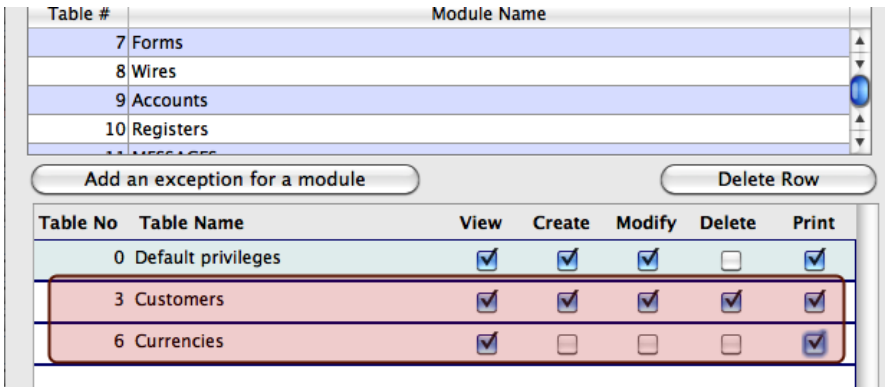


Table #	Module Name
7	Forms
8	Wires
9	Accounts
10	Registers

Add an exception for a module Delete Row

Table No	Table Name	View	Create	Modify	Delete	Print
0	Default privileges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Customers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Currencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Once you have set the user's privileges, you should save the settings.

Users Entry

User # : USE14 User Name :

Password : ☐ View Password

Password Reminder :

☒ Allow user to modify exchange rates
Percentage allowed to modify rates : e.g. 0.01 for 1%

☒ Allowed to edit fees and commissions in invoice

☒ This user is a Manager Managers can print all reports

☒ Allowed to Transfer funds between accounts

☐ Allowed to Reconcile Accounts

☒ Allowed To Print Cheques

☐ Allowed To View Profits/Loss

☒ Allowed To Print Reports

Table #	Module Name
7	Forms
8	Wires
9	Accounts
10	Registers

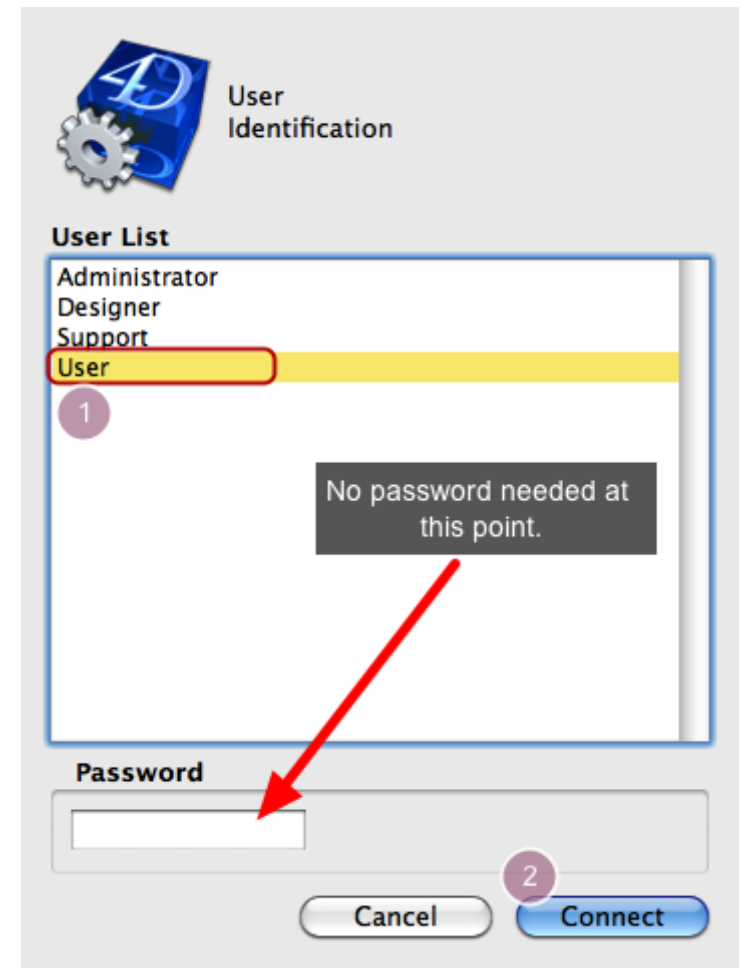
Table No	Table Name	View	Create	Modify	Delete	Print
0	Default privileges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Customers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Currencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Table No. '0' is the default privilege that you want the user to have. Other lines are the exceptions !

1 of 3

How to login as a normal user?

When you first login to the system, select 'User' from the User List panel and click 'Connect' (or enter). Make sure you don't enter any password at this stage.



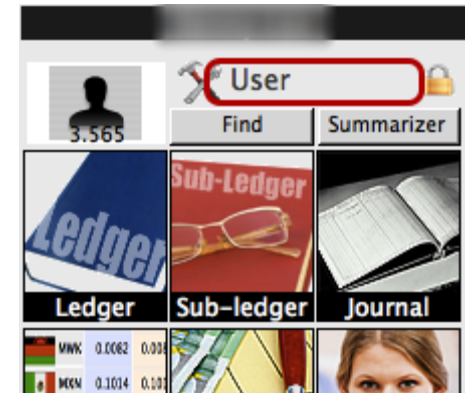
Pick the user, enter the password and then enter (or click 'Login').



Switching the current user

This section describes how to sign in as a different user without restarting the application.

Click on the user name as marked in the screenshot.



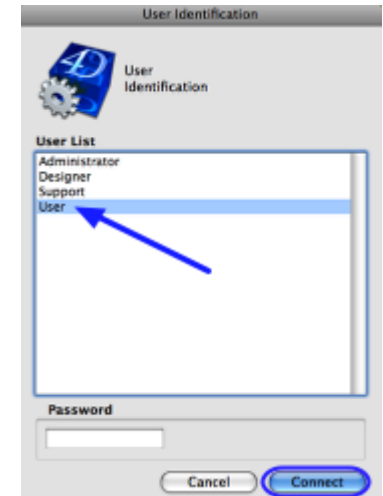
Alternatively, you could go to File menu and select Switch Current User from the drop down menu. You can also use the CTRL+L shortcut on Windows (CMD+L on Mac).

You may also click on the name of the current signed-in user to switch (as shown in the previous step).



Signing in as a non-administrator user

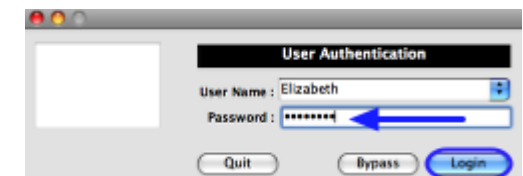
All users besides the administrator should select the "User" option to sign in. Select User and leave the Password blank, then click on Connect.



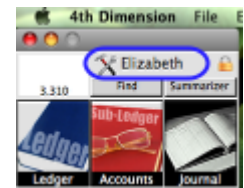
Choose the user from the drop down menu. You can also enter the first letter of the name of the user to quickly select it from the list without clicking on it.



Enter the password and click Login.



You will now see the User name has been changed on your main window.

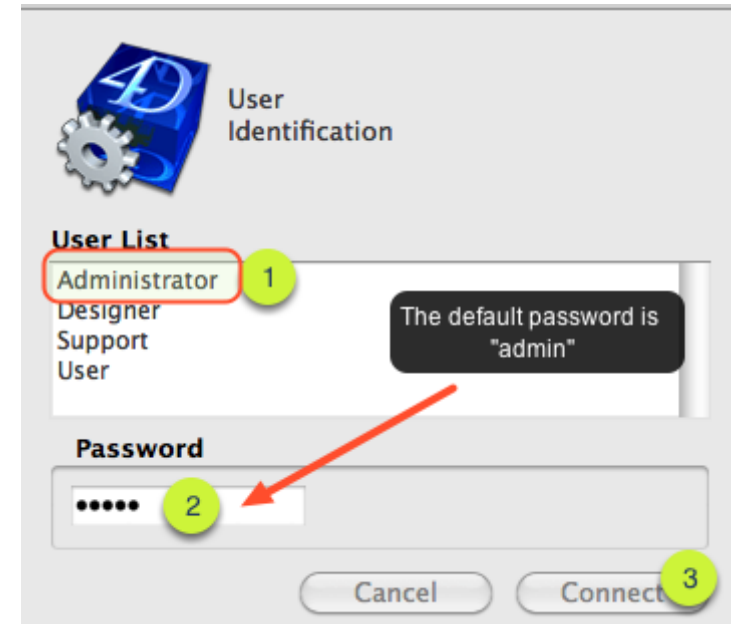


Changing the Administrator Password

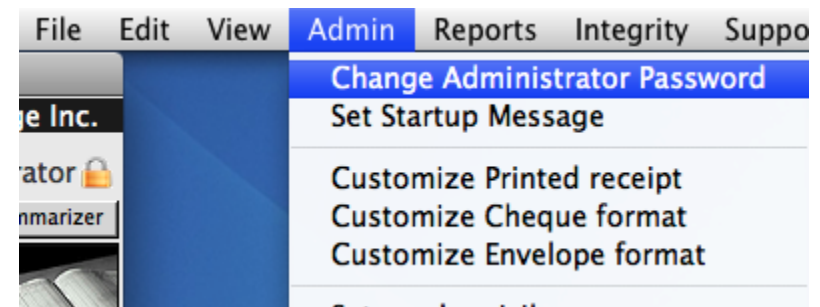
When you first sign in to CurrencyXchanger, you will be presented with a list of users. The Administrator is person who is responsible for setting up accounts, users, privileges, and has full privilege when using the system. It is recommended that you change the administrator default password, especially if you have are not the only person using the system.

Login or Sign-in as Administrator

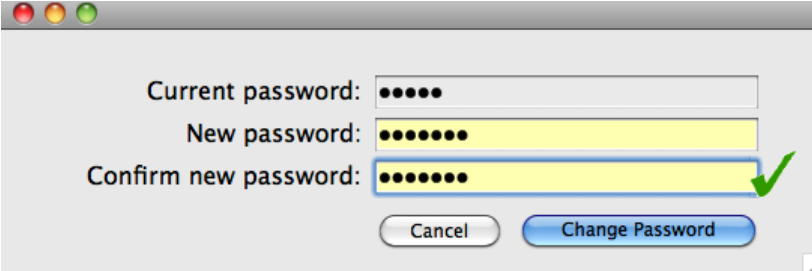
When you first use the software the Administrator the default password is "admin".
The administrator's password is case-sensitive.



Select "Change Administrator Password" from the Admin menu.



The first time you do this, the current password is "admin" and you would have to pick a different password. Make sure that you retype the new password correctly. When the green checkmark appears, you should click on "Change password", but make sure you take a note of your new password.



A screenshot of a password change dialog box. It features three input fields: "Current password:" with five black dots, "New password:" with seven black dots, and "Confirm new password:" with seven black dots. The "New password:" and "Confirm new password:" fields are highlighted in yellow. A green checkmark is positioned to the right of the "Confirm new password:" field. At the bottom, there are two buttons: "Cancel" and "Change Password".

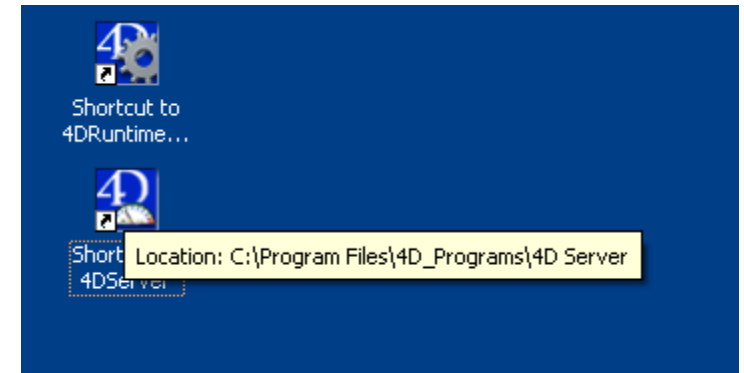
Running in Client/Server Mode

Running 4D Server 2004

This section describes how to run CurrencyXchanger in server mode. You need to have installed 4D Server before proceeding. 4D Server is a database server that allows CurrencyXchanger to be shared accross a network. 4D Server is a database that need to be registered with 4D. **You need to have a valid 4D Server license and register your 4D Server.** For registration instructions, please refer to your registration email sent by 4D.com. You may also contact Clear View Systems for making sure that your database license is installed correctly.

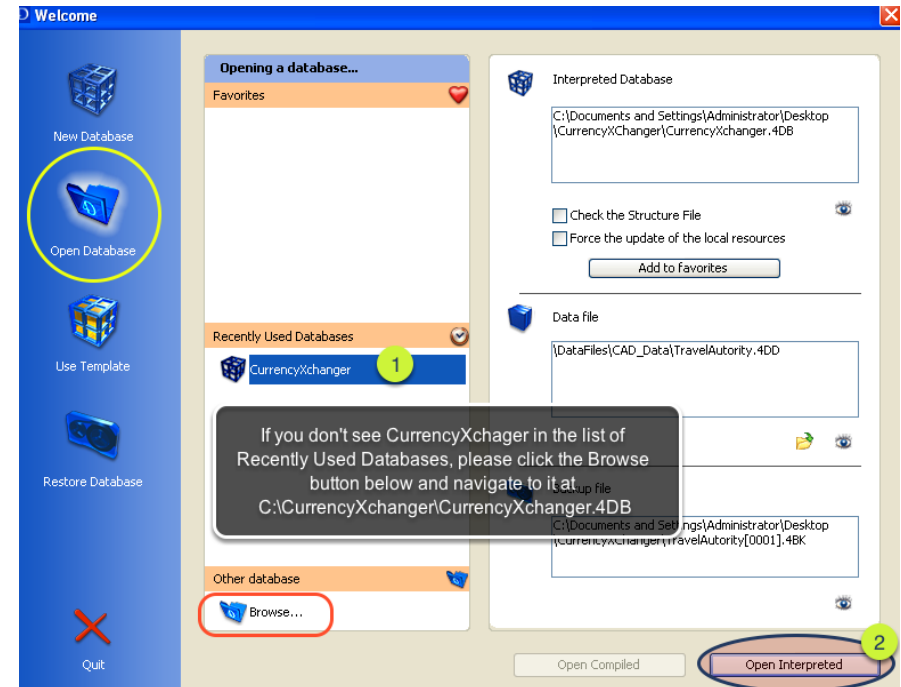
Run 4D Server

Double click 4D Server.



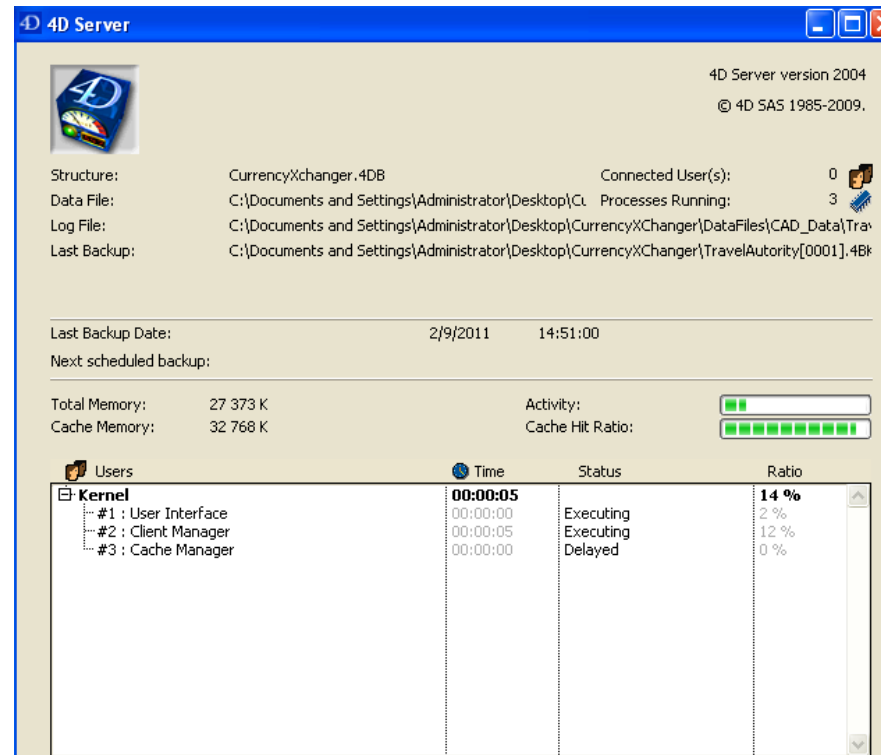
Opening the database

If you have never opened the database before, you need to click the "Browse" button and look for the file "CurrencyXchanger.4DB" which must be located in C:\CurrencyXchanger. Otherwise, click 'Open Interpreted'



Server Process Window

Once 4D Server is running, you should see a window called 'process window'. It shows the database that is currently opened and the location of the data files and log files on the disk. It also shows how many people are connected to it. The server process window shows how many users are connected and other information like the last backup date and time.



The screenshot displays the 4D Server process window. At the top, the title bar reads "4D Server". Below it, the 4D logo is on the left, and the version "4D Server version 2004" and copyright "© 4D SAS 1985-2009." are on the right. The main area is divided into several sections:

- Structure:** CurrencyXchanger.4DB
- Data File:** C:\Documents and Settings\Administrator\Desktop\Cu...
- Log File:** C:\Documents and Settings\Administrator\Desktop\CurrencyXChanger\DataFiles\CAD_Data\Tra...
- Last Backup:** C:\Documents and Settings\Administrator\Desktop\CurrencyXChanger\TravelAuthority[0001].4Bk

On the right side, it shows "Connected User(s): 0" and "Processes Running: 3".

Below this, it displays "Last Backup Date: 2/9/2011 14:51:00" and "Next scheduled backup:".

Memory usage is shown as "Total Memory: 27 373 K" and "Cache Memory: 32 768 K". Activity is represented by a green bar graph, and the Cache Hit Ratio is shown as a green bar graph.

At the bottom, there is a table with columns: Users, Time, Status, and Ratio.

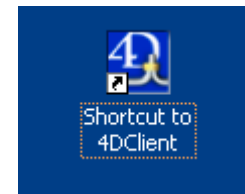
Users	Time	Status	Ratio
Kernel	00:00:05		14 %
#1 : User Interface	00:00:00	Executing	2 %
#2 : Client Manager	00:00:05	Executing	12 %
#3 : Cache Manager	00:00:00	Delayed	0 %

Running 4D Client 2004

In the client/server mode of operation, you need to connect to the server using 4D Client.

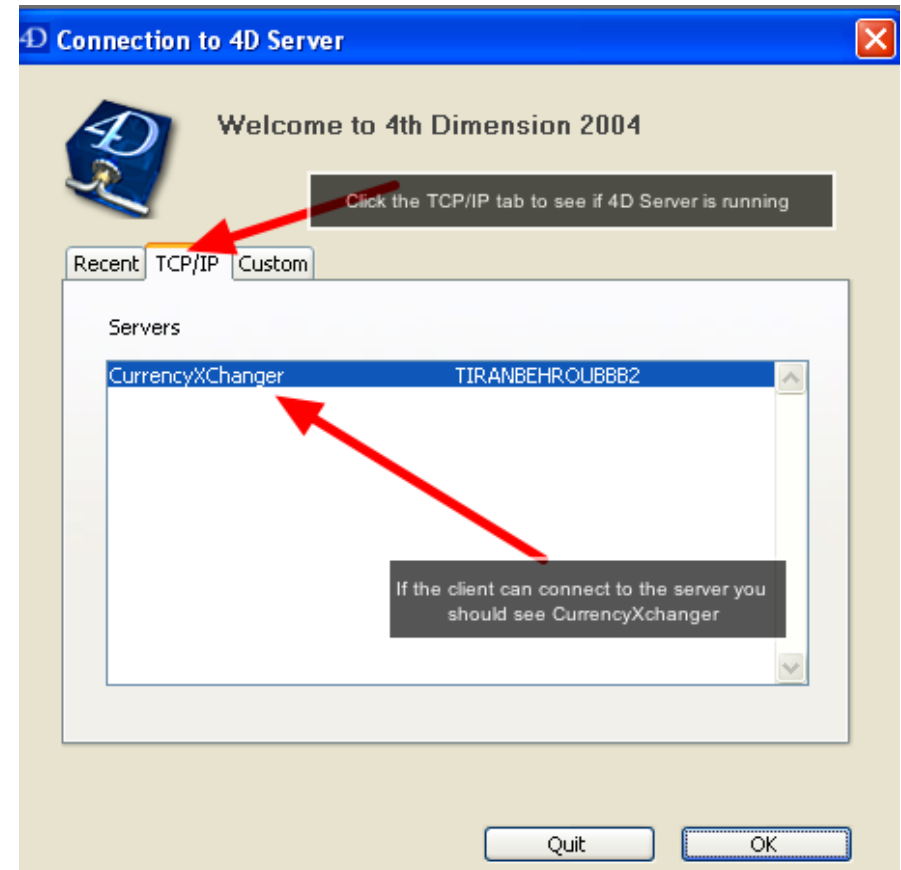
Open 4D Client

Double click the shortcut for 4D Client that is on the desktop



Verify active server

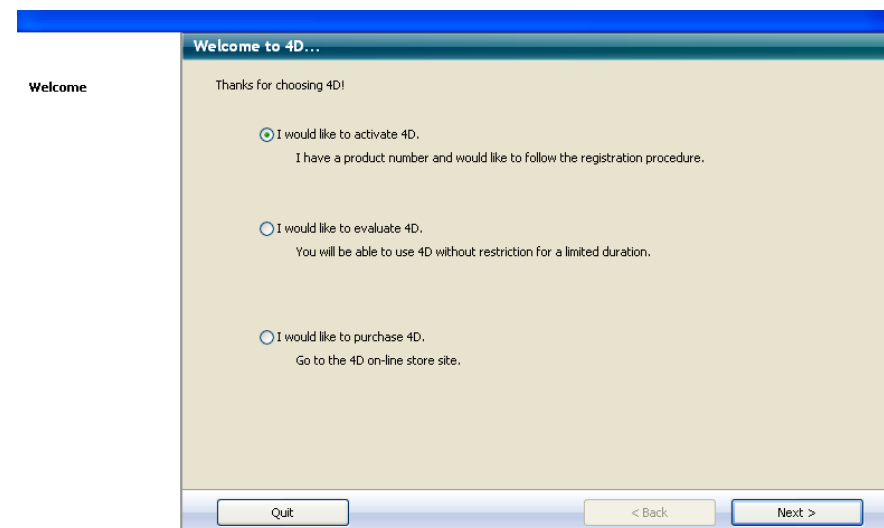
Select CurrencyXchanger and then click OK

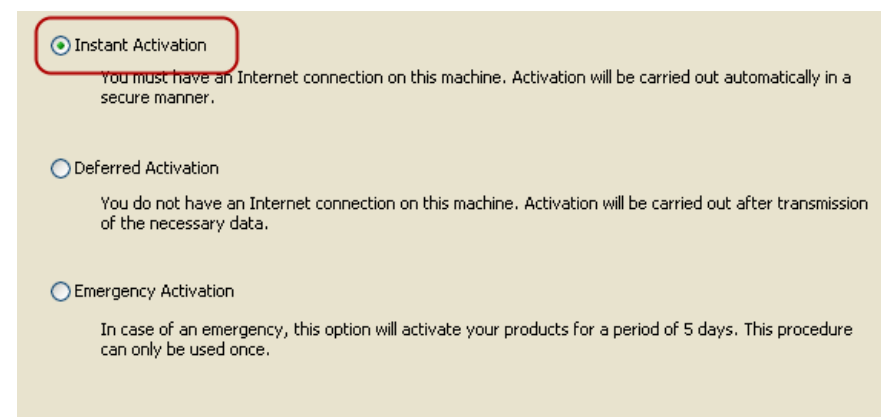
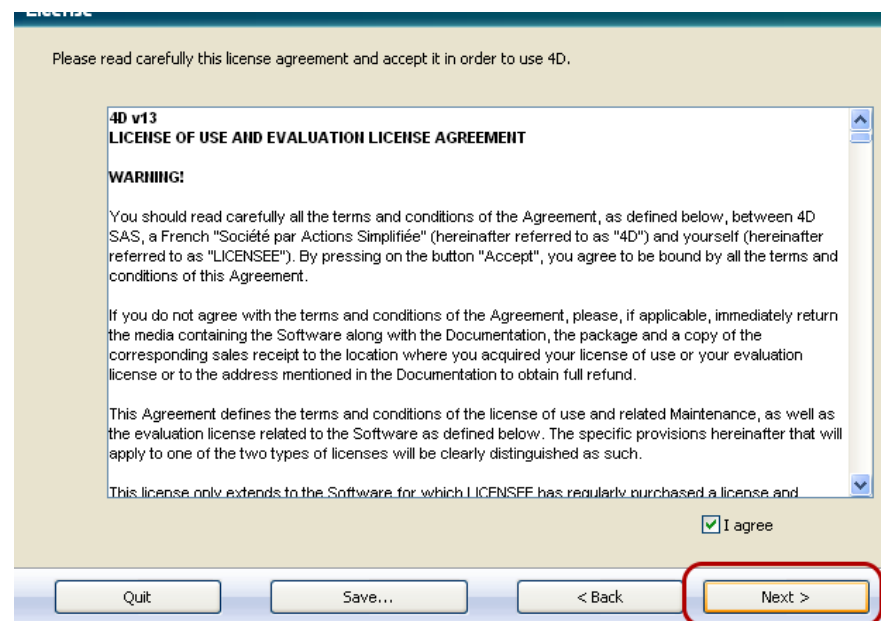


Activating 4D Server license (v13)

This lesson shows how to activate a 4D Server license (v13). Activating 4D Server 2004 is very similar to this. To activate a 4D license you can also follow 4D's own registration instruction. If you contact Clear View Systems, they will install 4D license for you, so you don't have to follow these steps.

Activating 4D





If you have an account with 4D, use your credentials, or else create an account online.

Instant Activation

You must have an account with 4D to carry out activation.

☐ Create an account on line


I do not have an account yet and I would like to create one on line. (This step is mandatory for the initial activation of a 4D product).

☒ Use my existing account

I already have an account and I would like to use it to activate my 4D products.

Account or E-mail:

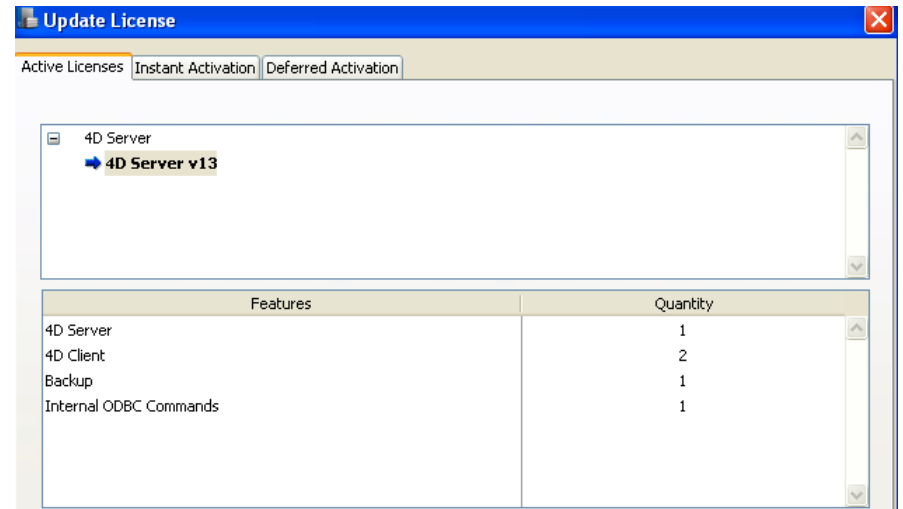
Password:

 The product number was provided to you at the time of purchase.

Product Number:

Congratulations, you product has been activated.

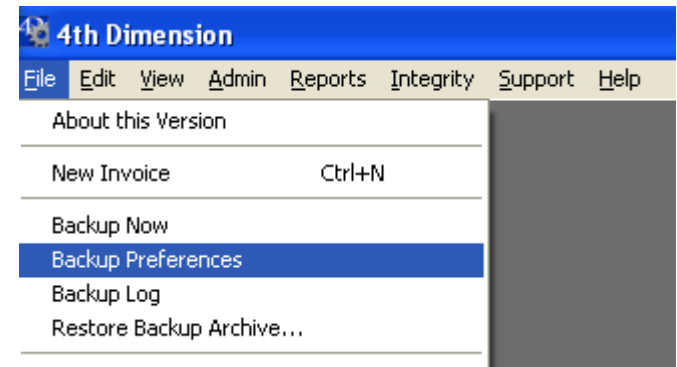
You can now use 4D.



Backup & Restore

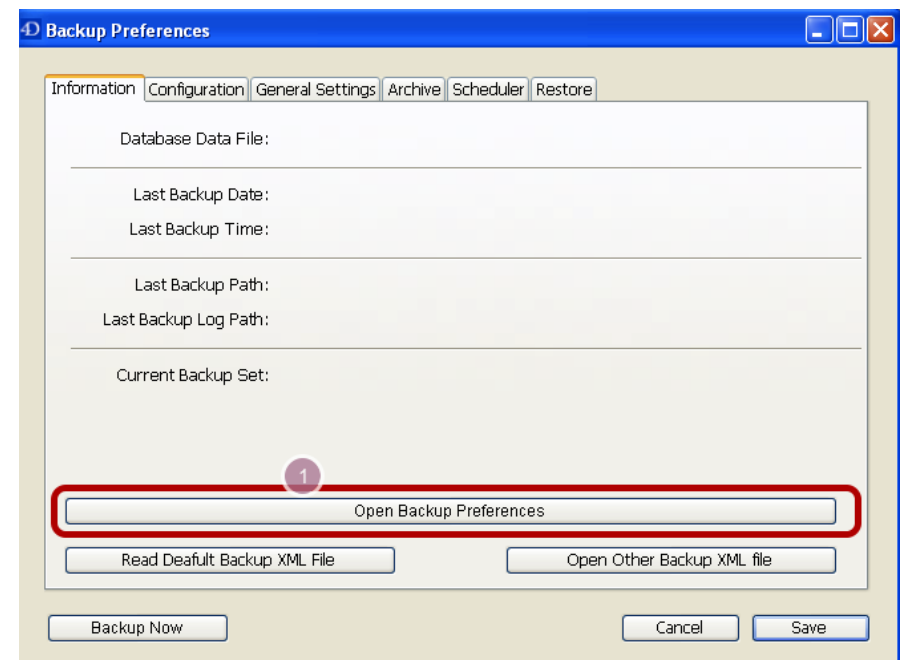
Configuring Backup in standalone mode

This section shows how to setup backup preferences.



Open Backup Preference Panel

Click on the button show above to open the Backup Preferences.



Change the backup preferences

Change the backup preferences. Please check out the section 'Setting Backup on the Server' to see how to schedule automatic backups. After you are done click OK.

The screenshot shows the 'Backup Preferences' dialog box. On the left is a tree view with the following items: Application, Design Mode, Database, Backup (selected), Configuration, Scheduler, Backup, Restore, Client-Server, Web, and Web Services. The main area is divided into two sections: 'General Settings' and 'Archive'.

General Settings

- ☒ Keep only the last backup files
- ☐ Backup only if the data file has been modified
- Delete oldest backup file: backup
- If active transactions or index operations:
 - ☐ Always wait for the end of operations
 - ☒ Abort backup after waiting: Minutes
- If backup fails:
 - ☐ Retry at the next scheduled date and time
 - ☒ Retry after: Minutes
 - ☒ Cancel the operation after attempts

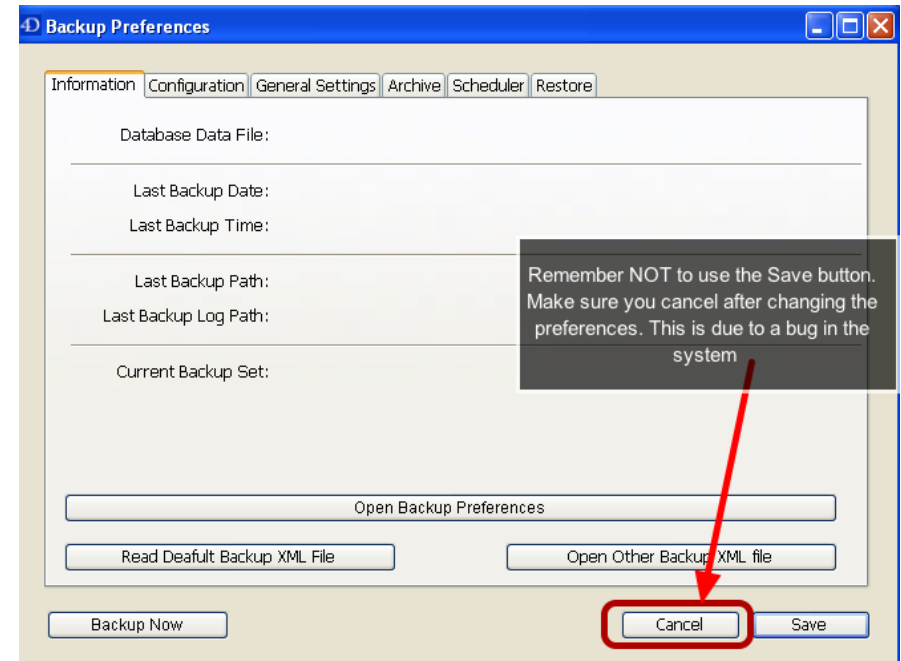
Archive

- Segment Size (Mb):
- Compression Rate:
- Interlacing Rate:
- Redundancy Rate:

At the bottom right are 'Cancel' and 'OK' buttons.

Do NOT SAVE!

Click on the button show above to open the Backup Preferences.

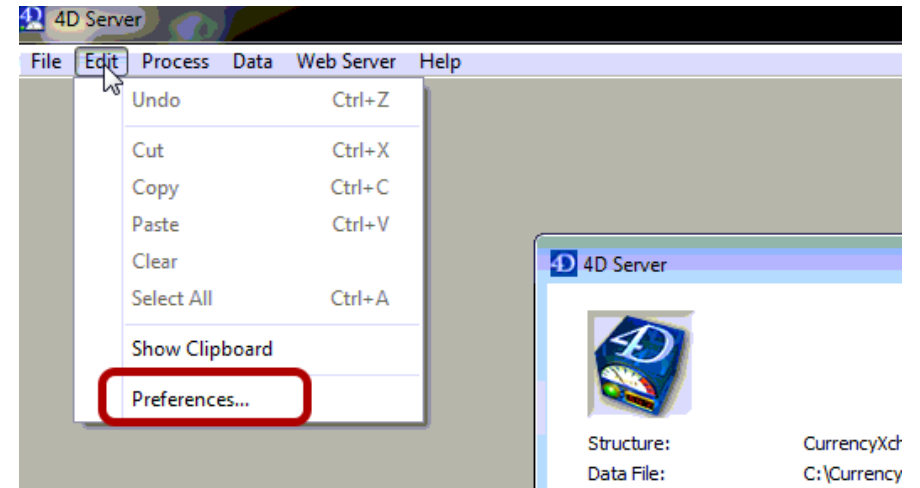


Configuring Backup on the Server

This section describes how to configure backup on the server.

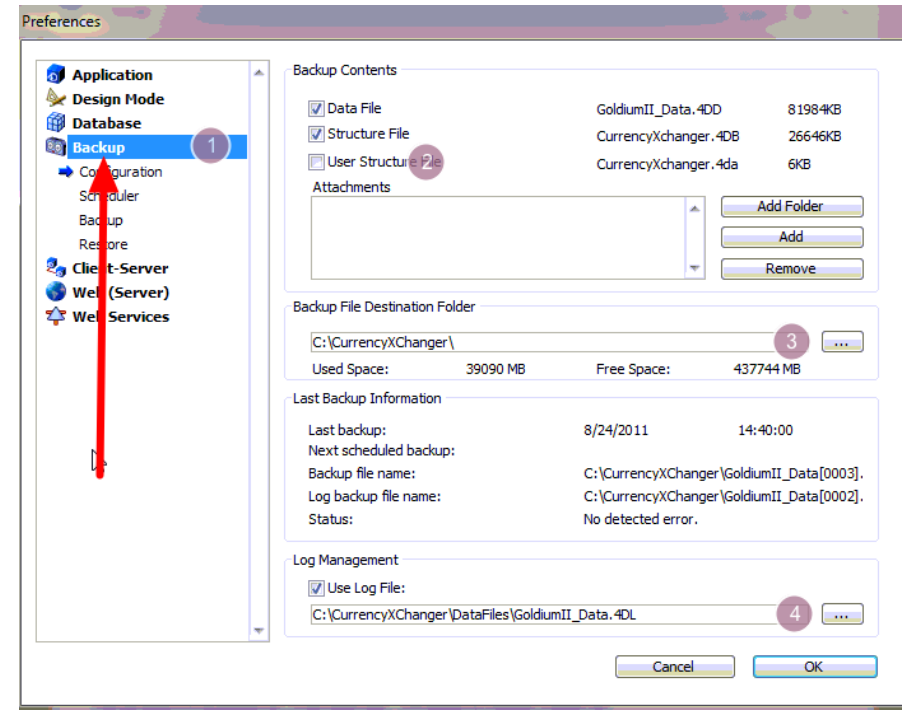
Edit the Preferences on 4D Server

From the Edit Menu, select Preferences...



Highlight the Backup icon

The backup configuration may be different case by case. However, make sure that you check 'User Structure' and have a log file.



Configure backup

Checkmark the 'User Structure File' (step 1) and then click on '...' (step 2)

Backup Contents

<input checked="" type="checkbox"/> Data File	GoldiumII_Data.4DD	81984KB
<input checked="" type="checkbox"/> Structure File	CurrencyXchanger.4DB	26646KB
<input checked="" type="checkbox"/> User Structure File	CurrencyXchanger.4da	6KB

Attachments

Add Folder

Add

Remove

Backup File Destination Folder

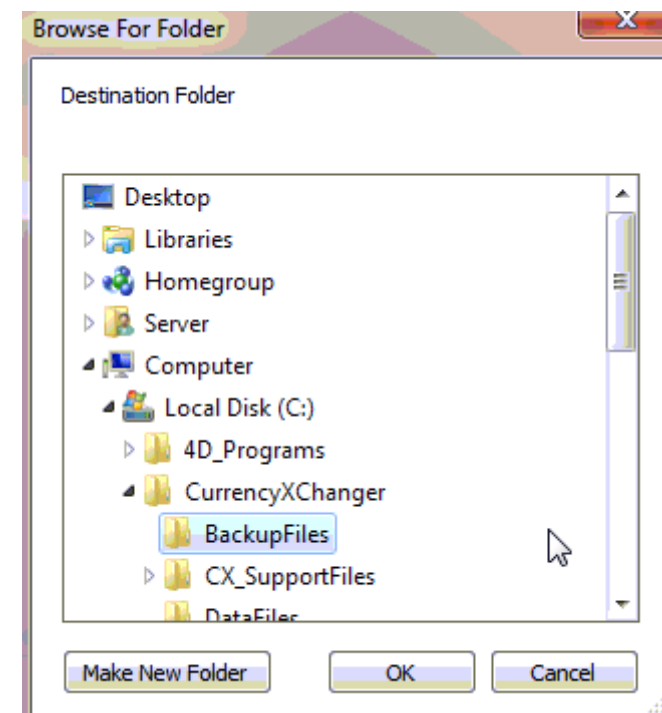
C:\CurrencyXchanger\ ...

Used Space: 39090 MB Free Space: 437744 MB

Last Backup Information

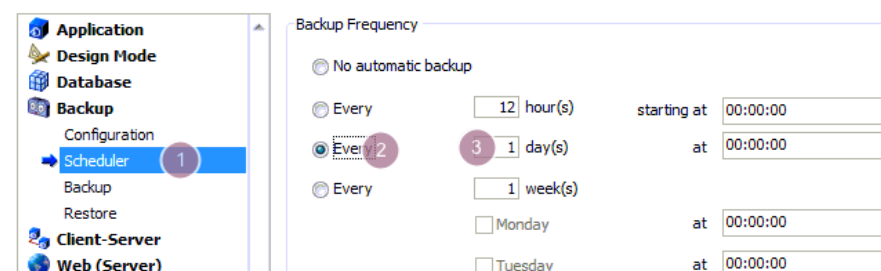
Pick a destination folder

You could pick the BackupFiles Folder in CurrencyXchanger folder, but it is much better to pick a secondary physical drive (such as D:\) to make sure that the backup is done on a separate drive. It is always recommended to have the backup on a different physical drive as well as a remote drive (in case of a fire or theft of the system).



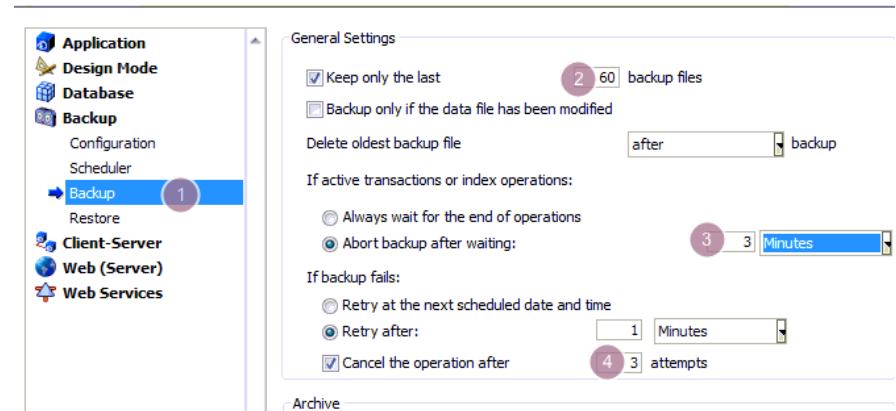
Scheduling the backup

Make sure you configure a schedule for the daily backup. The server must be on for the backup to be performed.



More backup configuration

Make sure to follow the above steps for the backup configuration. After you are done, click OK.

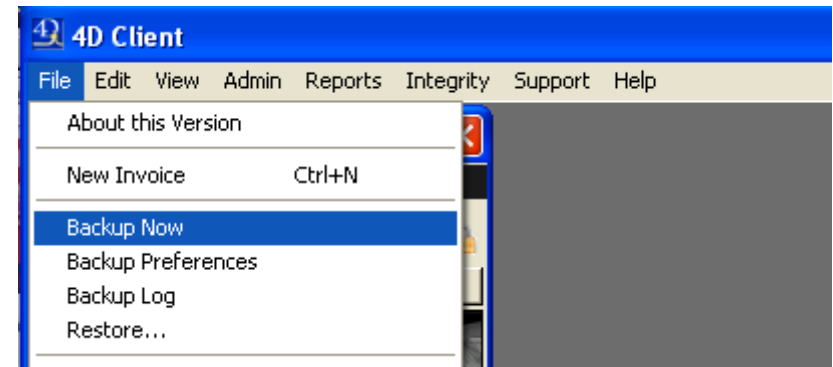


Manual Backup

You can do a manual back from 4D Client or 4D Runtime Interpreter (The engine that runs CurrencyXchanger in standalone mode).

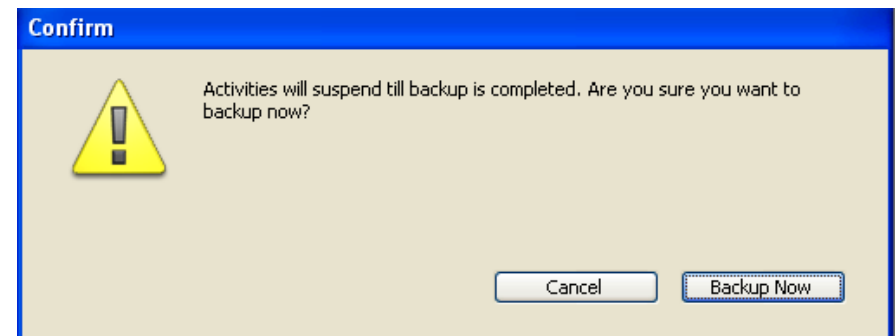
File Menu

From the File menu select "Backup Now"



Confirm

Make sure that no one is using the system before doing a backup. Also, you need to make sure that all windows are closed before doing a backup. In a client/server environment all clients will freeze until the backup is over. Depending on the size of the data file, the backup may take from a few seconds to a few minutes. Please refer to the previous section on how to setup automatic backups everyday.

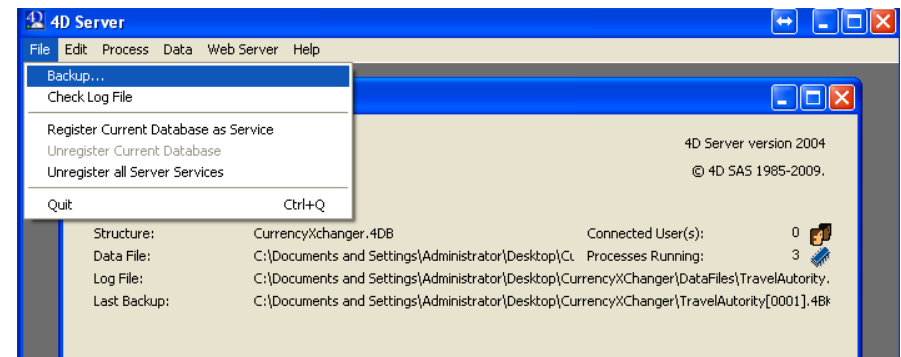


Manual backup from the server.

There are times that you want to trigger the backup manually. It is important to do manual backups before performing any upgrades or downgrades to the system. You can perform the backup from the standalone, 4D Client or 4D Server.

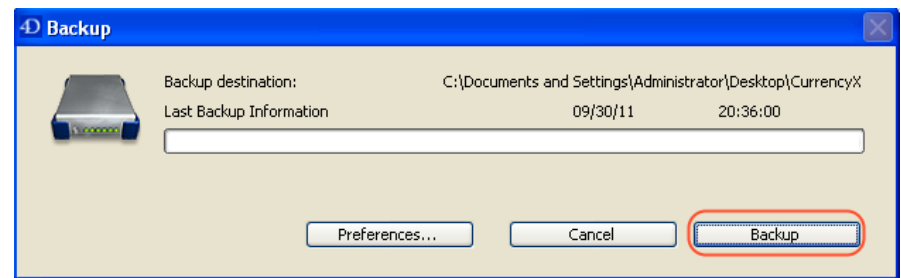
Backing up on the server

Select Backup from the File menu



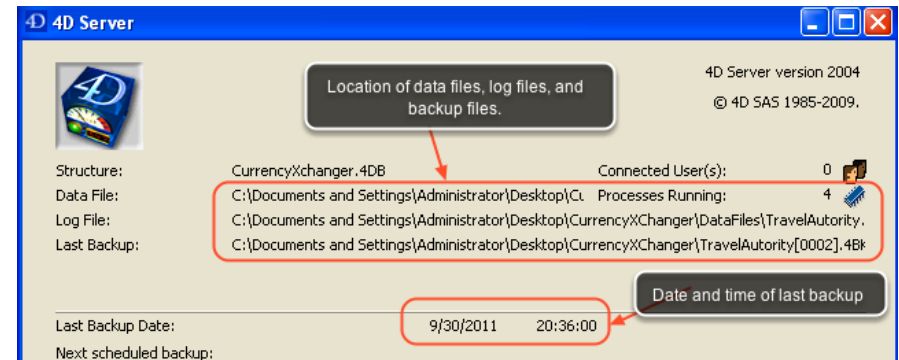
Manual Backup

Click Backup to perform a manual backup. Please wait for the verification to be completed. If you stop during the verification the backup will not be performed.



Backup status

The location of the last backup and the date and time of the last backup is shown on the 4D Server

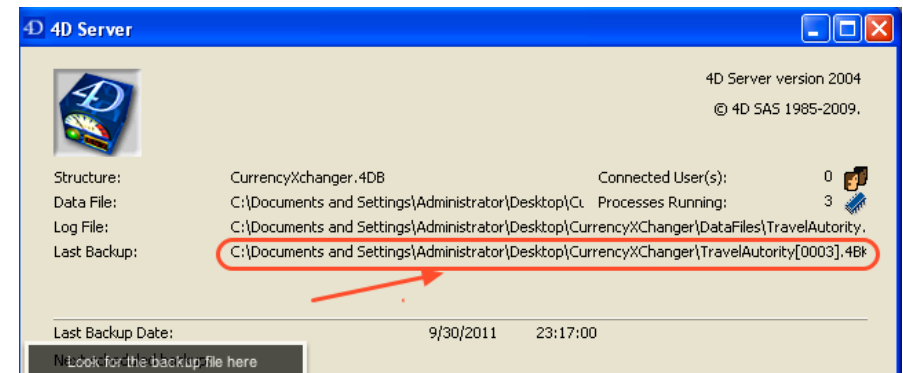


How to restore a backup file from 4D Server?

This section describes how to restore your data from a backup file. A backup file had a .4BK extension. The location of the backup files depends on your configuration. Before restoring a backup file, make sure that you are restoring the latest backup.

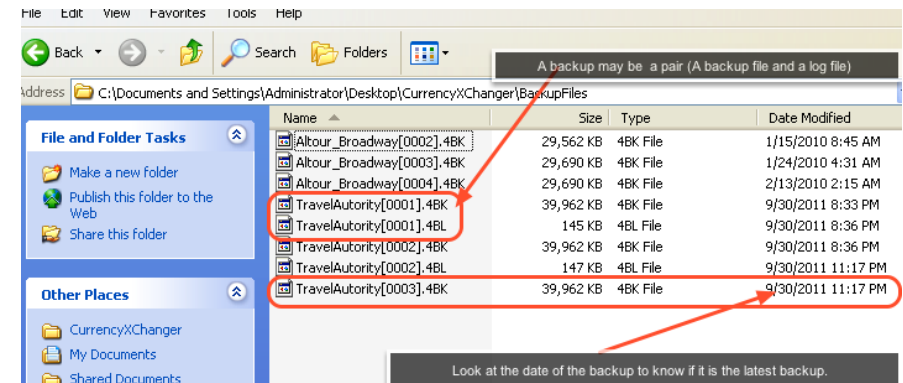
Where is the backup file saved?

The location of the last backup is always shown on 4D Server "Process Window." If 4D Server is running but you cannot see this window, go to the "Process" menu and select "Show Process Window". The



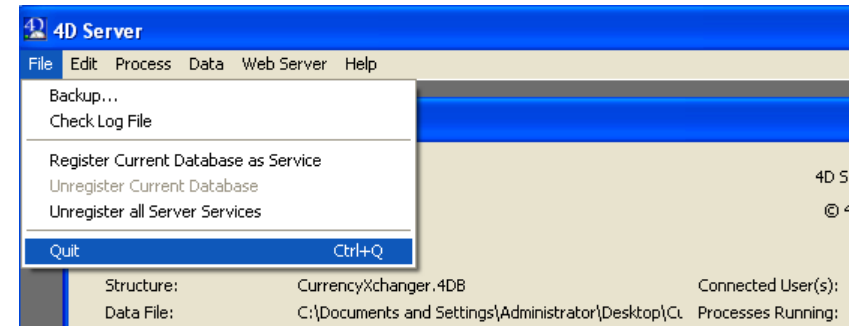
Find the latest backup file

The backup files may be saved in a "BackupFiles" folder (C:\CurrencyXchanger\BackupFiles). It all depends on your backup configurations.



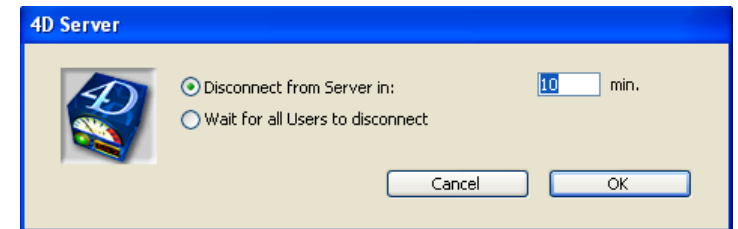
Quit 4D Server

Make sure you quit 4D Server if it is running.



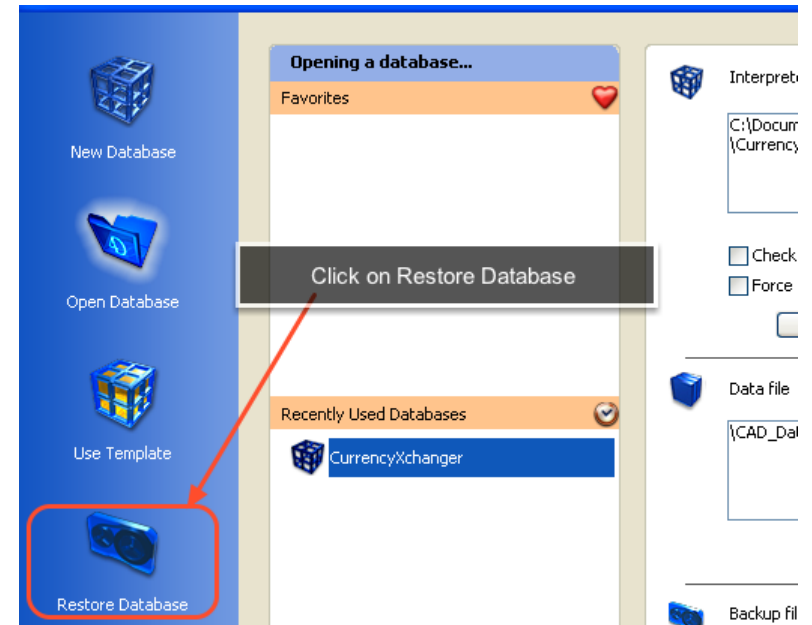
Shutdown the Server

If there are other clients connected to the server, you should give them ample time to save and quit. Usually the default is 10 mins. Click OK. If all users quit, 4D Server will quit immediately and won't wait.



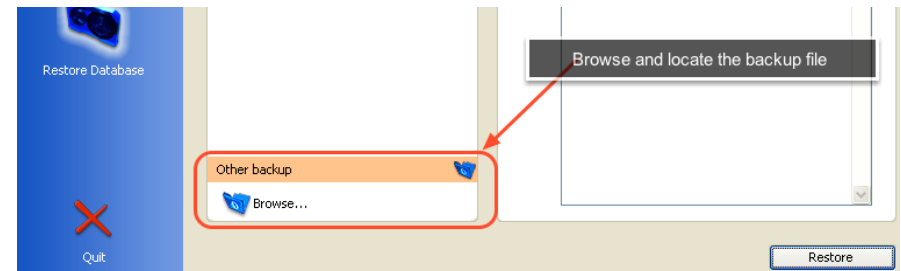
Open 4D Server once again

Run 4D Server again.



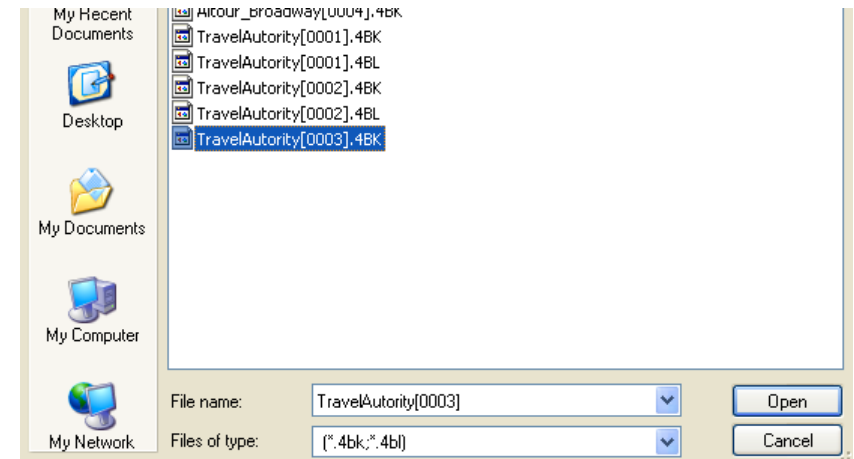
Browse

Click Browse to navigate to the backup file (*.4BK).



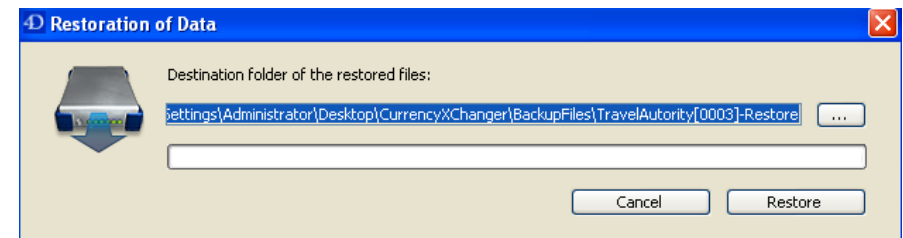
Select the latest backup

Highlight the file that you want to restore and click 'Open'.



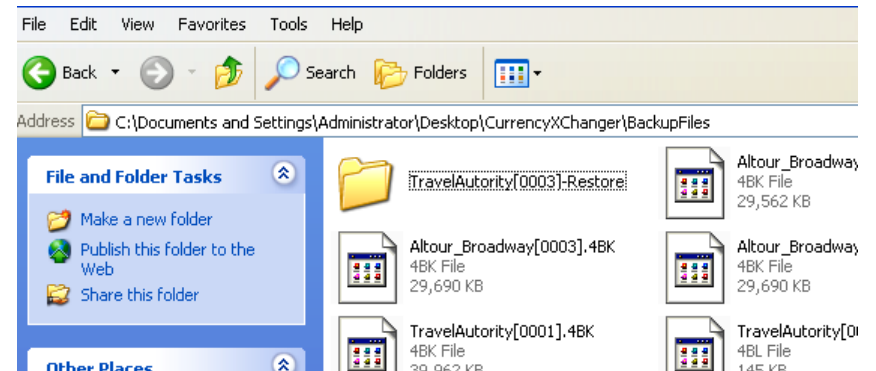
Pick the destination folder

You could restore the backup file right into the CurrencyXchanger folder to replace the old DataFile. It is recommended to restore the file right where it was located.



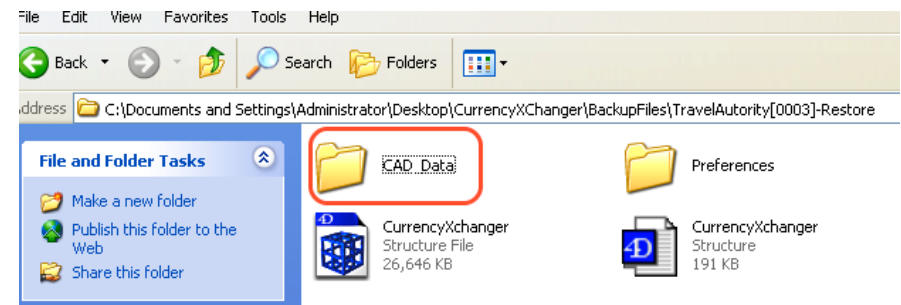
Restored Folder

You should now see a restored folder right where you restored the backup file.



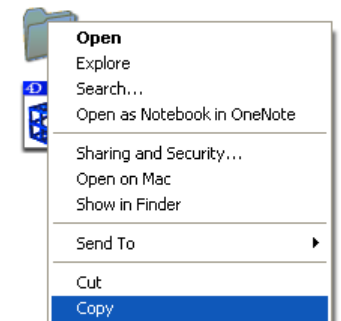
What's inside the Restored folder?

The data folder (in the above snapshot it's called CAD_Data) holds all the data. If you copy and paste this folder into the normal location of your Data files are, your data will be replaced with the restored version.



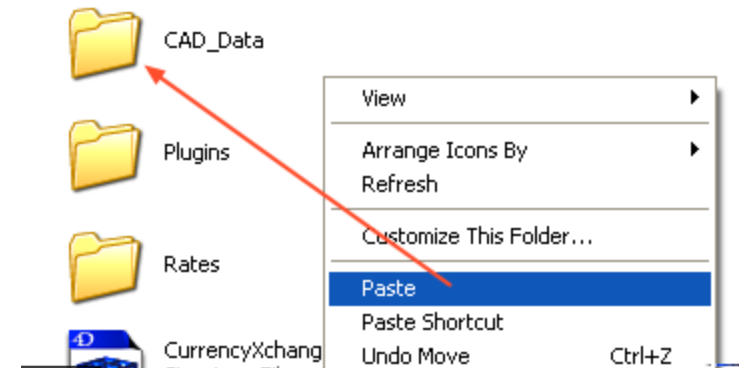
Copy the data folder

Right click and copy the folder that is called Data_CAD.



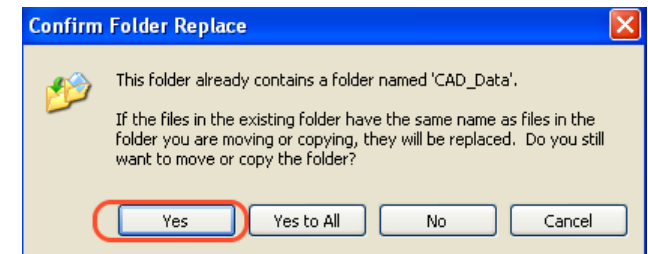
Paste the data folder

Paste the file onto the old data folder that you want to replace.



Replace

Replace the data folder with the new folder. Click YES or Yes to All.

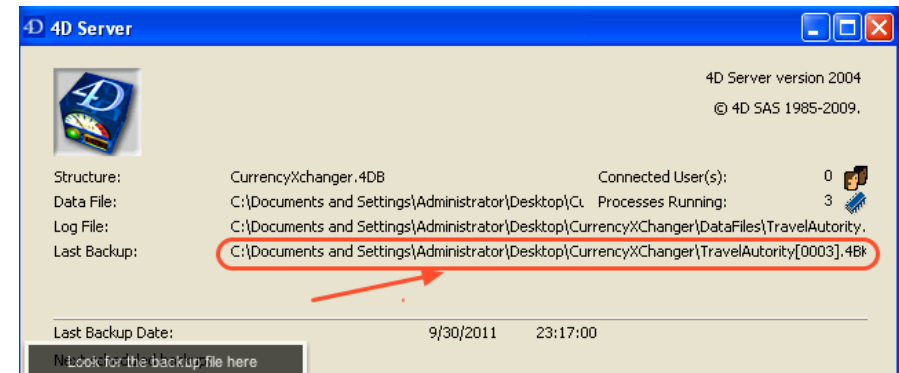


How to restore a backup file from 4D Runtime (standalone users)?

This section describes how to restore your data from a backup file using the standalone version of the software. A backup file has a .4BK extension. The location of the backup files depends on your configuration. Before restoring a backup file, make sure that you are restoring the latest backup.

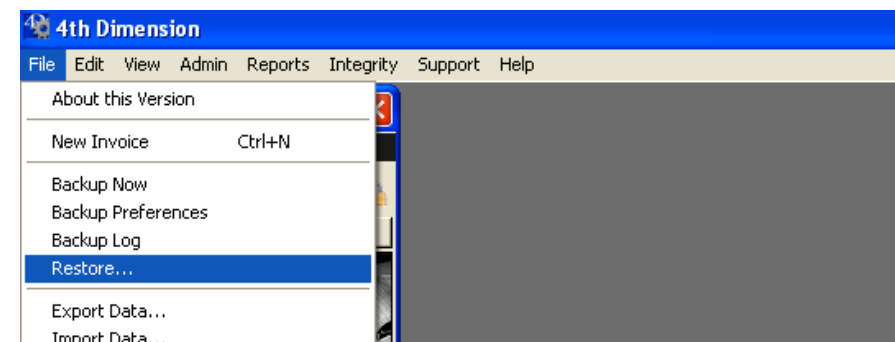
Where is the backup file saved?

The location of the last backup is always shown on 4D Server "Process Window." If 4D Server is running but you cannot see this window, go to the "Process" menu and select "Show Process Window". The



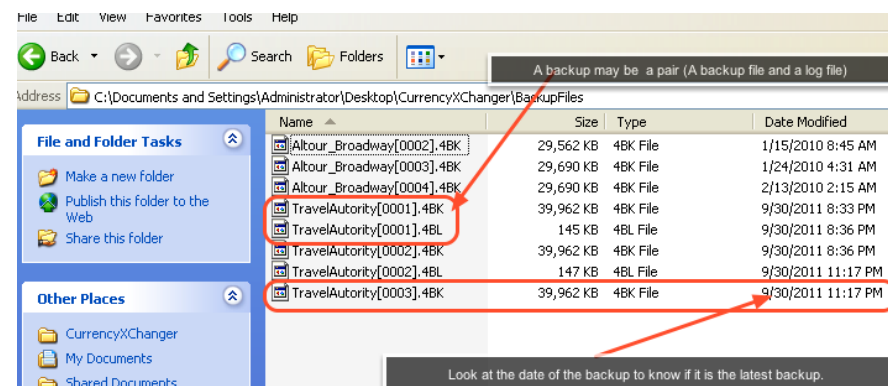
Select Restore

Select 'Restore...' from the file menu. This only works if you are running 4D Runtime and not 4D Client.



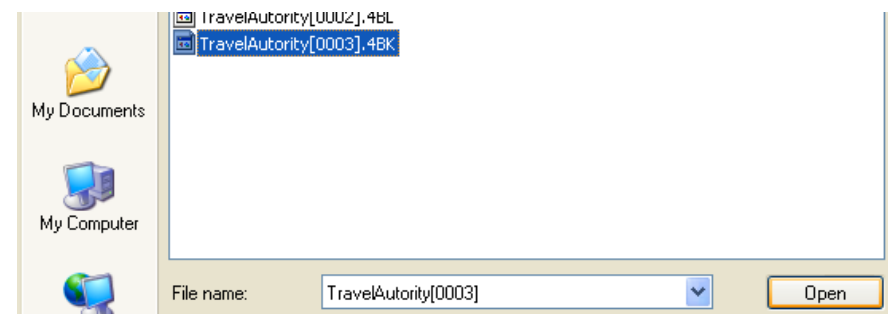
Find the latest backup file

The backup files may be saved in a "BackupFiles" folder (C:\CurrencyXchanger\BackupFiles). It all depends on your backup configurations.



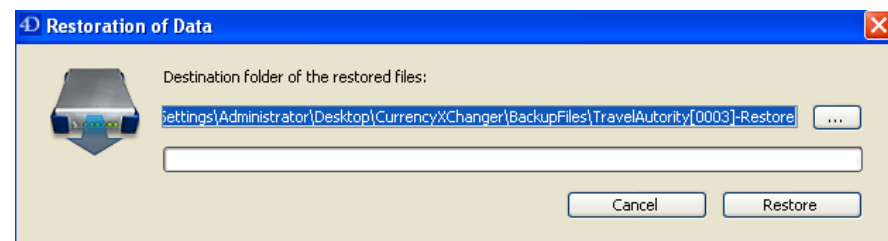
Open the latest backup

Highlight and then click Open.



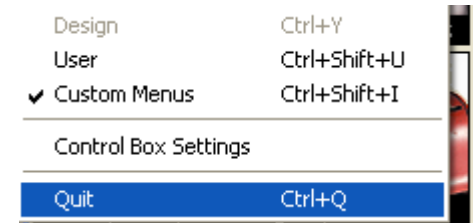
Pick the destination folder

You could restore the backup file right into the CurrencyXchanger folder to replace the old DataFile. It is recommended to restore the file right where it was located.



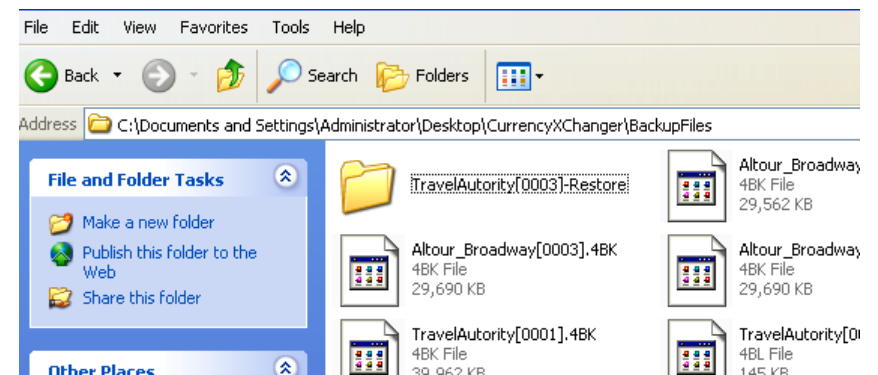
Quit the program

Make sure that you quit CurrencyXchanger at this point. From the 'File' menu select 'Quit'.



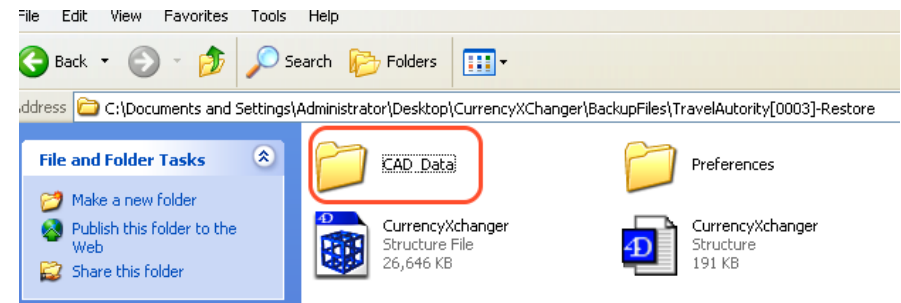
The Restored Folder

You should now see a restored folder right were you restored the backup file.



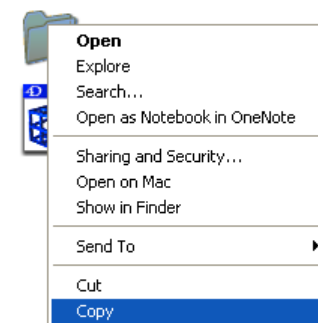
What's inside the Restored folder?

The data folder (in the above snapshot it's called CAD_Data) holds all the data. If you copy and paste this folder into the normal location of your Data files are, your data will be replaced with the restored version.



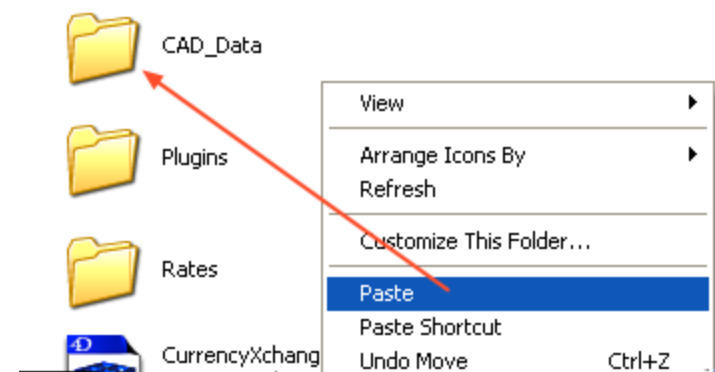
Copy the data folder

Right click and copy the folder that is called Data_CAD.



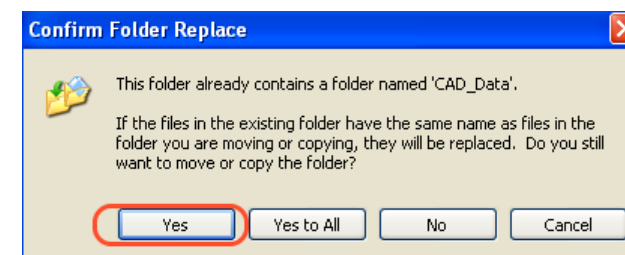
Paste the data folder

Paste the file onto the old data folder that you want to replace.



Replace

Replace the data folder with the new folder. Click YES or Yes to All. At this point you could reopen the program as usual.

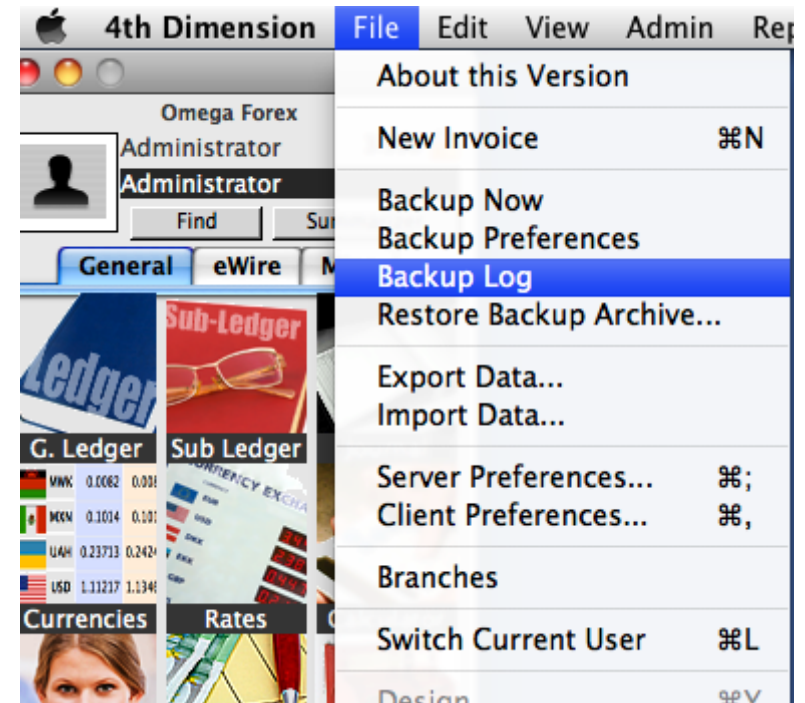


The backup log

The backup log can show you the history of all backups. You can verify if a backup was completed or failed by looking at the backup log.

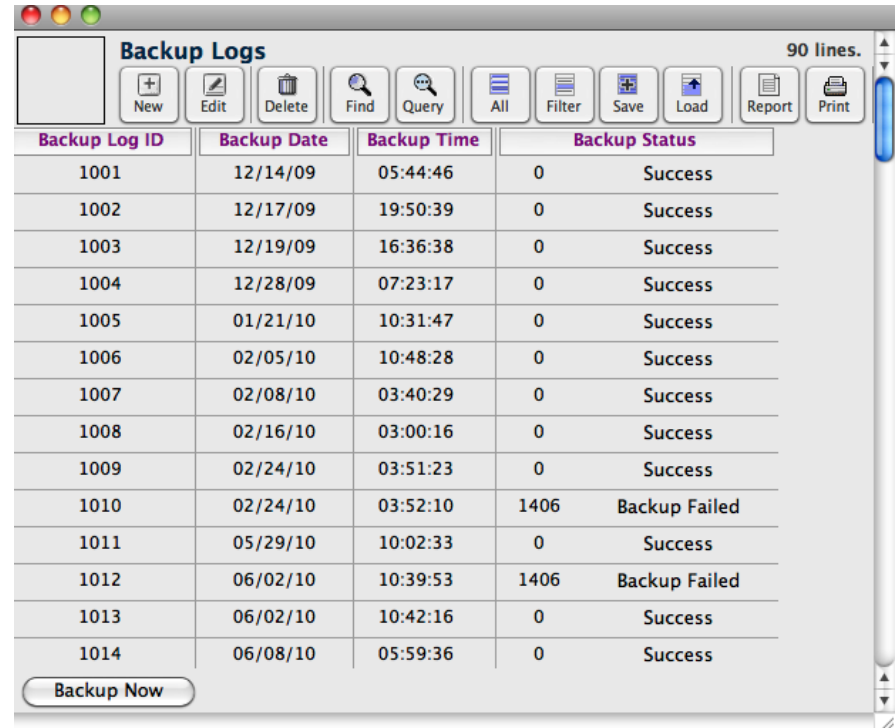
Open the Backup Log

You can access the Backup Log from the file menu.



Backup Logs window

Each backup will log itself in the backup log. You can see the date and time and whether the backup was successful or failed.



The screenshot shows a software window titled "Backup Logs" with a standard macOS-style title bar (red, yellow, green buttons). The window contains a table with four columns: "Backup Log ID", "Backup Date", "Backup Time", and "Backup Status". There are 14 rows of data. Above the table is a toolbar with icons for New, Edit, Delete, Find, Query, All, Filter, Save, Load, Report, and Print. A status bar at the top right indicates "90 lines.". At the bottom left of the window is a "Backup Now" button.

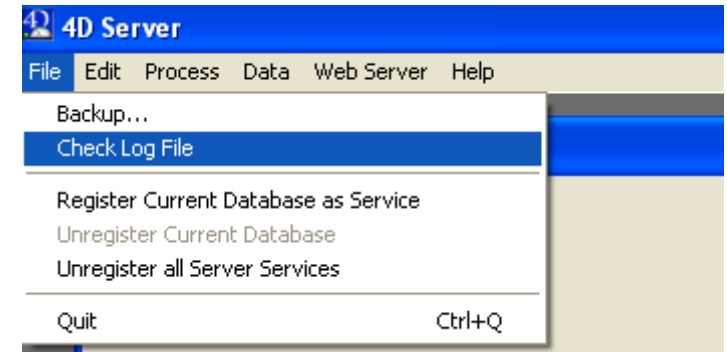
Backup Log ID	Backup Date	Backup Time	Backup Status
1001	12/14/09	05:44:46	0 Success
1002	12/17/09	19:50:39	0 Success
1003	12/19/09	16:36:38	0 Success
1004	12/28/09	07:23:17	0 Success
1005	01/21/10	10:31:47	0 Success
1006	02/05/10	10:48:28	0 Success
1007	02/08/10	03:40:29	0 Success
1008	02/16/10	03:00:16	0 Success
1009	02/24/10	03:51:23	0 Success
1010	02/24/10	03:52:10	1406 Backup Failed
1011	05/29/10	10:02:33	0 Success
1012	06/02/10	10:39:53	1406 Backup Failed
1013	06/02/10	10:42:16	0 Success
1014	06/08/10	05:59:36	0 Success

The database log (4D Server Log)

The 4D Server Log file can be accessed from 4D Server File menu. The log file keeps a record of all transactions performed by the database since the last backup. The database log is stored in a file with 4DL extension (e.g. ABC_CurrencyDatafile.4DL).


Accessing the database Log File

You can access the log file from the File menu of 4D Server.



Every time 4D performs a backup the log file becomes empty. The log file keeps the changes (additions, modification, deletion) to every table and field of the database.

Log



The list below shows all the performed operations recorded in the log file since the last backup. Right click in column headers to display specific fields.

	Action	Table	User	Date	Hour
239	Addition	BackupLogs	Designer	2/21/2012	3:25:42 AM
240					
241					
242					
243					
244					
245					
246					
247					

Rollback

By selecting a specific log action in the list above and clicking the Rollback button, 4th Dimension will close the current data file, restore and open the latest backup of the database and perform all the above logged actions including the selected one.
The rollback operation cannot be undone, but the current data file will be renamed and stored on the disk.

Rollback


Close

Checking the log

The above log file shows transactions log of what changes and modifications were done on the data. You could verify the log file for checking if any modifications or deletions were performed. The log file is managed by 4D database engine. Every change to the data will be recorded in the log, even if the change has been done programmatically.

Log

The list below shows all the performed operations recorded in the log file since the last backup. Right click in column headers to display specific fields.



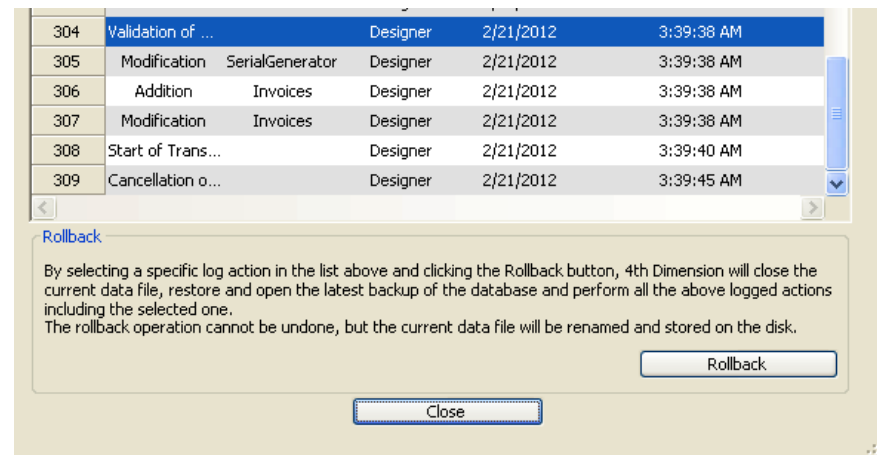
	Action	Table	User	Date	Hour
293	Validation of ...		Designer	2/21/2012	3:39:24 AM
294	Modification	SerialGenerator	Designer	2/21/2012	3:39:24 AM
295	Addition	Invoices	Designer	2/21/2012	3:39:24 AM
296	Modification	Invoices	Designer	2/21/2012	3:39:24 AM
297	Start of Trans...		Designer	2/21/2012	3:39:25 AM
298	Addition	Registers	Designer	2/21/2012	3:39:32 AM
299	Addition	CashTransact...	Designer	2/21/2012	3:39:32 AM
300	Addition	Registers	Designer	2/21/2012	3:39:36 AM
301	Addition	CashTransact...	Designer	2/21/2012	3:39:36 AM
302	Addition	Registers	Designer	2/21/2012	3:39:38 AM
303	Addition	CashTransact...	Designer	2/21/2012	3:39:38 AM
304	Validation of ...		Designer	2/21/2012	3:39:38 AM
305	Modification	SerialGenerator	Designer	2/21/2012	3:39:38 AM
306	Addition	Invoices	Designer	2/21/2012	3:39:38 AM
307	Modification	Invoices	Designer	2/21/2012	3:39:38 AM
308	Start of Trans...		Designer	2/21/2012	3:39:40 AM
309	Cancellation o...		Designer	2/21/2012	3:39:45 AM

[Rollback](#)

By selecting a specific log action in the list above and clicking the Rollback button, 4th Dimension will close the current data file, restore and open the latest backup of the database and perform all the above logged actions including the selected one.
The rollback operation cannot be undone, but the current data file will be renamed and stored on the disk.

Rollback

Rollback is a database level "Undo". You can go back in time to any transaction that you wish. However, this is very advanced feature and you should know what you are doing before using this feature. The rollback feature is useful to undo an accidental deletion or modification of important records. The rollback will restore the last backup and start implementing the changes in the log one by one until it reaches the point of rollback.

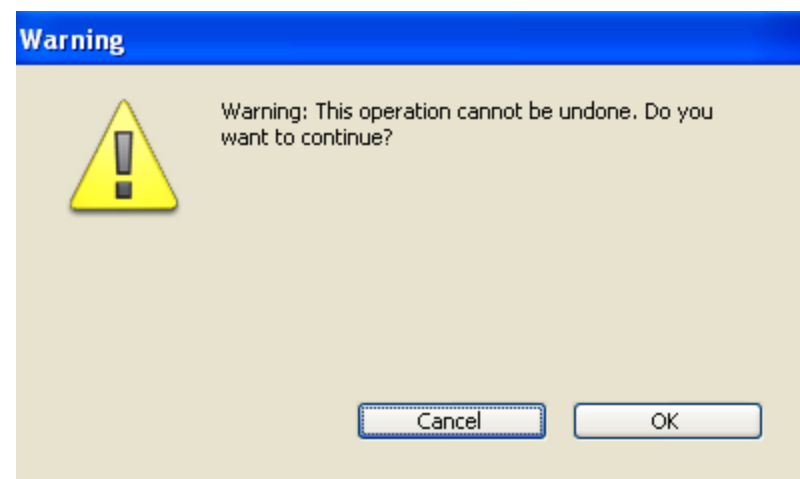


Rolling back

In the above log file we notice that the last 4 transactions are "Delete" transactions. We could undo the deletions by selecting the line 309 and the pressing Rollback. Before performing a rollback, make sure that all users are signed out and quit 4D client. This action can not be done while users are using the system.



Once you click OK, you cannot undo this. The system will undo the deleted records by loading the last backup and implementing all the changes until it reaches the point of undo. This is a very powerful feature but must be used only with extra caution.



More about the log file

Most of the content of this section is taken directly from 4D Doc Centre website.

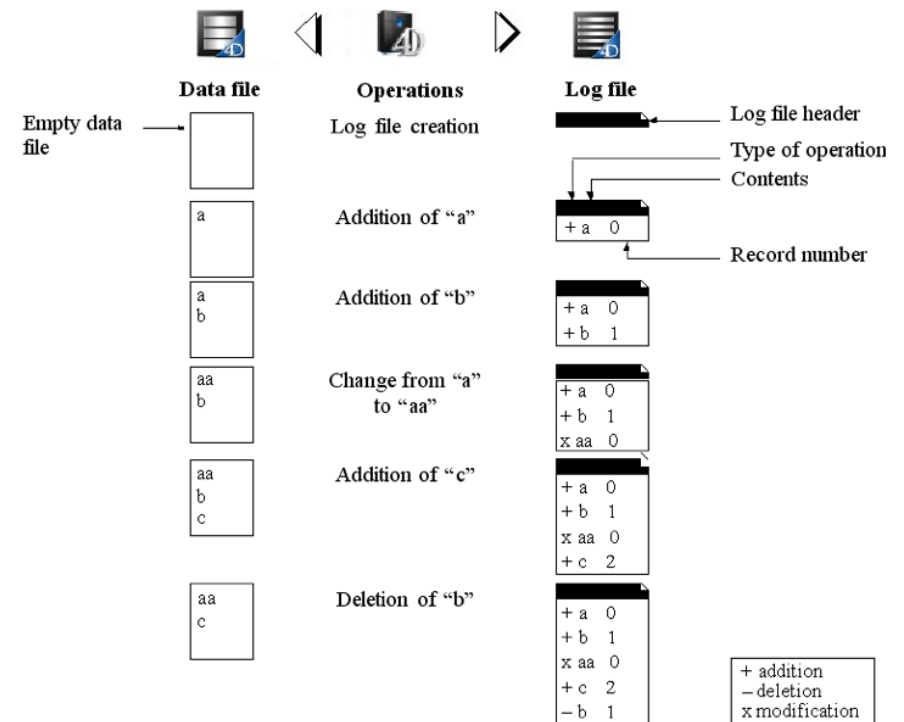
Performing regular backups of data is important but does not allow (in case of incident) restoring data entered since the last backup. To respond to this need, 4D now offers a specific tool: the log file. This file allows ensuring permanent security of database data. In addition, 4D works continuously with a data cache in memory. Any changes made to the data of the database are stored temporarily in the cache before being written to the hard disk. This accelerates the operation of applications; in fact, accessing memory is faster than accessing the hard disk. If an incident occurs in the database before the data stored in the cache could be written to the disk, you must include the current log file in order to restore the database entirely. Finally, 4D has functions that analyze the contents of the log file, making it possible to rollback the operations carried out on the data of the database.

How the log file works?

The log file generated by 4D contains all operations performed on a database, which are logged sequentially. As such, each operation performed by a user causes two simultaneous actions: the first one in the database (instruction is executed normally) and the second one in the log file (the description of the operation is recorded). The log file is created independently without disturbing or slowing down the work of the user. A database can only work with one log file at a time. The log file records the following types of operations:

- Opening and closing of the data file,
- Opening and closing of the process (contexts),
- Adding of records or BLOBs,
- Modifying of records,
- Deleting of records,
- Creating and closing of transactions,

For more information about these actions, refer to the Activity analysis page. 4D manages the log file. It takes into account all operations that



affect the data file equally, regardless of any manipulations performed by a user, 4D methods, the SQL engine, 4D plug-ins (4D Write, 4D View, etc.), or a Web browser. The following illustration sums up how the log file works:

The current log file is automatically saved with the current data file. This mechanism has two distinct advantages:

- It avoids saturating the disk volume where the log file is stored. Without a backup, the log file would get bigger and bigger with use, and would eventually use all available disk space. For each data file backup, 4D or 4D Server closes the current log file and immediately starts a new, empty file, thereby avoiding the risk of saturation. The old log file is then archived and eventually destroyed depending on the mechanism for managing the backup sets.
- It keeps log files corresponding to backups in order to be able to parse or repair a database at a later point in time. The integration of a log file can only be done in the database to which it corresponds. It is important, in order to be able to properly integrate a log file into a backup, to have backups and log files archived simultaneously.

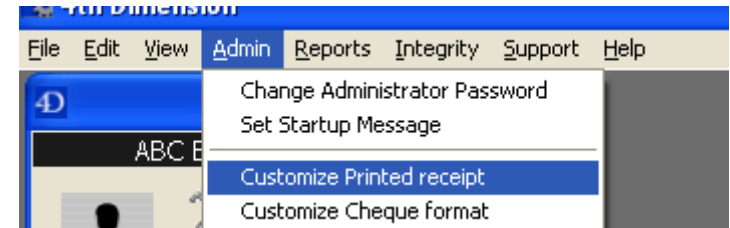
Advanced Settings

Customizing the printable receipt template

This section describes how to customize the receipt templates. Some customers occasionally want to add a signature line in the invoice, or

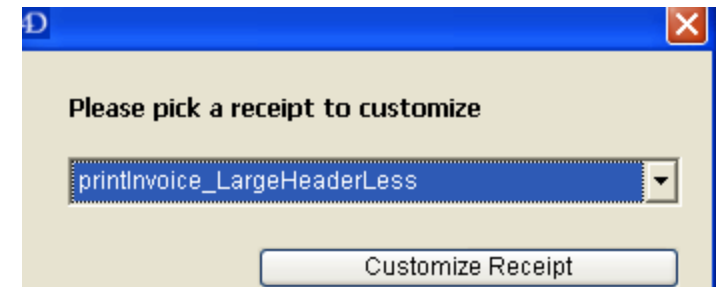
Customize Printed Receipt

From the Admin menu select 'Customize Printed Receipt'



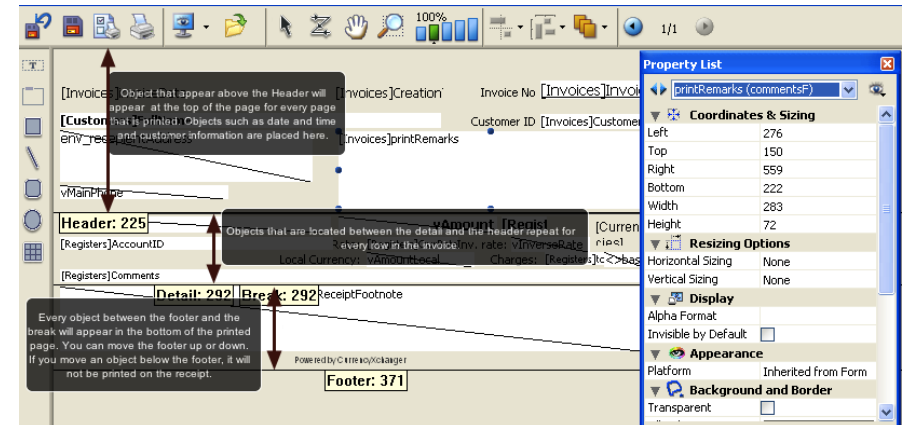
Pick the right template

Select the receipt that you wish to customize. To change the printInvoice_Large you should change the printInvoice_LargeHeaderLess first. In fact, the headerless form is underlying template where the 'Large' format is based on, so changing the underlying template would change the 'Large' template.



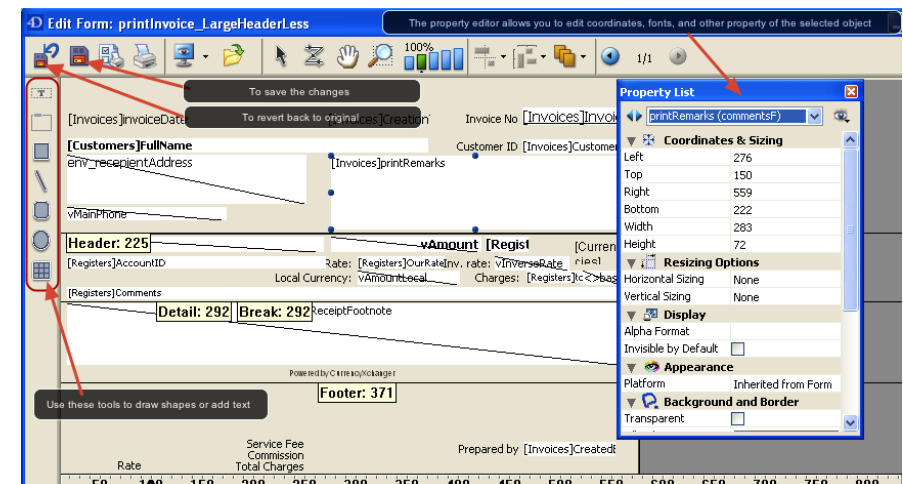
The Header, Detail and Footer section

It is important to understand different section breaks in the template. The Header section prints at the top of the page. The Detail section prints for every record. The Footer section prints at the bottom of the page. You could move these separators up and down but be careful about moving sensible objects accordingly.



Edit the template

Once you have made the changes, make sure that you save it, or revert back to the factory-settings.



Adding a signature line in the footer section.

In this snapshot we moved the Footer down and added a Signature text and line.

[Invoices]InvoiceDate [Invoices]Creation Invoice No [Invoices]Invoice
[Customers]FullName Customer ID [Invoices]Customer
env_recipientAddress [Invoices]printRemarks
vMainPhone

Header: 225 vAmount [Regist [Curren
[Registers]AccountID Rate: [Registers]OurRate[Inv. rate: vInverseRate riest
Local Currency: vAmountLocal Charges: [Registers]Itc<>Page
[Registers]Comments

Detail: 292 Break: 292
signature
Added a text and a line to the footer as a place for signature.
in Receipts notes
Notice that the Footer has been moved down
Powered by CurrencyXchanger
Footer: 407

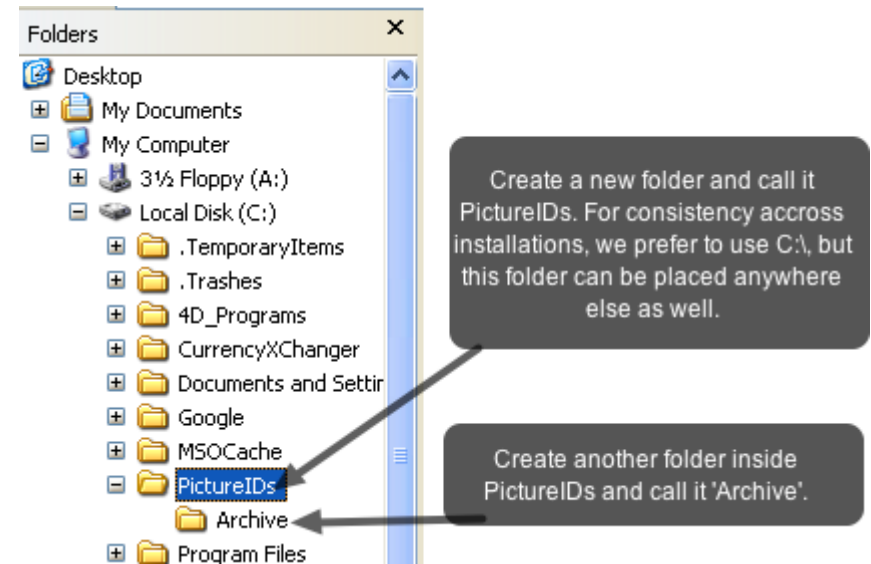
Configuring the Picture ID folder

Each computer can be attached to a scanner

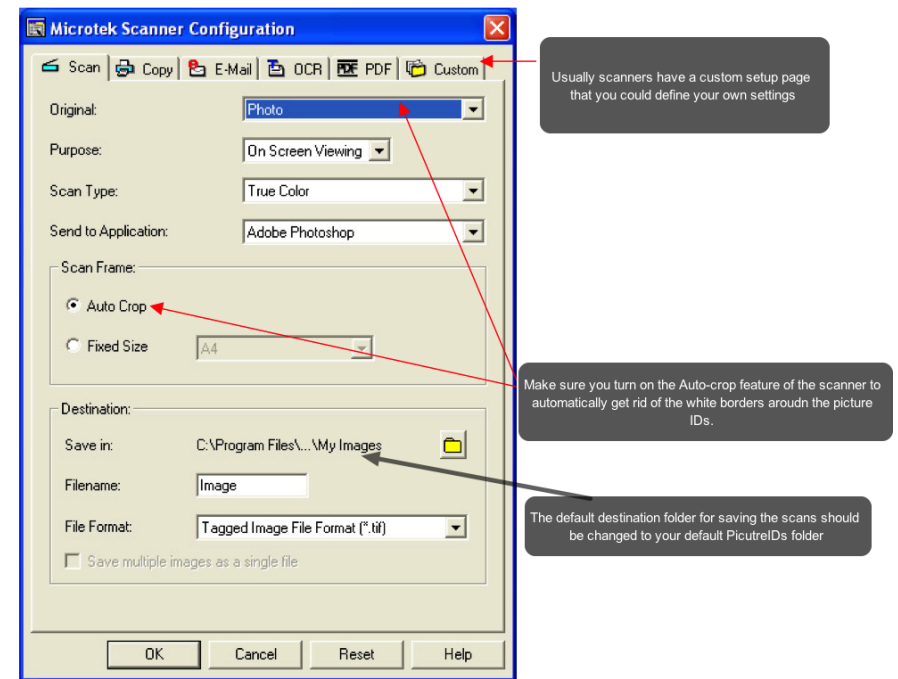
PictureIDs folder

Create a folder where you store the Picture identifications for customers.

The scanner that is attached to this computer must be configured to automatically save all scanned pictures into this folder. Each scanner has its own application and driver so you would have to refer to the scanner instruction manual to know how to change the default path. It is most convenient to set the scanner defaults to 150 DPI (color) with auto-crop option turned on.



Sample Scanner configuration screen



Define PictureIDs folder for CurrencyXchanger

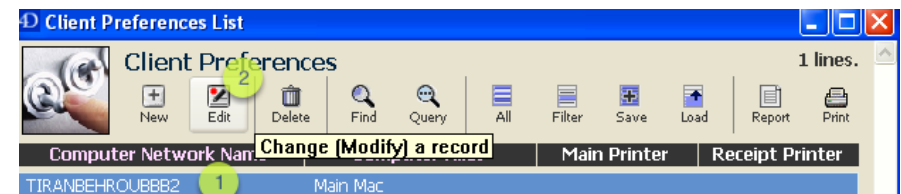
Now it's time to setup CurrencyXchanger to recognize the PictureIDs folder as the default location to lookup for scanned picture IDs.

From the File menu select Client Preferences.



Edit the Client Preference profile for your computer

Select your computer from the list and click Edit.



Configuring the Source and Destination folder

- 1) Click on the 'Misc Settings' tab
- 2) The source folder is where the system will look for new scanned picture IDs (e.g: C:\PictureIDs\)
- 3) The destination folder is where the system will move the picture IDs once they are attached to the customer profile (e.g. C:\PictureIDs\Archive\)

Client Preferences Entry

Computer Name: TIRANBEHROUBB2
Automatically fill-in the computer name

Computer Alias: Main Mac
Computer alias is a nickname for the computer (eg. Sam's computer)

This computer is located in branch :

Print Options Misc Settings 1

☐ display Currencies Panel on startup

☐ display Rates Panel on startup

☐ display invoices on startup

Picture IDs Folders

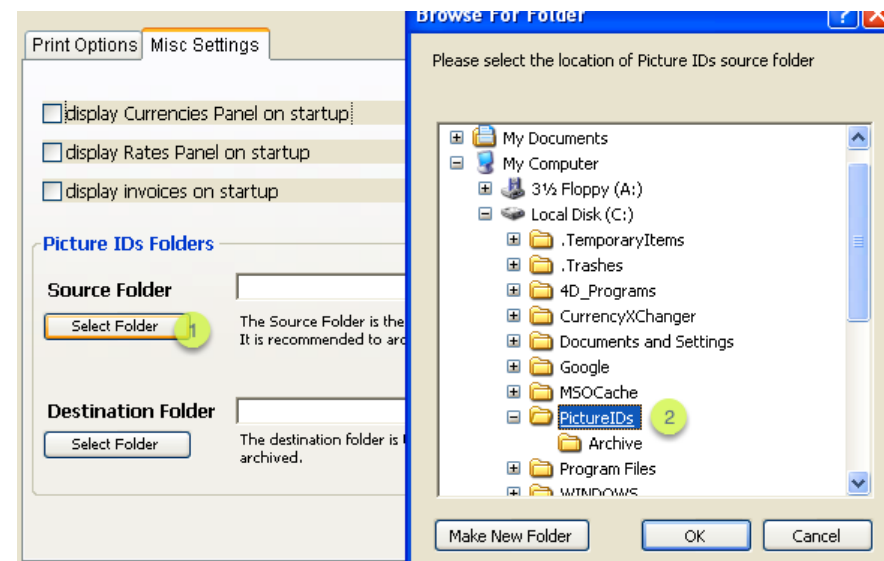
Source Folder 2
Select Folder Open
The Source Folder is the folder where all picture IDs are scanned into. It is recommended to archive the pictures once they are attached to the profile.

Destination Folder 3
Select Folder Open
The destination folder is the folder where picture IDS are moved into after they are archived.

Apply 1 of 1 Cancel Save

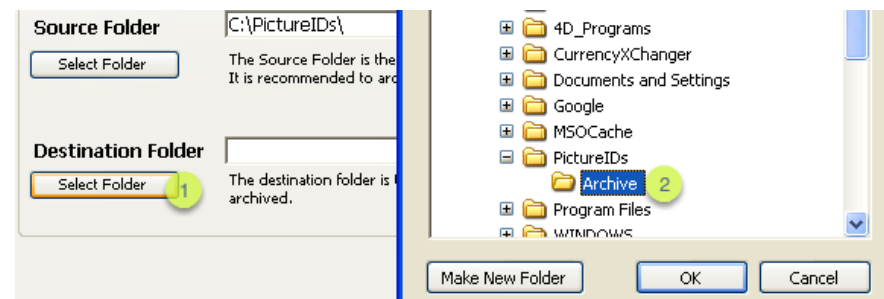
Define the Source Folder (PictureIDs folder)

Assign the Source folder to your PictureIDs folder



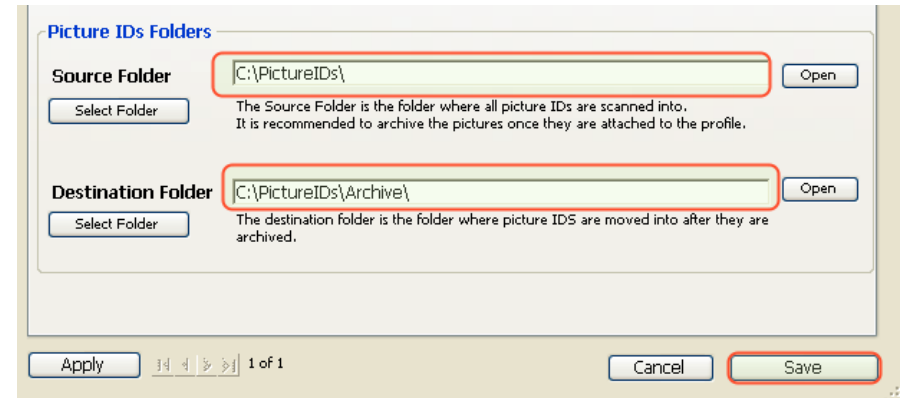
Define the Destination Folder (Archive folder)

Assign the Destination Folder to the 'Archive' folder.



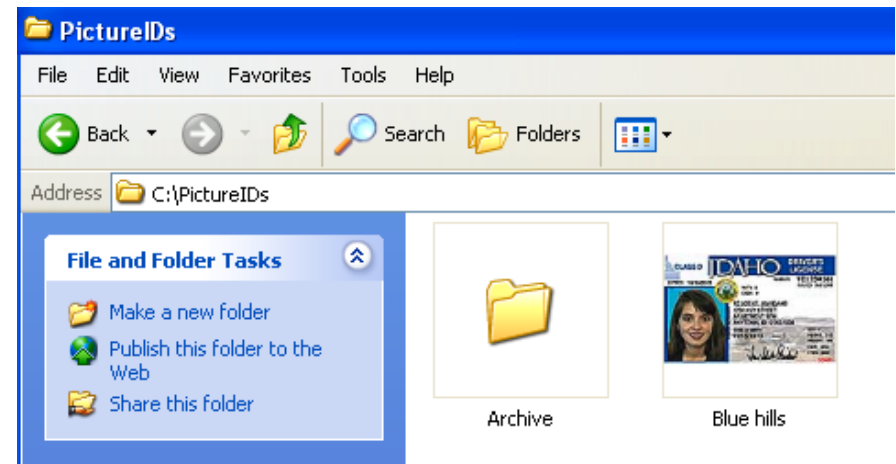
Save the changes

Save the configuration once you have finished.



Scan a picture ID

After you scanned a new picture ID, the scanner should save it by default to the "PictureIDs" folder. You could also manually place a scanned image inside that folder. For this example, we downloaded a picture from the internet and manually placed in the PictureIDs folder.

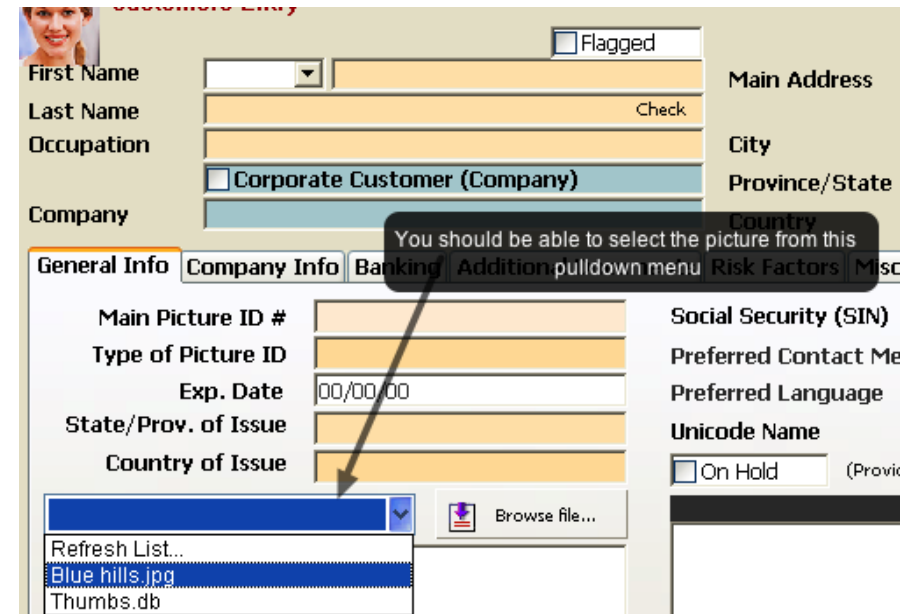


Attaching the picture ID to a customer profile

To test the setup, we are going to add a new customer profile and attach that picture ID.

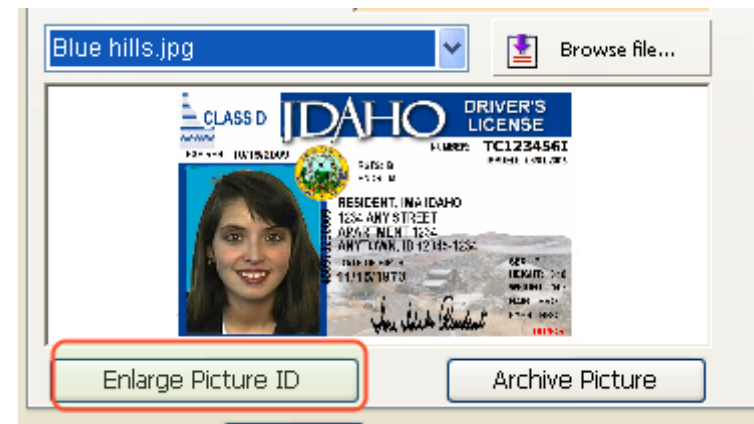


Pick the latest picture from the pulldown menu on the 'General Info' tab.



As you select the name of the scanned image, the image should show in the rectangle below. If you don't see the picture showing, make sure that you have installed Apple Quicktime™ properly.

Click Enlarge Picture ID to be able to read the details of the customer from their picture ID and enter it into the system.



Once the picture ID gets enlarged it becomes easier to read the details and enter on the form. Once finished, close the window (notice there is no Save button).

Prefix	Ms.	Occupation	Hair Stylist
First Name	Ima Idaho	Main Picture ID #	TC1234561
Last Name	Resident	Type of Picture ID	Driver's License
Main Address	1234 Any Street, Apt 1234	Exp. Date	00/00/00
City	Anytown	State/Prov. of Issue	ID
Province/State	ID	Country of Issue	USA
ZIP/P. Code	12345		
Country	USA		
Date of Birth	Thu, Nov 15, 1973		

Archive the Picture ID

When you close the enlarged customer entry form, you will return the normal customer entry form. At this point, you can continue entering more information about the customer. When you are done, click the 'Archive Picture' button.

Customers Entry CUS20003

First Name: Ms. Ima Idaho
Last Name: Resident
Occupation: Hair Stylist
Company: Corporate Customer (Company)

Main Address: 1234 Any Street, Apt 1234
City: Anytown
Province/State: ID ZIP/P. Code: 12345
Country: USA
Date of Birth: Thu, Nov 15, 1973
Nationality:
Country of Residence: Canada
Email:
Main Phone:
Work Phone:
Fax:
Cell Phone:
Lookup:
Flagged: ☐

General Info Company Info Banking Additional Documents Risk Factors Misc

Main Picture ID #: TC123456I
Type of Picture ID: Driver's License
Exp. Date: 00/00/00
State/Prov. of Issue: ID
Country of Issue: USA
Social Security (SIN):
Preferred Contact Method:
Preferred Language:
Unicode Name:
☐ On Hold (Provide the reason why customer on hold in following box)

Blue hills.jpg Browse file

Before saving the customer profile, click on 'Archive Picture' to move the scanned picture into the Archive folder.

Credit Rating: Not Rated
Granting Internet Access:
☐ Allow Internet Access ☐ View Password (Admin Only)
Password:
Secret Word:
Email Password:
Cancel Save

Enlarge Picture ID Archive Picture

Save Load Apply 1 of 2

After pressing the 'Archive Picture' button, you need to confirm the action by pressing 'Move and Rename'. At that point, the image will be moved to the 'Archive' folder (C:\PictureIDs\Archive).

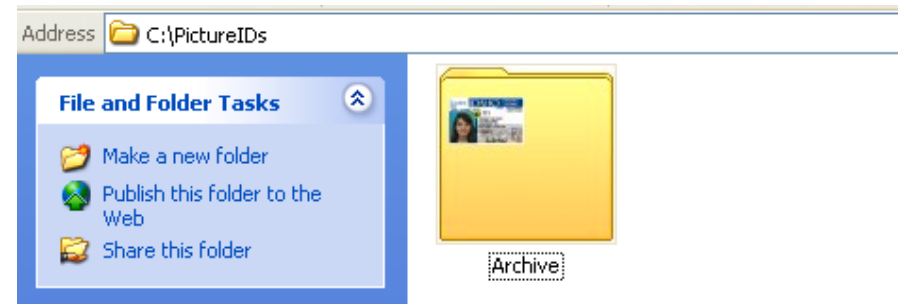
Confirm

This picture will be moved into archive folder and renamed to Ima Idaho Resident_00003_Blue hills.jpg

Leave it Move and Rename

The 'Archive' folder

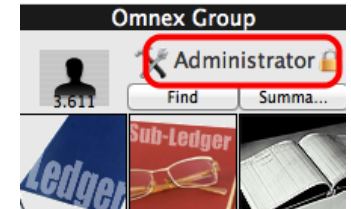
If you go to the PictureIDs folder, you will notice the the picture ID is no longer there. The archive process moved it into the 'Archive' folder. The Archive keeps all your attached picture ids in one place.



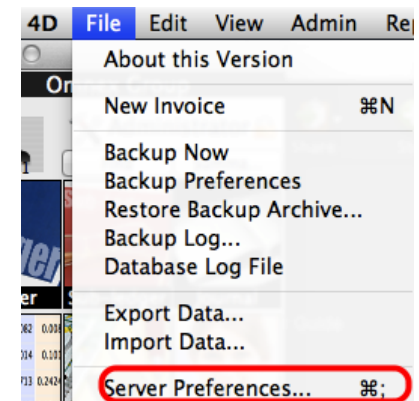
Configuring the FTP setting

This lesson shows you how to setup the Server Preferences to allow publishing of internet rates. This is an advance topic for administrators only. Do not mess with these configurations if you are not sure how to set it up properly. This lesson should be done on the server itself.

Make sure that you are signed in as "Administrator"



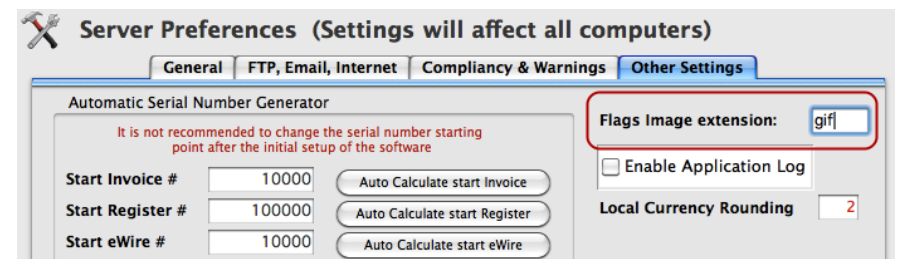
Select "Server Preferences" from the File menu.



Set flags image extension

Under the Server Preferences, make sure than the flags image extension is set to either "gif", "JPG", "png", or "jpg" depending on the content of the 'flags' folder that is uploaded to the website.

Caution: the flags extension is "case sensitive"so GIF is different from gif.



FTP Settings

Make sure you change the ftp settings under the server Preferences and test the configuration. You may need to click 'Apply' before testing the settings.

FTP Server Access

1 Host Name: clearviewsys.com e.g.: mysite.com

2 User Name: rates_charlies@clearviewsys.com e.g.: ftpuser

3 Password: ***** View Password

Ftp Server path: e.g.: /www/mysite.com/

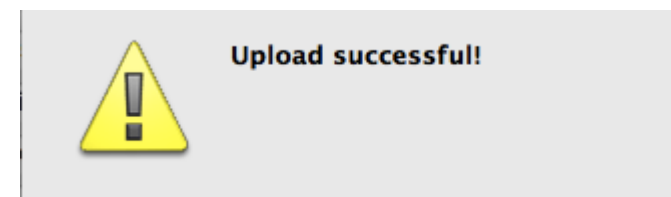
4 FTP Port No: 0 e.g.: 21

5 ☒ Automatically Upload XML rates to FTP Server
This is the server to publish the rates, news, xml feeds, etc...

Test FTP Setting

Test the FTP setting

You should get a success message, or else your configurations may be wrong.



Make sure you save the settings after you tested the ftp configurations.



Test the Publishing of rates from the Currencies module

Currencies

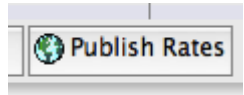
5 lines.

From January 1, 2011 To January 1, 2012

Currency Code	Country	We Buy LC	Spot LC	We Sell LC	Buy Inv.	Spot Inv.	Sell Inv.	Man/Auto
CAD	Canada Dollars	1	1	1	1	1	1	<input type="checkbox"/>
EUR	Euro Member Countries Euro	1.24628	1.29821	1.35014	0.8024	0.7703	0.7407	<input type="checkbox"/>
GBP	United Kingdom Pounds	1.49449	1.55676	1.61903	0.6691	0.6424	0.6177	<input type="checkbox"/>
INR	India Rupees	0.01904	0.01983	0.02062	52.5298	50.4286	48.4891	<input type="checkbox"/>
USD	United States of America Dollars	0.95032	0.98992	1.02952	1.0523	1.0102	0.9713	<input type="checkbox"/>

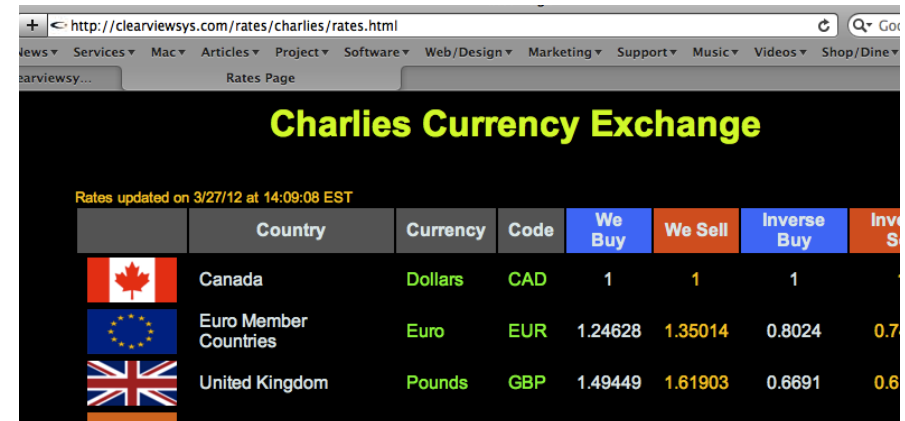
Today's Show All Select All Show flagged rows Add Flag Duplicate All P&L Failed Rates Update Rates Publish Rates

Click the publish rates.






Test the published rates...

Make sure to test the published rates.

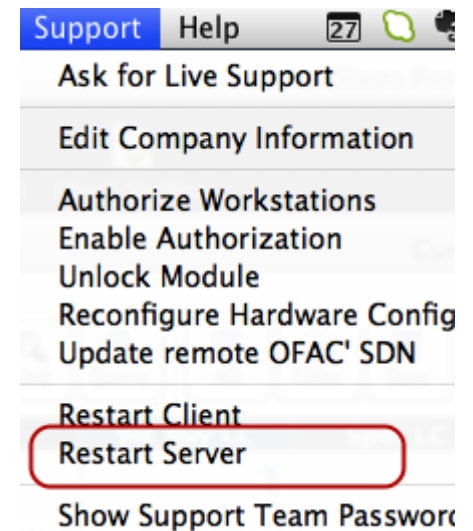


The screenshot shows a web browser displaying the "Charles Currency Exchange" website. The URL is <http://clearviewsys.com/rates/charlies/rates.html>. The page has a navigation menu with links like News, Services, Mac, Articles, Project, Software, Web/Design, Marketing, Support, Music, Videos, and Shop/Dine. The main content area is titled "Charles Currency Exchange" in yellow. Below the title, it says "Rates updated on 3/27/12 at 14:09:08 EST". There is a table with columns: Country, Currency, Code, We Buy, We Sell, Inverse Buy, and Inverse Sell. The table lists rates for Canada (Dollars, CAD), Euro Member Countries (Euro, EUR), and United Kingdom (Pounds, GBP).

	Country	Currency	Code	We Buy	We Sell	Inverse Buy	Inverse Sell
	Canada	Dollars	CAD	1	1	1	
	Euro Member Countries	Euro	EUR	1.24628	1.35014	0.8024	0.7
	United Kingdom	Pounds	GBP	1.49449	1.61903	0.6691	0.6

Restart the Server

Whether you do this process on the client or the server, you need to restart the server to make sure it works with the new settings.

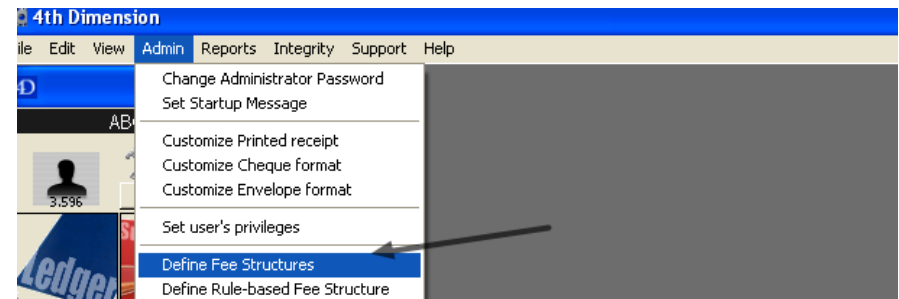


Preset Fee Structures

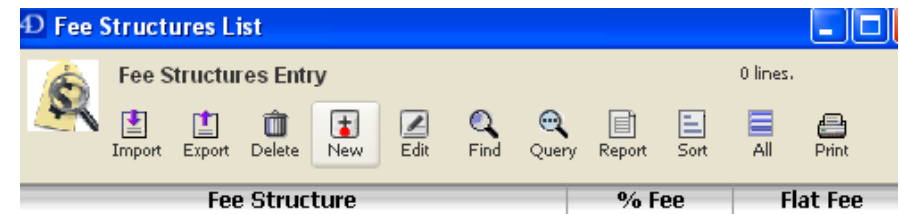
Fee structures are a collection of preset values for the commission percentage and flat service fee. For example, a cheque cashing operation may want to charge 2.5% and \$3.00 on a cheque. In this section, we show you how to add a new fee structure. These fee structures must be picked by the user (or teller) during the transaction. The system will not automatically pick the fee structure for the transaction. For automatic fee structure, you need to check the 'rule-based' fee structures section in this manual.

Adding a new fee structure

From the 'Admin' menu select 'Define Fee Structures'




Click 'New' to add a new fee structure.



Define the fee structure

For our example, we will create a fee structure for cashing cheques from customers.

1. Call the fee structure something that makes sense and doesn't confuse users
2. Add a percentage commission of 2.5 %
3. Add a flat service charge of \$ 3.00
4. Save



Fee Structures Entry


Fee Structure Name 1

Percent Commission 2

Flat Local Fee 3

4

You may have other fee structures for different purposes.



Fee Structures Entry 3 lines.

Import Export Delete New Edit Find Query Report Sort All Print

Fee Structure	% Fee	Flat Fee
Cheque Cashing	2.5%	3.00
eWire International	0.00%	20.00
eWire Local	0.00%	10.00

How to pick a fee structure during invoicing

INV10004
Customer CUS20003 Ima Idaho Resident

Buy/Sell Received **We BUY** Clear Form

Method Cheque

Amount 1,000.00 USD 000.00

Calculate Pay off

Exchange Rate 0.94725 CAD / USD
Inverse Rate 1.0557 USD / CAD

Amt before fees 947.25 CAD

Commission % 0.00% = 0.00 CAD Edit Fees

Our fee in CAD

Amount due 947

Cheque Cashing
eWire Local
eWire International

Pick the fee structure for the pulldown menu

The commission and service fee will be automatically filled-in by the system when you pick the fee structure. Fee structures are to facilitate the entering of fees for the users. However, it is possible for the user to modify the fees if they wish.

In this case the 'eWire local' service fee was picked.

Commission % 2.5% = 23.68 CAD Edit Fees

Our fee in CAD 3.00 26.68 Cheque Cashing

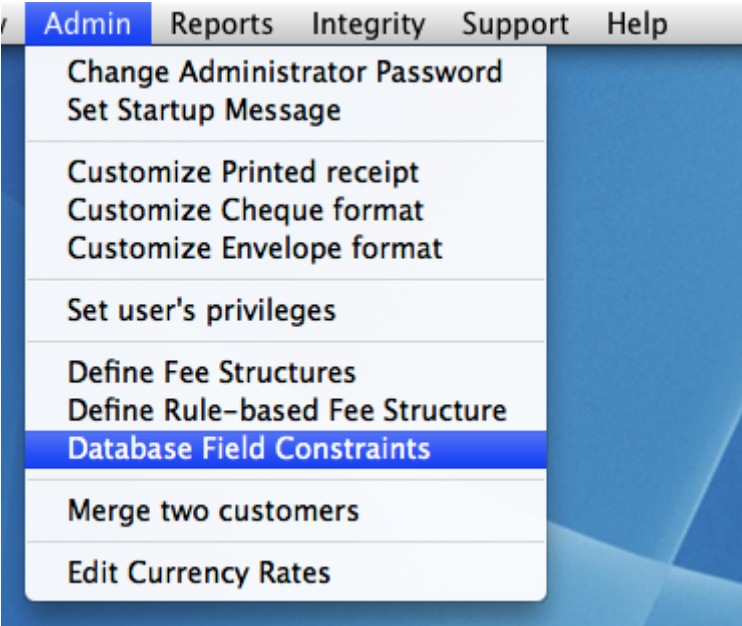
Commission % 0.00% = 0.00 CAD Edit Fees

Our fee in CAD 10.00 10.00 eWire Local

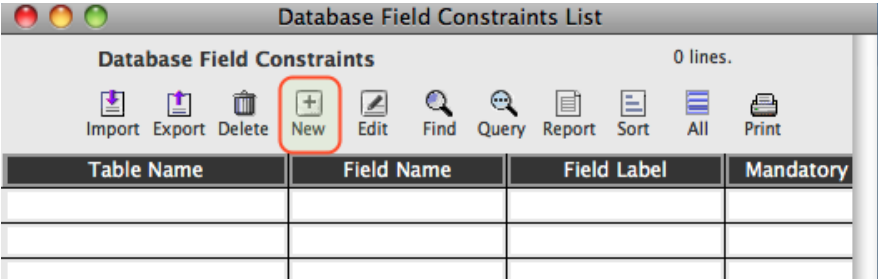
Adding Database Field Constraints

Sometimes, you may want to make an entry field mandatory or may want to warn the user if a field is empty. For such circumstances, you can create database field constraints. Let's say we want to make the DOB (Date of Birth) field mandatory in the customer's entry form.

Highlight the 'Database field constraints' from the Admin menu.



Create a new constraint.



Pick the table "Customers" and "DOB" as a field. Then pick the DOB from list fields. Click the 'Mandatory' button and save the new entry.

Database Field Constraints Entry

Table 1 Customers

Field 2 DOB

Table No 3 Customers

Field No 5 DOB

Field Label DOB

3 ☒ Mandatory

Cancel Save 4

In the above list you can see that DOB is mandatory and the citizenship field is optional. However, when you add a constraint field as non-mandatory, the system will still warn the user, if the field is left black.

Database Field Constraints List

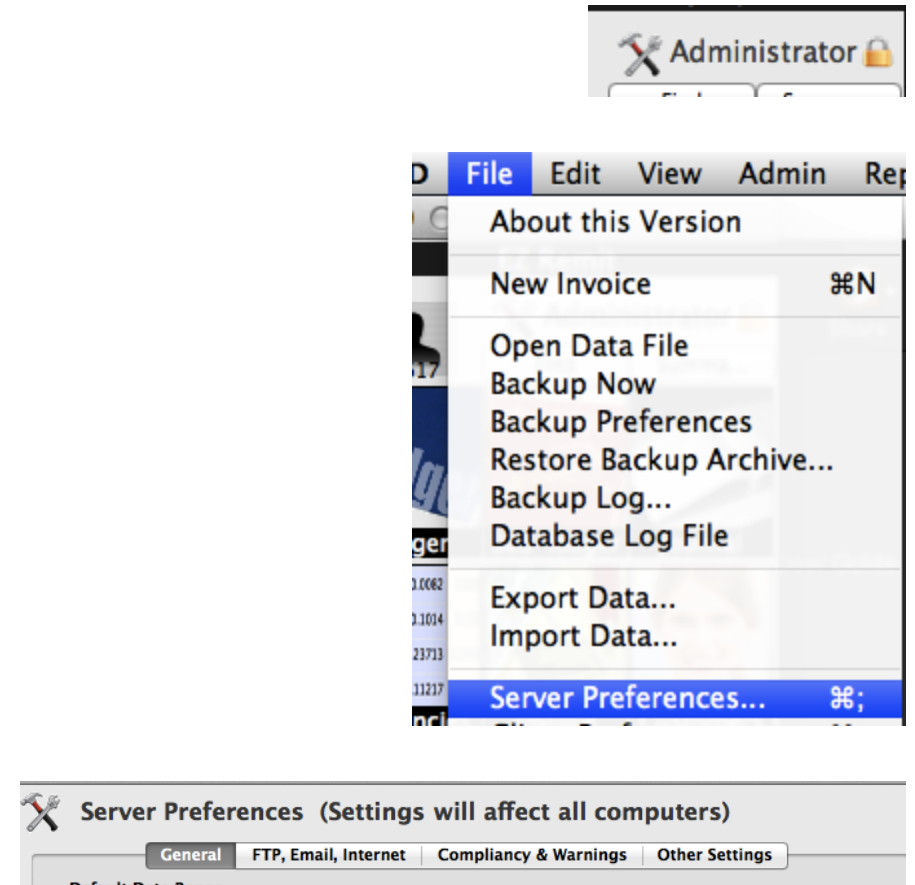
2 lines.

Import Export Delete New Edit Find Query Report Sort All Print

Table Name	Field Name	Field Label	Mandatory
Customers	Citizenship	Citizenship	<input type="checkbox"/> Mand.
Customers	DOB	DOB	<input checked="" type="checkbox"/> Mand.

Enabling the Application Log

The application log keeps a log of all transactions added, deleted, or modified along with a date stamp and user who made the changes. Enabling this feature can bloat the size of the data file as thousands of records will be normally added to this log on a daily basis.



(Settings will affect all computers)

Mail, Internet

Compliance & Warnings

Other Settings

ge the serial number starting
etup of the software

Flags Image extension:

☒ Enable Application Log

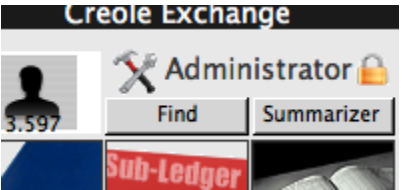
Auto Calculate start Invoice

Deleting Transactions

Deleting all transactions

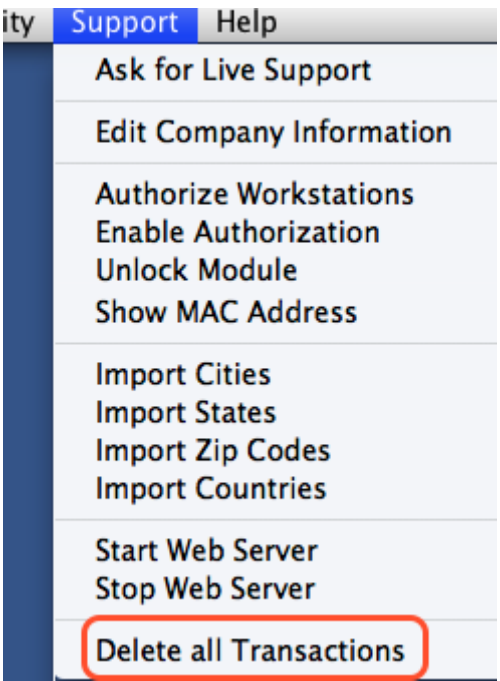
This lessons shows how to delete all transactions in the system. Do not try this unless you are absolutely sure that you want to delete all transactions. This is usually used after a period of practicing with a demo software.

Make sure that you are signed in as Administrator



Delete all transactions

From the Support menu select "Delete All Transactions".



It is usually recommended that you don't delete the customers and ledgers account, unless you are sure that there are no real customers on file.

Check which table to completely erase.

Please make sure you know what you are doing, as this action cannot be undone.

- ☒ Delete Journal Registers
- ☒ Delete Bookings
- ☒ Delete Accounts In Outs
- ☒ Delete Cash Transactions
- ☒ Delete Cash Journal
- ☒ Delete Items Journal
- ☒ Delete Cheque Transactions
- ☒ Delete Invoices
- ☒ Delete Wires
- ☒ Delete eMessages
- ☒ Delete All eWires
- ☐ Customers
- ☐ All Ledger and Subledger Accounts

Cancel Delete

The system will warn you that this is not reversible, so you click on Ignore all warnings to proceed.

Ignore all warnings

As a measure of caution, the system will automatically backup all transactions before deleting everything.

Backup

Backup destination: Macintosh HD:Users:tiran:Desktop:CurrencyXch

Last Backup Information

Backup in progress...

Deleting an invoice

Select the invoice that you wish to delete first, then click Edit.

To delete an invoice, you need to delete the content first. An invoice is only an envelope that groups journal register transactions into one invoice. Highlight the first row and then push "Delete Row".

Delete each line separately first.

One more line left to delete

Invoices 1 lines. From: 00/00/00 To: Thu, Apr 26, 2012

Buttons: New, Edit, Delete, Find, Query, All, Filter, Save, Load, Report, Print, Today, Apply Dates

Invoice	Date	Buy	Customer	From	To	Remarks	R.	D.
HOINV10040	5/3/12	Buy	Walk-in Customer	200.00 USD	2,676.00 SCR	HO		

Customer 000 Walk-in Customer Date: Thu, May 3, 2012

Buttons: View Customer, 3rd Party, We Buy, Spot, We Sell

Buy/Sell: [Dropdown] Method: Cash Amount: 0.00 Exchange Rate: [Dropdown] Inverse Rate: [Dropdown] Amt before fees: 0.00 SCR Commission %: 0.00% = 0.00 SCR Our fee in SCR: [Dropdown] Amount due: 0.00 SCR

Buttons: Clear Form, Calculate Pay off, Add Row, Edit Row, Delete Row, Adjustments, Multi Transfers, Open Till, Close Till

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)
Cash-USD-01	200.00		USD	13.38		2,676.00	
Cash-SCR-01		2,676.00	SCR	1			2,676.00

Warning! Are you sure you want to delete the selected record?
Received 200.00 Dollars (United States of America) in cash

Buttons: Cancel, OK

Customer 000 Walk-in Customer Date: Thu, May 3, 2012

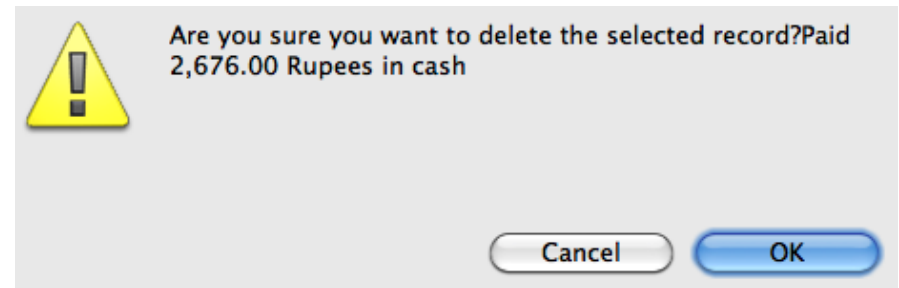
Buttons: View Customer, 3rd Party, We Buy, Spot, We Sell

Buy/Sell: [Dropdown] Method: Cash Amount: 0.00 Exchange Rate: [Dropdown] Inverse Rate: [Dropdown] Amt before fees: 0.00 SCR Commission %: 0.00% = 0.00 SCR Our fee in SCR: [Dropdown] Amount due: 0.00 SCR

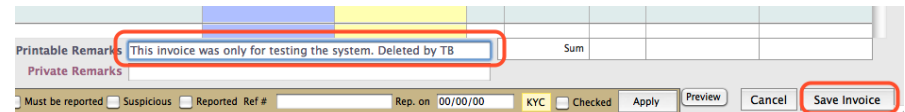
Buttons: Clear Form, Calculate Pay off, Add Row, Edit Row, Delete Row, Adjustments, Multi Transfers, Open Till, Close Till

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)
Cash-SCR-01		2,676.00	SCR	1			2,676.00

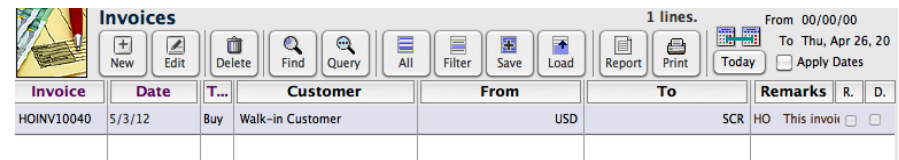
Click OK to proceed.



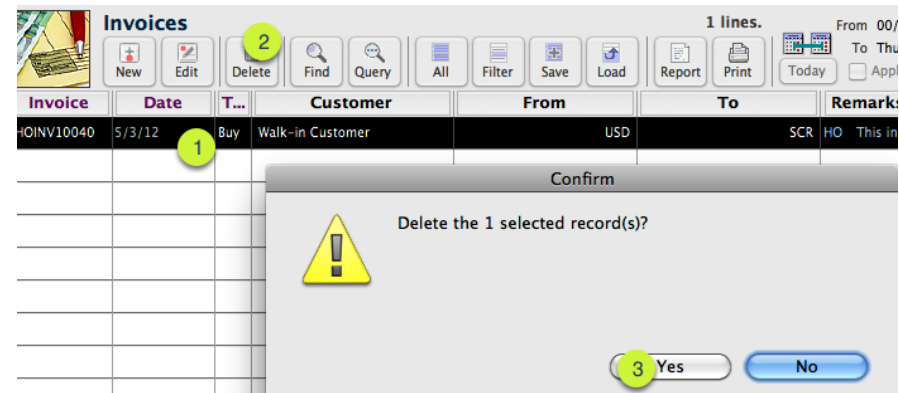
Make sure to enter a note before saving the invoice. Once you have entered the reason for deletion, click on "Save Invoice"



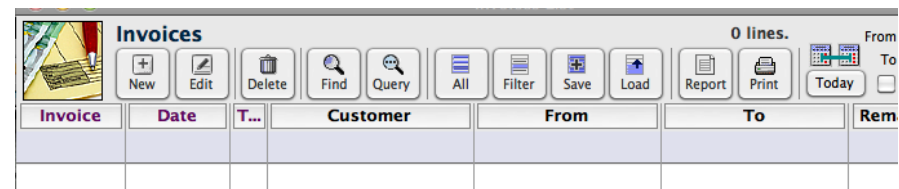
Once you save the invoice, you will be back to the main list form. At this point, you will notice that the "From" and "To" fields are empty, but the invoice is still there.



If you want to really delete the invoice, you may need to select it and then click "Delete" on the invoice module. Click Yes to continue. This step is completely optional and it is actually not recommended as delete an invoice, will create gaps in the numbering system.



Voila! the invoice is gone.



Importing & Exporting

Troubleshooting Common Problems

Journal is not balanced error

Sometimes when you restart the system, you may encounter an error saying "The Journal is not balanced". This can happen due to several reasons such as:

- A record being locked while being deleted
- A journal transactions being deleted from the Journal Registers table
- A bug in the system that kept the record from being completely cancelled when an invoice was not saved
- A transfer from account 1 to account 2 in which one of the accounts or lines were deleted from the journal registers table



Alert

The journal is not balanced.

Data Integrity Checks

You need to perform integrity checks on the data to see what is out of order. Select display integrity check panel from the Integrity menu. Make sure you are signed in as the administrator

The screenshot shows the CurrencyXchanger software interface. The top menu bar includes 'File', 'Edit', 'View', 'Admin', 'Reports', 'Integrity', 'Support', and 'Help'. The 'Integrity' menu is open, displaying a list of options: 'Fix Invoices', 'Fix Registers', 'Fix eWire Customer IDs', 'Fix Cheque Accounts', 'Add Branch ID to records', 'Auto Reconcile Account', and 'Integrity Checks'. The 'Integrity Checks' option is highlighted with a red box, and a sub-menu is visible below it with the option 'Display Integrity Check Panel' also highlighted with a red box.

Below the menu, there is a section titled 'Integrity Test Failed' with a table of checks:

Integrity Test Failed	Table	F
<input type="checkbox"/> OrphanRegisters	Check if journal records are orphaned (lost their	
<input type="checkbox"/> RegisterRates	Check if all rates are within the allowed treshhold	
<input checked="" type="checkbox"/> UnbalancedInvoices	Check if there are any unbalanced invoices	

Two of the most important integrity checks for finding journal imbalance are: orphanedRegisters and unbalancedInvoiced.

- **OrphanedRegisters:** This check verifies to see if there are some registers that are not connected to any invoices. This can happen

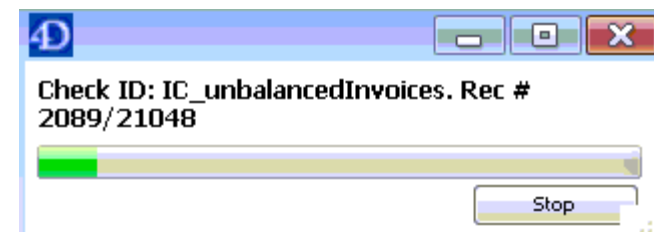
when an invoice gets deleted or gets canceled. There is also a bug in the system that can cause orphaned registers.

- UnalancedInvoices: This check will fail when there are invoices that are missing some lines. This can happen by deleting a line from the registers table. There may be other way to get unbalanced invoices as well.

Once you have picked the integrity checks, you need to run the data Integrity.

Run Data Integrity Test

Wait till all records are checked.



Data integrity errors found

If any inconsistencies are found, they will be listed. In this case, those records from the invoices table are missing a line or two. You can verify each invoice by double clicking on ti.

Integrity Test Failed	Table	Failed Record
IC_unbalancedInvoices	Invoices	INV76390
IC_unbalancedInvoices	Invoices	INV79214

Error: License is expired!

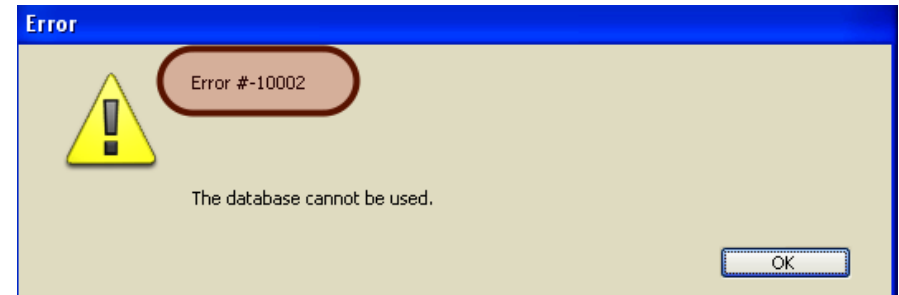
This lesson is not complete.

Error -10002: The database cannot be used (4D Client)

You try to open 4D Client as usual but you get the error -10002. This is one of the most common problems with 4D Client. **This error occurs when 4D Server is not running.**

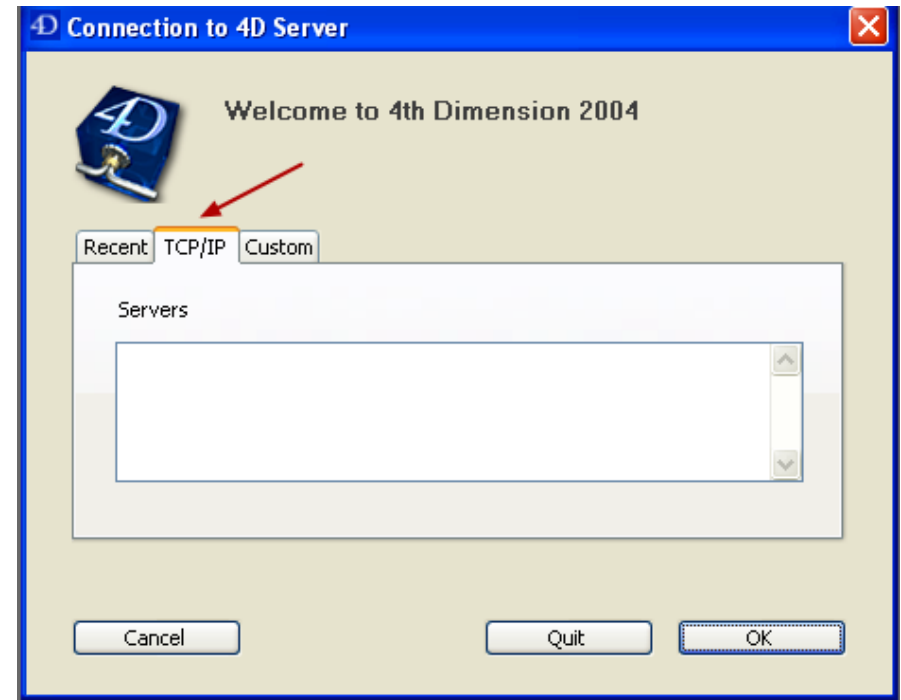
Error # -10002

When you see this error, it means that 4D client cannot connect to 4D Server. Make Sure 4D Server is running. For more information on how to restart 4D Server refer to the next section **Restarting 4D Server**.



Run 4D Client again

Once you are sure that 4D Server is running, run 4D Client once again. Click on the middle tab TCP/IP and wait for a few second.

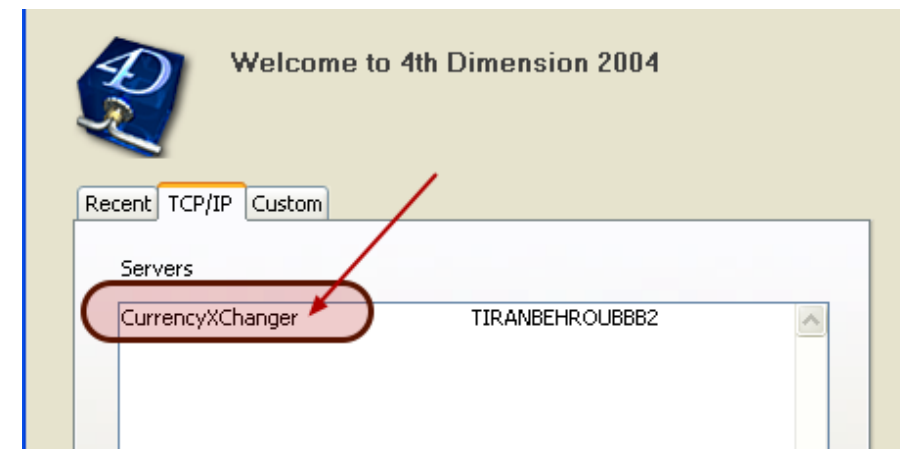


Wait till CurrencyXchanger appears

After a while you should see CurrencyXchanger appear under Servers. Once you see CurrencyXchanger appear, double click on it, or simply select it and click OK.

If CurrencXchanger does not appear after 30 seconds, then your 4D server may not be running. Once again, make sure you follow the instruction on how to restart 4D Server.

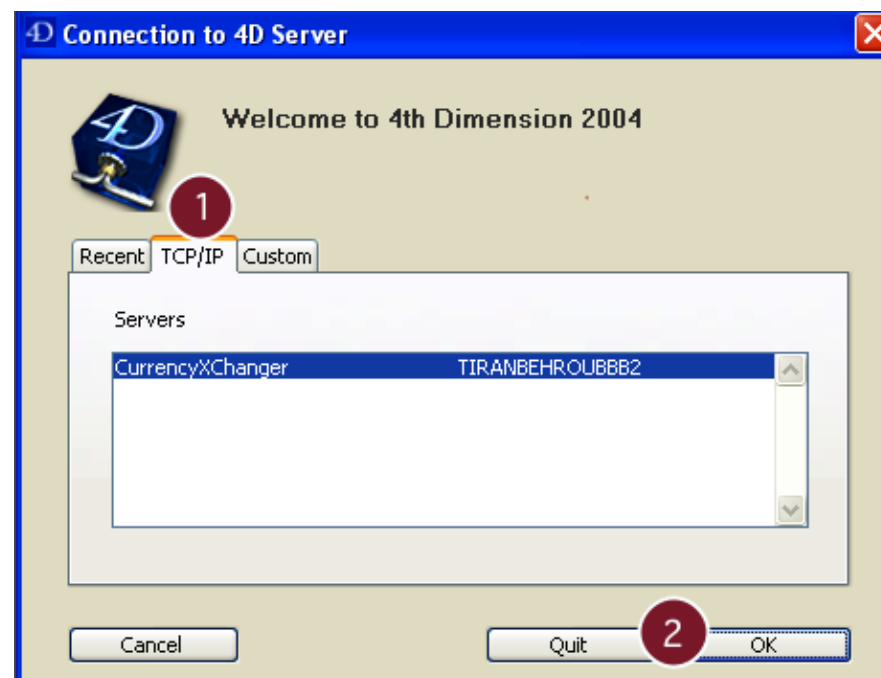
If you are 100% sure 4D Server is running and 4D Client cannot detect it under the TCP/IP tab, then make sure that your network connection is



working. You can check that by trying accessing the Internet. Sometimes Windows firewall configuration may interfere with 4D Client; you may want to ask an IT personel to check that.

After a few seconds...

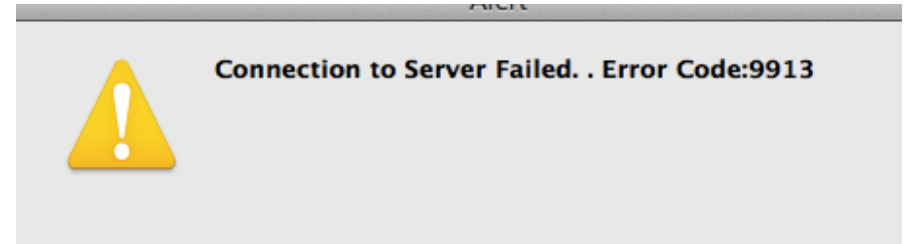
Double click CurrencyXchanger or highlight CurrencyXchanger and click OK.



Error -9913 or -9926: Connection to Server Failed

This error occurs when CurrencyXchanger cannot connect to the sanction list and rate server. You need to be connected to the internet for the system to be able to connect to the rate server and the sanction list server. Check your internet connection and make sure that you are connected to the internet before calling Clear View Systems.

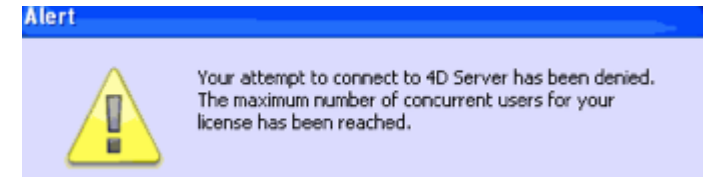
This error **will not prevent** you from working with the system. However, when you enter a new customer , the system cannot perform the usual sanction list checks on the customer. Furthermore, the system won't be able to chekc the sanction



Error -12: Maximum number of concurrent users reached (4D Client)

You are trying to connect to 4D Server using 4D client but the system doesn't let you. Every deployment of 4D Server has a maximum number of concurrent users. If you try to connect more users than you have licenses for, then system will not let you. In that case, you have to either purchase an additional 4D Client Extension license or simply ask one of the other users to quit the program so that you can connect.

Maximum number of users reached

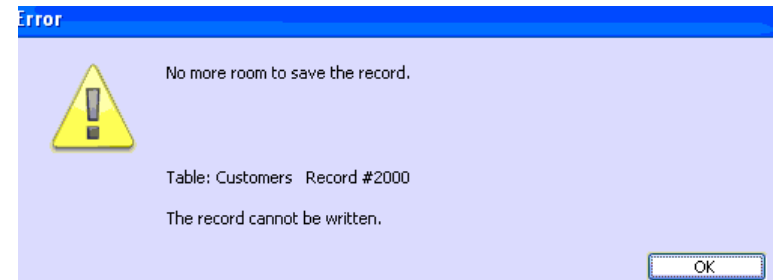


Error -12



Error: No more room to save the record!

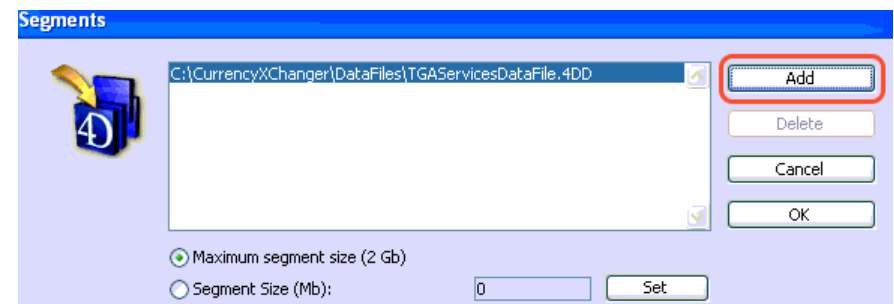
If you ever try to save a record and get an error no more room to save a record and you are sure that the hard drive has enough space to save data, it means that your data file has become larger than 2 Gigs and 4D needs to create another one. This was a limitation of older operating systems (32 bit) which didn't allow a single file to be larger than 2 Gigabytes.



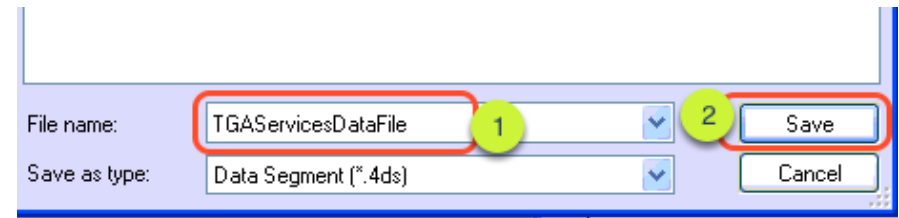
If you are running 4D Server, then go to the server program. From the 'Data' menu select 'Segments...'



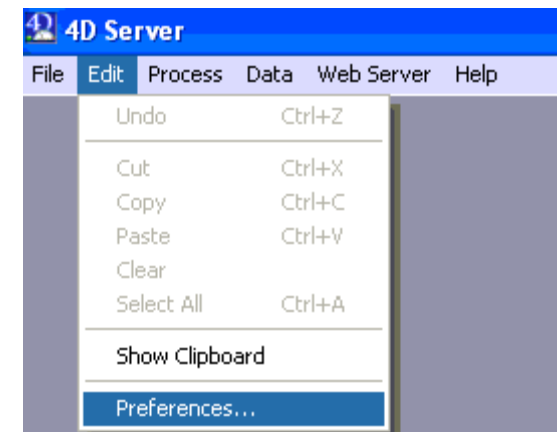
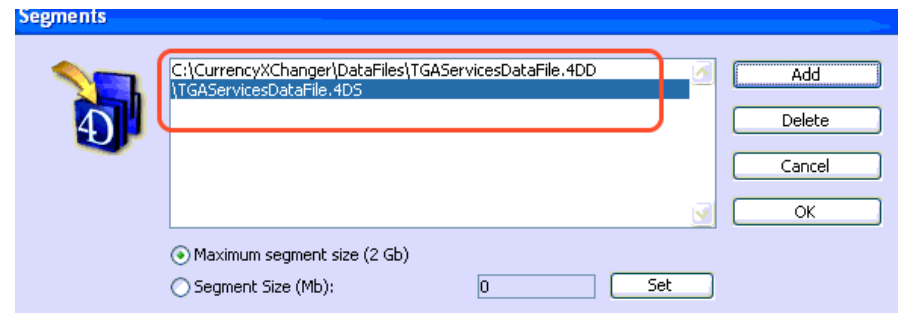
By default a datafile has about 2Gigs of capacity. If you exceed this amount, you can create additional segments to be linked together to form a datafile over 2 Gigs.



Name your new segment file.

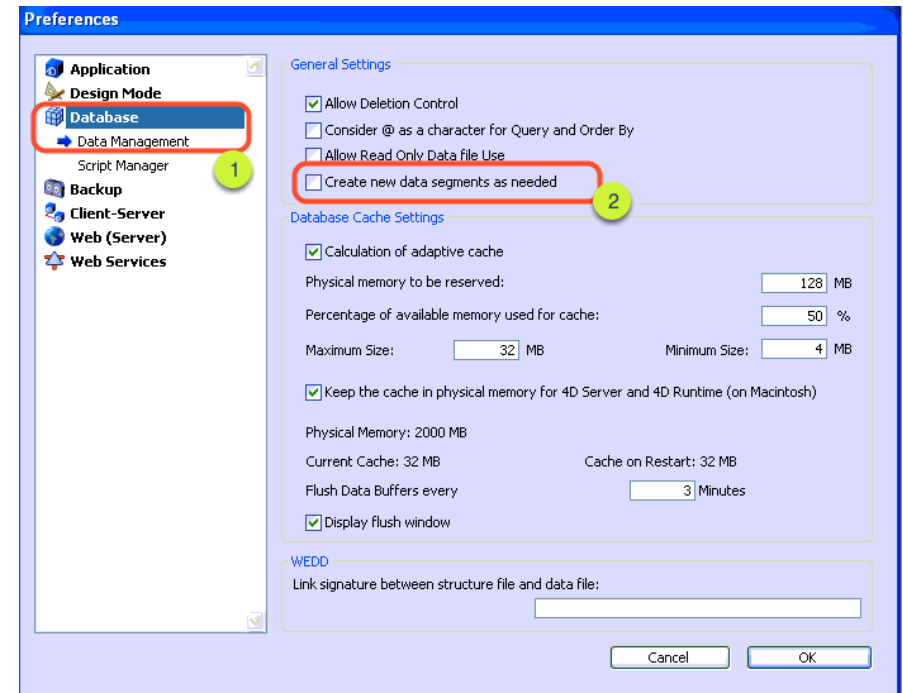


Now you can see the second line is linked to the first one.

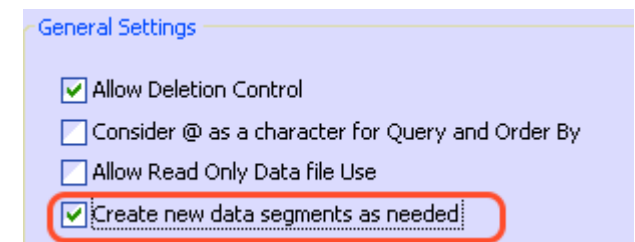


How to turn on automatic segment creation?

In order to make sure that you never encounter a segment full (or data cannot be written error), you can check a box to allow automatic segment creation.



Click the "create new datasegment as needed" checkbox.
You are done!



How to restart 4D Server?

CurrencyXchanger by *Clear View Systems Ltd.* (The software that runs the Foreign Exchange operation) runs on a database server called **4D Server**. 4D Server must be running at all times to ensure the front desk clerks can use the system.

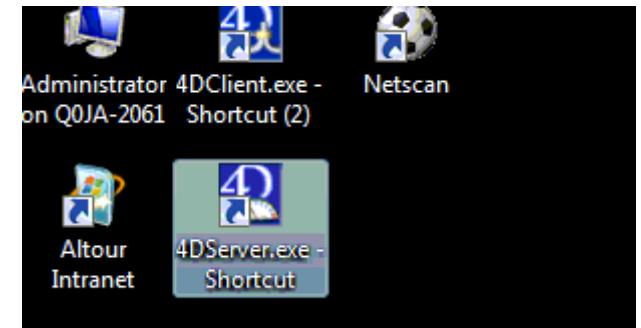
- **4D Server** is a Database Server
- 4D Server is running on the Server Computer (back room)
- 4D Server must be running at all times
- All data is kept on the server (or on a location specified in the Backup Preference of 4D Server)
- All backups are done on the server
- If the Server is not running the 4D Clients cannot run
- Unless you really have to, do not quit 4D Server. Before quitting 4D Server warn users to save their data and exit the 4D Client
- If 4D Server is not running, 4D Client will send an error -10002 (Database cannot be used)

Open 4D Server

Double click 4D Server.exe shortcut.

A shortcut to 4D Server is usually placed on the desktop during the initial installations.

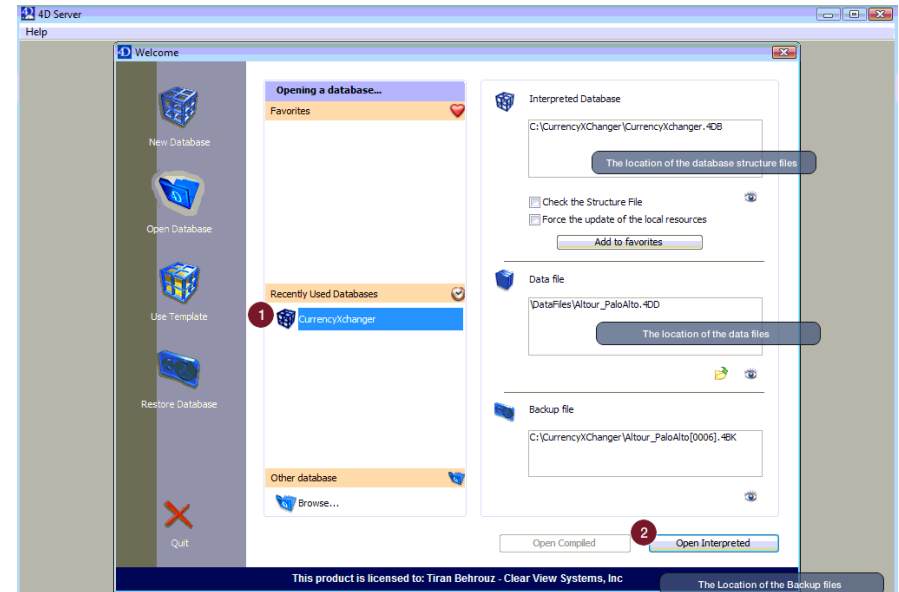
If you cannot find it on the desktop, look for the original file inside the C:\Program Files\4D_Programs\4D Server



Open CurrencyXchanger

Once you open 4D Server, you should be presented with a dialog box similar to above.

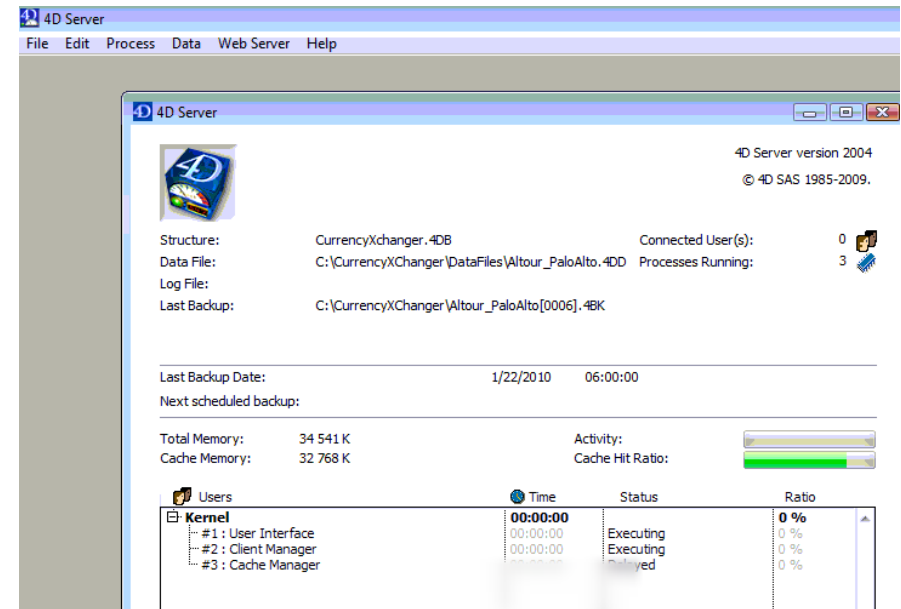
Click the Open Interpreted button (2) or just double click CurrencyXchanger (1).



4D Server Monitor Window

When 4D Server is running, it displays a server monitor page like the snapshot above. 4D Server shows the number of connected computers (client computers) and active processes along with the percentage ratio each project is taking.

Now 4D Clients should be able to connect to the server.



Picture IDs not visible

If you encounter a situation where you cannot see the picture ID in the customer profile, but you are sure that it has been attached previously, then most probably the Apple Quicktime[®] engine is not installed. Please refer to the installation instruction on how to install Quicktime on your machine.

Customers Entry HWCUS20003

☐ Flagged

First Name: Tony
Last Name: Blair
Occupation: Political Figure, Prime Minister Of Britain
Company: Corporate Customer (Company)

Main Address:
City:
Province/State:
Country: Seychelles
Date of Birth: 00/00/00
Nationality:
Country of Residence: Seychelles

Main Phone:
Work Phone:
Fax:
Cell Phone:

Lookup

General Info | Company Info | Banking | Additional Documents | Risk Factors | Misc

Main Picture ID #: 555 2024 22992 124
Type of Picture ID: Government ID
Exp. Date: 00/00/00
State/Prov. of Issue:
Country of Issue: Seychelles

Picture ID is missing!

Browse file...

Enlarge Picture ID | Archive Picture

Save | Load | Apply | 1 of 1

Social Security (SIN):
Preferred Contact Method:
Preferred Language:
Unicode Name:
☐ On Hold (Provide the reason why customer on hold in following box)

Confidential notes

Credit Rating: Not Rated



Granting Internet Access

☐ Allow Internet Access ☐ View Password (Admin Only)

Password:
Secret Word:
Email Password

Cancel | Save

If Quicktime is installed properly, then the picture ID should be visible on the customer profile page.

General Info		Company Info	Banking
Main Picture ID #	555 2024 22992 124		
Type of Picture ID	Government ID		
Exp. Date	00/00/00		
State/Prov. of Issue			
Country of Issue	Seychelles		
		 Browse file...	
			
Enlarge Picture ID		Archive Picture	

Error: Cash Account is not valid!

There is an error that happens occasionally during invoicing.

The error



Please fix the errors before proceeding.

Cash Account is not valid.
must be of currency USD

Invoicing problem

If you see this error during 'Add Row' in the invoice, it could mean several things:

- You may not be signed in with the till (make sure to sign-in with the till)
- You may be signed in but the cash accounts are not assigned to the user yet (restarting the program should fix this)
- You may not have created the currency in the system. (Add the currency first, then restart the program)

The screenshot shows the CurrencyXchanger software interface. A modal error dialog box is displayed in the center, containing the warning icon and the text: "Please fix the errors before proceeding. Cash Account is not valid. must be of currency USD". The background interface includes a header with "INV10001", "Customer 000", and "Walk-in Customer". Below this, there are sections for "Pay/Receive" (set to "Received"), "Method" (set to "Cash"), and various input fields for "Amount", "Rate", "Inverse Rate", "Amount before fee", "Commission %", and "CAD Service Fee". On the right, there is a "We BUY" section with a table of exchange rates for USD, United States of America, and Dollars. At the bottom, there are buttons for "Printable Remarks", "Private Remark", "Sum", and "Save Invoice".

Changing a setting in the Server Preferences

It may help to change the Server Preference to warn the user if they are not signed-in with a Till.

Server Preferences (Settings will affect all computers)

General | FTP, Email, Internet | Compliance & Warnings | Other Settings

Default Date Range

From Date: 01/01/2011
To Date: 01/01/2012
☐ Apply Date Range

Custom footnote message on printed receipts

Please verify your receipt and currency before leaving the counter.
Thank you for your business.

Default Commission Policies

	Margin %	Point (offset)
Buy	5%	
Sell	5%	

Default Invoice Behaviour

	Currency	Payment Method
Buy	USD	Cash
Sell	USD	Cash

Most used currencies

Currency 1: USD
Currency 2: EUR

Date Display Format: System date long (Wednesday, August 31, 2011)

Date Entry Format: !1&9###/#### (00/00/00)

Number of Cash Registers (besides the main cash): 0

Ask User to Sign-in with Till before creating a new Invoice ☒

Create Long Sentences by the Automatic Comment Generator ☐

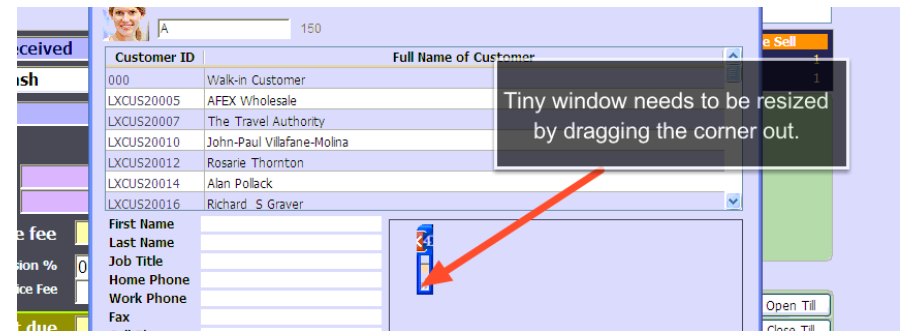
Activate the Rule-based Fee Structure ☐

Window size is too small

There are times that a user opens a window and sees a tiny window appear on the screen instead of a normal window size. This is quite a common problem with many

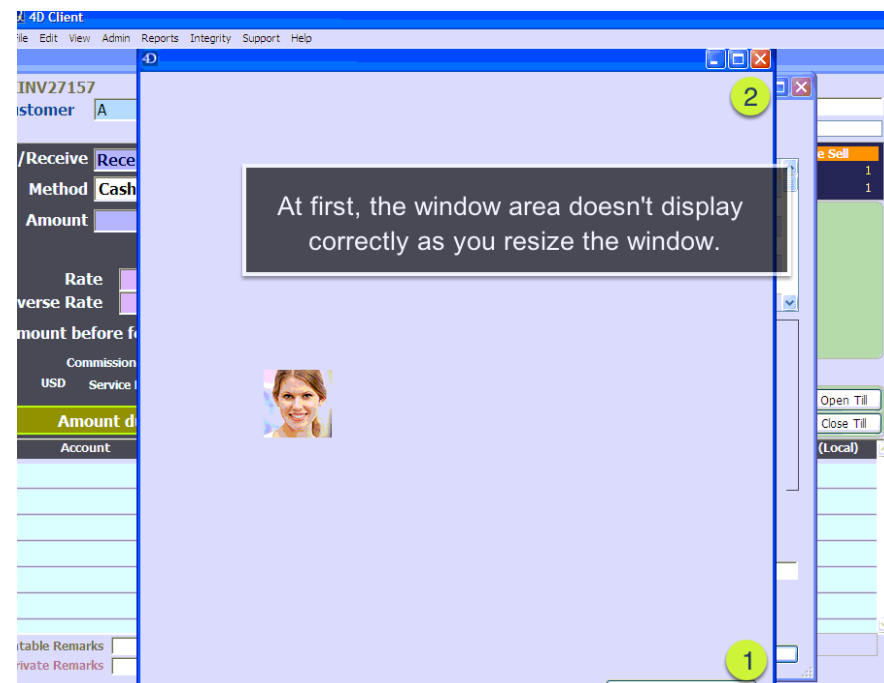
The odd window

As you can see the window in the middle of the screen is not displaying correctly. You would have to try to resize the window by dragging the lower right corner.



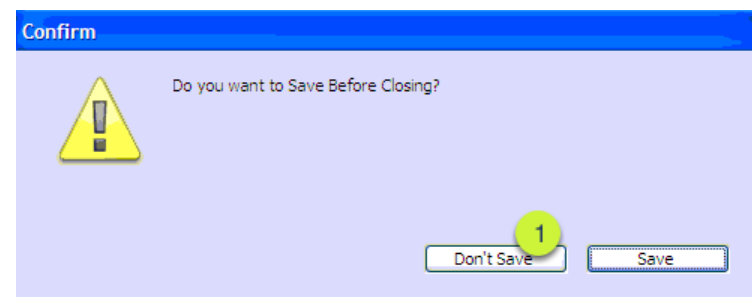
Odd resizing behavior

You will notice that as you resize the window, the window area doesn't display the content properly. Don't despair at this point as you are doing okay. Once the window is resized, the click on the close window (red button) to close the window.



Don't Save

As you try to close the window, the system will ask you if you would like to save. If this is the case, click "Don't Save"



Second Attempt

Now the second time that you try to open the same window, you would notice that the window is displaying its content correctly. However, as you see on the above screen, it still is not properly resize, so we may need to resize it a bit more.

Customers Entry

☐ Flagged

First Name

Last Name

Occupation

☐ Corporate Customer (Company)

Company

Main Address

City

Province/State ZIP/P. Cod

Country USA

Date of Birth 00/00/00

Nationality

Country of Residence USA

Email

Main Phone Lookup

Work Phone

Fax

Cell Phone

General Info **Company Info** **Banking** **Additional Documents** **Risk Factors** **Misc**

Main Picture ID #

Type of Picture ID

Exp. Date 00/00/00

State/Prov. of Issue

Country of Issue

☐ On Hold (Provide the reason why customer on

Confidential notes

Credit Rating Not Rated

Granting Internet Access

☐ Allow Internet Access ☐ View Password (P

Password

Second attempt at resizing

The shaded area is still not displaying correctly as we resize the window in our second attempt. However, we are getting close to the original screen size.

The screenshot displays the 'Customers Entry' form in the CurrencyXchanger application. The form is divided into several sections: 'General Info', 'Company Info', 'Banking', 'Additional Documents', 'Risk Factors', and 'Misc'. The 'General Info' section includes fields for First Name, Last Name, Occupation, Company, Main Phone, Work Phone, Fax, and Cell Phone. The 'Company Info' section includes Main Picture ID #, Type of Picture ID, Exp. Date, State/Prov. of Issue, and Country of Issue. The 'Banking' section includes Social Security (SIN), Preferred Contact Method, Preferred Language, Unicode Name, and On Hold status. The 'Additional Documents' section includes a 'Browse file...' button. The 'Risk Factors' section includes Credit Rating, Granting Internet Access, Allow Internet Access, View Password (Admin Only), Password, and Secret Word. The 'Misc' section includes a 'Confidential notes' area. A red box highlights the right side of the form, including the 'Confidential notes' area and the 'Save' button. A text box with the text 'This area is not displaying correctly again as we drag the corners of the window to resize it.' is overlaid on the form, with an arrow pointing to the right side of the form. The window title bar shows 'Customers Entry' and 'LXCUS29088'. The status bar at the bottom shows 'Apply' and '0 of 150'.

Finally!

Finally, after our second attempt it looks like the window is displaying correctly. Now you could do your business as usual.

Customers Entry LX/CUS29088

☐ Flagged

First Name

Last Name Check

Occupation

☐ Corporate Customer (Company)

Company

Main Address

City

Province/State ZIP/P. Code

Country USA

Date of Birth 00/00/00

Nationality

Country of Residence USA

Email

Main Phone Lookup

Work Phone

Fax

Cell Phone

General Info | Company Info | Banking | Additional Documents | Risk Factors | Misc

Main Picture ID #

Type of Picture ID

Exp. Date 00/00/00

State/Prov. of Issue

Country of Issue

Social Security (SIN)

Preferred Contact Method

Preferred Language

Unicode Name

☐ On Hold (Provide the reason why customer on hold in following box)

Confidential notes

Credit Rating Not Rated

Granting Internet Access

☐ Allow Internet Access ☐ View Password (Admin Only)

Password

Secret Word

0 of 150

Using 4D Tools to repair data

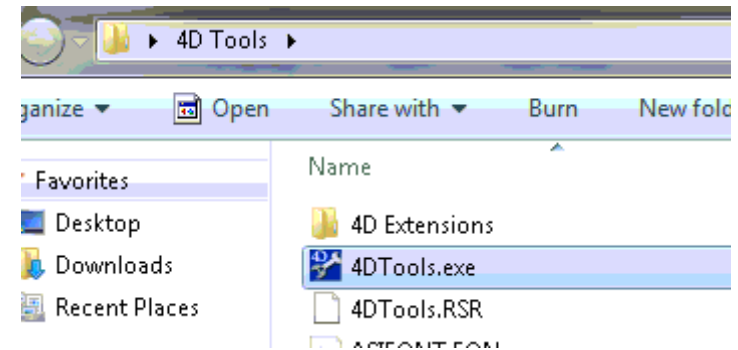
4D Tools is a program that can help you fix damaged files and database structures.

Download 4D Tools

Download 4D Tools from the above URL

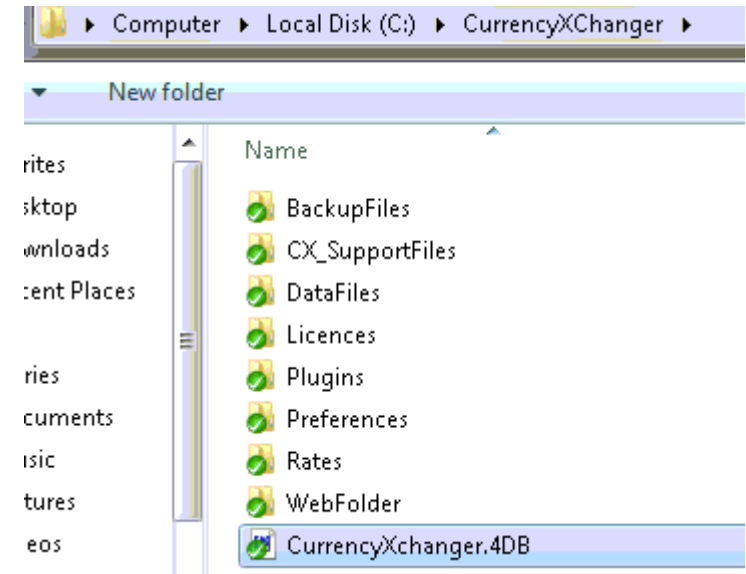


Unzip the 4D_Tools.zip folder and run 4DTools.exe



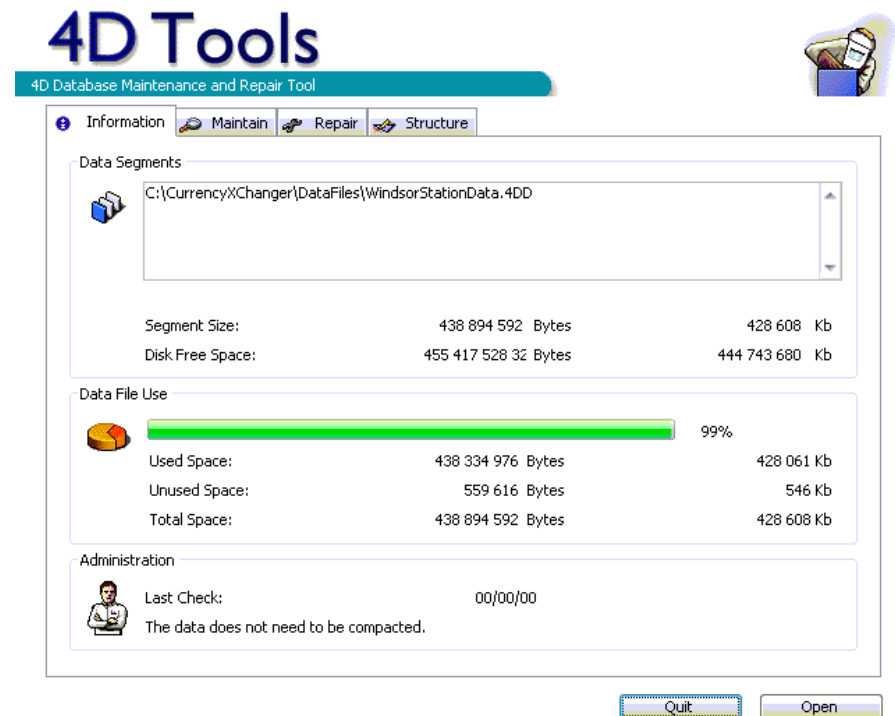
Open the structure file "CurrencyXchanger.4DB"

The structure file needs to be opened with 4D Tools. Locate the file called "CurrencyXchanger.4DB" and open it using 4D Tools.



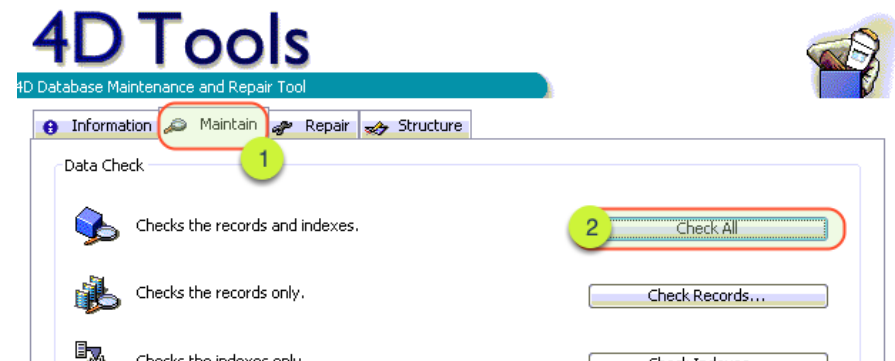
4D Tools at first glance

There are 4 tabs in 4D Tools: Information, Maintain, Repair, and Structure. The maintenance tab is to check for damaged records and index tables. Index tables are used by the database for searching important keywords.



Check the records and Indexes

Click on the second tab (Maintain) and then click Check All.



Make sure everything is OK

After you check the structure and indexes, 4D Tools should display the above message.

4D Tools

4D Database Maintenance and Repair Tool



Checking all data file..
Everything seems OK.

Check the Structure File only

You can also check the Structure file separately by going to the "Structure" tab and pushing "Check..."

4D Tools

Database Maintenance and Repair Tool

Information Maintain Repair Structure

1

Structure File Use

C:\CurrencyXChanger\CurrencyXchanger.4DB



65%

Used Space:	17 839 029 Bytes	17 420 Kb
Unused Space:	9 446 475 Bytes	9 226 Kb
Total Space:	27 285 504 Bytes	26 646 Kb

Structure Check & Repair



Analyzes the structure objects.



Repairs the structure objects.



Compacts the structure file.

☐ Remove compiled code

2

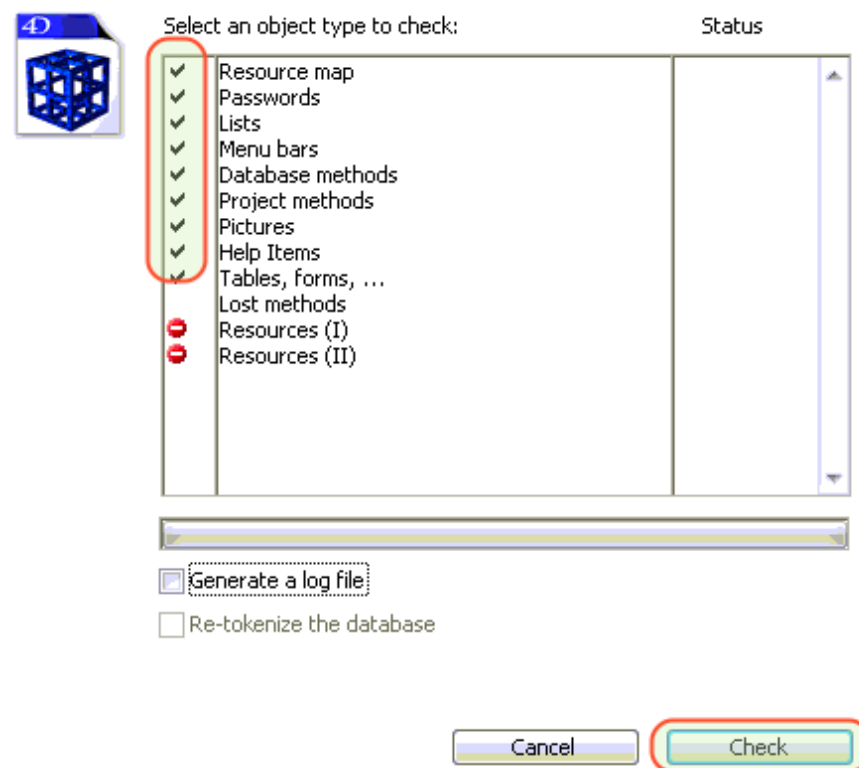
Check...

Repair...

Compact...

Make sure all steps are okay

4D Tools should display a checkmark for every check performed.



Structure OK



Statistics

80 Tables
44 Triggers
457 Forms
352 Form Methods
2295 Object Methods
9 Database Methods

Report

Check Structure File "CurrencyXchanger.4DB":

Checking Resource Map
Resource Map OK

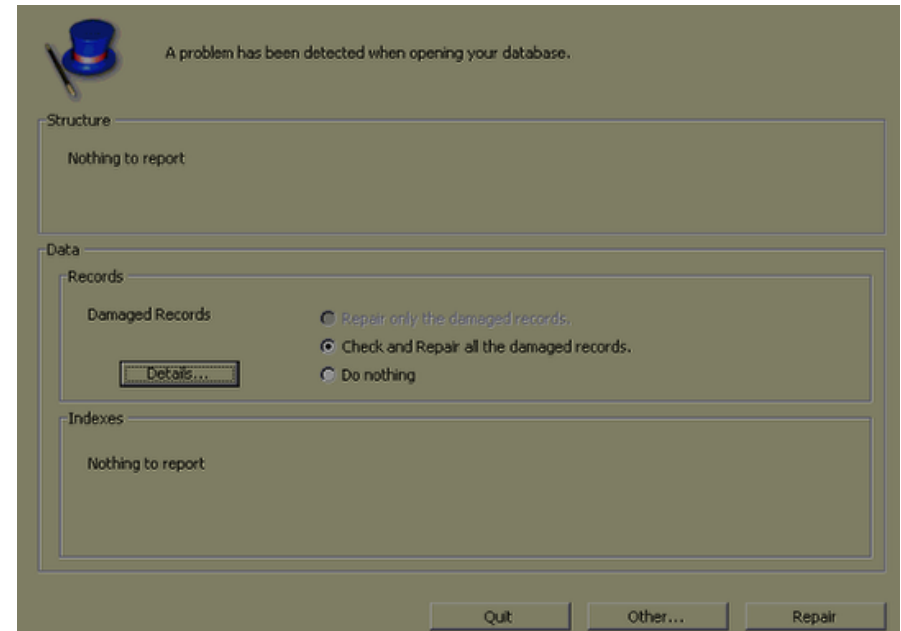
Checking Passwords
Passwords OK

The Structure File is OK.

Done

When a problem is detected by 4D Tools

When a problem is detected 4D Tools will notify you that something is wrong and it will give you choices to fix/repair the damaged files or records. In the above example, 4D Tools has detected damaged records. Click on "Repair" and let 4D Tools go through repairing the data files.



End of Year Procedure

Splitting the data files

Prior to separating the datafiles, make sure that you close all 4D clients and then 4D Server (if running in Server mode). In standalone situation, make sure that you quit 4D Runtime or exit CurrencyXchanger.

You need to spot the "CurrencyXChanger" folder on your hard drive (usually in the root folder C:\) and duplicate the folder and rename it. You could do this by copying the folder and the pasting it in the same location.

When you PASTE the folder it will be renamed by the OS.

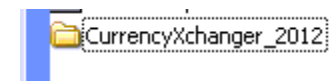
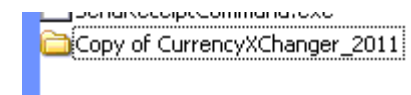
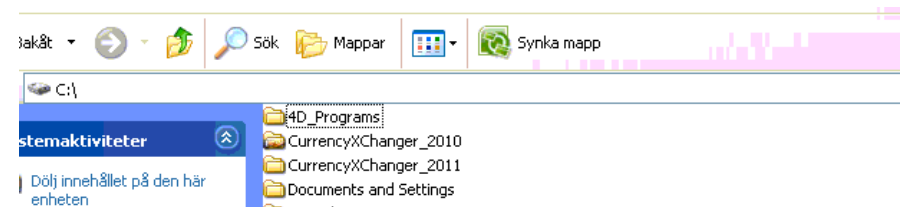
Rename it to something meaningful (Say add _2012 to distinguish between 2011 files and 2012 files).

IT IS VERY IMPORTANT TO NAME ALL THE FILES CONSISTENTLY.

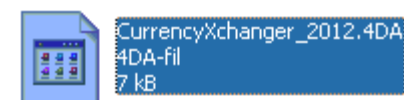
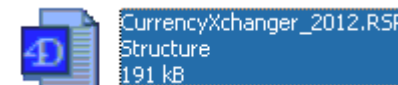
Open the new folder and find the DataFiles folder and rename it too. The DataFiles folder is inside the CurrencyXchanger folder.

Remember to be consistent with the renaming, say always add the same postfix (e.g._2012).

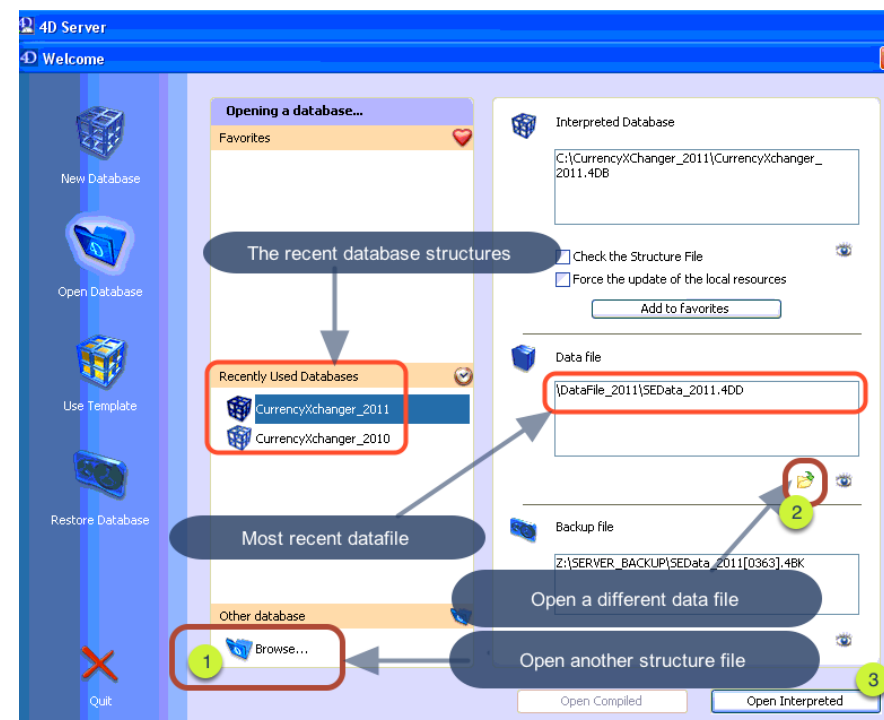
Now rename the structure file.



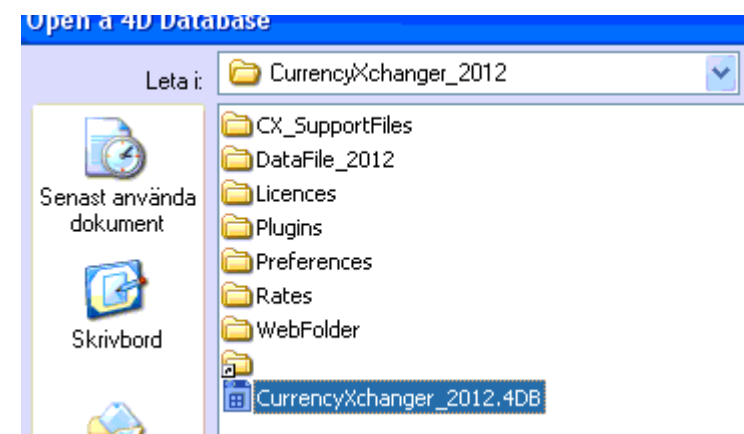
And also rename the structure resource files. If you cannot see the extension of the file (.RSR) then you should rename all files consistently. **If you rename a file inconsistently this process will not work and the database won't be able to work.**



- 1) Open the new renamed structure file by clicking 'Browse' (see step below)
- 2) Open the new data file (see two steps below)
- 3) Click 'Open Interpreted'.

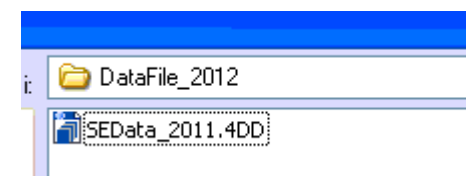


Opening the new structure file

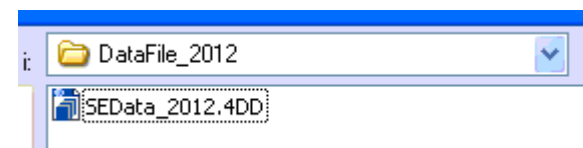


Rename the datafile

If you pay attention, you can see that the data file in this step is still using 2011, although it is located in the 2012 folder. By right clicking on the data file, you can rename it.



After you renamed the datafile, you can now open it.



Missing Log File

Since the datafile is renamed, 4D will not be able to associate the old log file to the new data file, therefore it will give you the above error message. **At this point you have to create a new log file.**



The correct Log File for this data file could not be found. Try to find it. If you cannot find the Log File, make a full backup of the data before creating a Log File.

Creating a new Log File

Create a new log file by clicking the new button.

New...

Make sure that you rename the log file consistent with the data files and structure file (adding the correct postfix 2012).

SEData_2012.4DL

Log File (*.4dl)

Backup

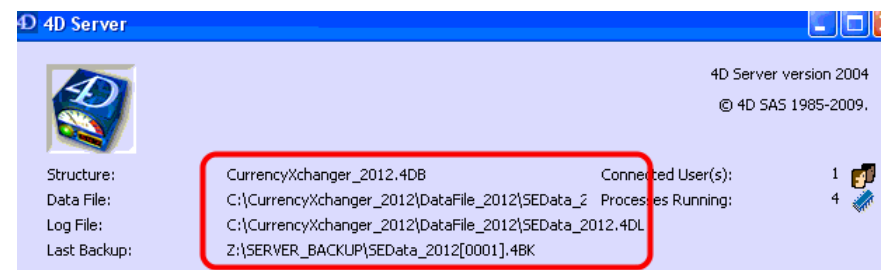
After you create a new log file, the database needs to backup.



You need to backup your database before you can create a Log File. Click OK to start the backup.

One last check.

At this point, the structure file, data file, log file and backup file should all be postfixed with _2012. Run 4D client and make sure that all data from last year is still available.

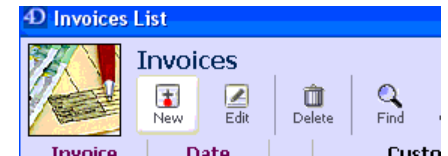


Storing end of year balances

At this stage we assume that you have already created a new datafile for the new year and you are now ready to delete last years transactions. To save time re-entering all opening balances from scratch, you can save them and reload them for the new year. This can be achieved by:

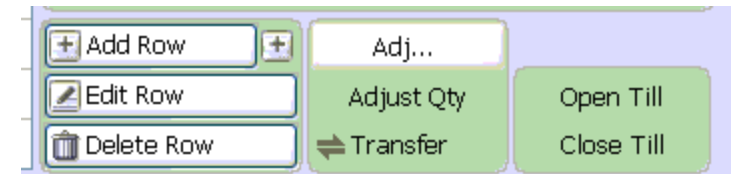
- 1) Saving all balances snapshot from last year (2011)
- 2) Deleting all transactions
- 3) Loading the closing balances from last year instead of re-entering them manually

Click New Invoice to create a new invoice.



Saving all the account balances

Click the "Adjustment" button (from within a new invoice).



Saving all balances

At the bottom of the "Adjustment" window there is a button for storing all balances. Click the button.

INV71379 A

From Date To Date ☐ Apply D.

Account Name	System Balance	Curr
Adjustments	(14,371.44)	SEK
Anställda Lön	503,764.00	SEK
Avbetalning		SEK
Bank Handelsbank	960,306.86	SEK
Calling Cards		SEK
Cash-AED	2,600.00	AED
Cash-AED-01		AED
Cash-AED-02		AED
Cash-AUD	2,370.00	AUD
Cash-AUD-01		AUD
Cash-AUD-02		AUD
Cash-BGL		BGL
Cash-BGL-01		BGL
Cash-BGL-02		BGL
Cash-BGN		BGN

☐ Opening ☐ Closing

Save the balances, giving it a name (lable) that you can recall later. Since these balances are End of Year 2011 balances, you can label it EOY-2011. **If you forget the label, you can not reload the balances later so it is recommended that you write it down.**



Important Alert!

You will receive an alert about saving this invoice. If you don't save the invoices, the balances won't be stored.



Important: You must make sure to save the invoice later or else the stored balances will be lost.

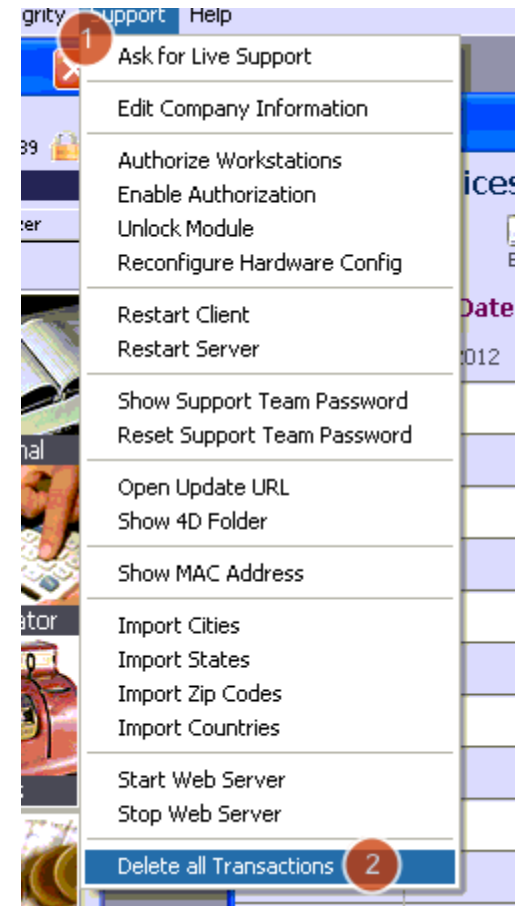
At this point no adjustments were made so even after you apply the adjustment (next step) the invoice looks completely empty. However, the snapshots of the account balances are stored in a storage area that is not visible in the invoice. It is important to remember to save the invoice after applying the adjustments.

Apply Adjustments

Since the invoice is empty, you cannot save the invoice without entering a 'printable remark', so enter some text in the printable remark and save the invoice.

Deleting last year's transactions

Delete all transactions.

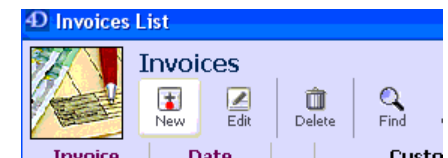


Make sure not to delete the customers and/or ledgers and sub-ledgers. Everything else can be deleted.

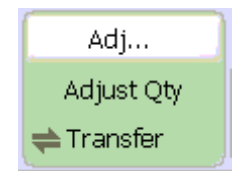
- ☒ Delete Journal Registers
- ☒ Delete Bookings
- ☒ Delete Accounts In Outs
- ☒ Delete Cash Transactions
- ☒ Delete Cash Journal
- ☒ Delete Items Journal
- ☒ Delete Cheque Transactions
- ☒ Delete Invoices
- ☒ Delete Wires
- ☒ Delete eMessages
- ☒ Delete All eWires
- ☐ Customers
- ☐ All Ledger and Subledger Accounts

Create a new Invoice

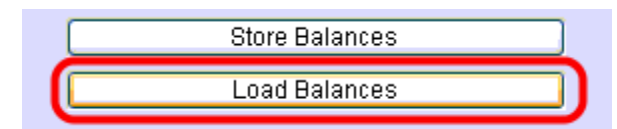
Now it's time to create a new Invoice and reload end of year balances.




Click the Adjustment button.



Click the Load Balances.



Remember to use the label you use to save the end-of-year snapshot (e.g. EOY_2011).



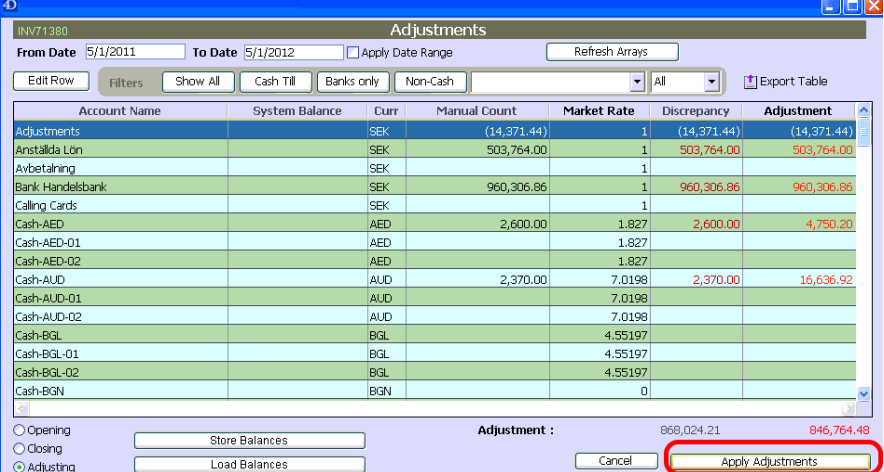
Request

Please name the Memory label to restore the balances for

EOY-2011

Cancel OK

All balances should reload magically. Now you click the "Apply Adjustments".



Adjustments

From Date: 5/1/2011 To Date: 5/1/2012 Apply Date Range Refresh Arrays

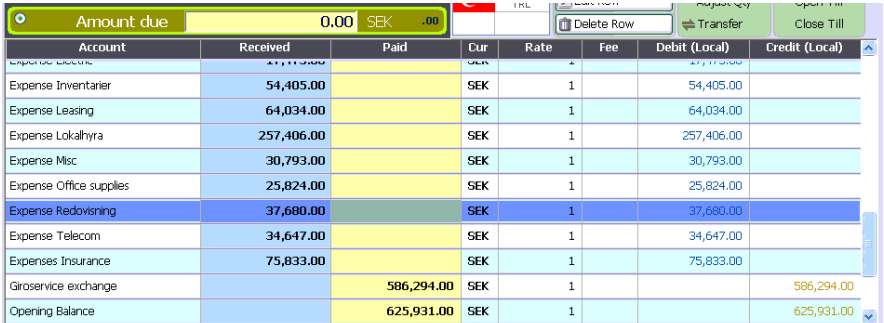
Edit Row Filters Show All Cash Till Banks only Non-Cash All Export Table

Account Name	System Balance	Curr	Manual Count	Market Rate	Discrepancy	Adjustment
Adjustments		SEK	(14,371.44)	1	(14,371.44)	(14,371.44)
Anställda Lön		SEK	503,764.00	1	503,764.00	503,764.00
Avbetalning		SEK		1		
Bank Handelsbank		SEK	960,306.86	1	960,306.86	960,306.86
Calling Cards		SEK		1		
Cash-AED		AED	2,600.00	1.827	2,600.00	4,750.20
Cash-AED-01		AED		1.827		
Cash-AED-02		AED		1.827		
Cash-AUD		AUD	2,370.00	7.0198	2,370.00	16,636.92
Cash-AUD-01		AUD		7.0198		
Cash-AUD-02		AUD		7.0198		
Cash-BGL		BGL		4.55197		
Cash-BGL-01		BGL		4.55197		
Cash-BGL-02		BGL		4.55197		
Cash-BGN		BGN		0		

☐ Opening ☐ Closing ☒ Adjusting

Adjustment : 868,024.21 846,764.48

Back to the invoice page and all accounts shall have their balances loaded into them. If you don't see all accounts loading up, you should click a few times in the invoice lines area (on the empty lines).



Account	Received	Paid	Curr	Rate	Fee	Debit (Local)	Credit (Local)
Expense Inventarier	54,405.00		SEK	1		54,405.00	
Expense Leasing	64,034.00		SEK	1		64,034.00	
Expense Lokalityra	257,406.00		SEK	1		257,406.00	
Expense Misc	30,793.00		SEK	1		30,793.00	
Expense Office supplies	25,824.00		SEK	1		25,824.00	
Expense Redovisning	37,680.00		SEK	1		37,680.00	
Expense Telecom	34,647.00		SEK	1		34,647.00	
Expenses Insurance	75,833.00		SEK	1		75,833.00	
Groservice exchange		586,294.00	SEK	1			586,294.00
Opening Balance		625,931.00	SEK	1			625,931.00

Deleting extra lines.

You should **delete all the lines that include Expenses, Income and Opening Balance accounts** as these accounts shall not be transferred over to the new year.

Opening Balance

Balance the Invoice

Once you have deleted the extra lines from the invoice, you should balance out the invoice using the Opening balance and save it.

INV71380
Customer self Skåne Exchange AB

Pay/Receive Paid We SELL Clear Form
Method Account Pick an account...

Add Row

Please Select An Account	
Filter by name opening	
Sub-Ledger Account Name	GL Account
Opening Balance	Adjustments

Invoice Balanced!

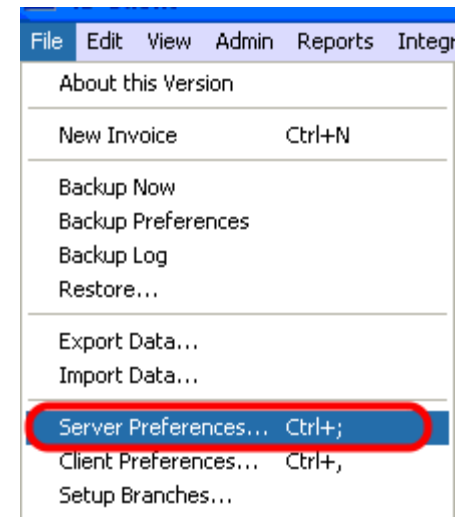
Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)
Anställda Lön	503,764.00		SEK	1		503,764.00	
Bank Handelsbank	960,306.86		SEK	1		960,307.00	
Cash-AED	2,600.00		AED	1.827		4,750.00	
Cash-AUD	2,370.00		AUD	7.0198		16,637.00	
Cash-CAD	3,055.00		CAD	6.8512		20,930.00	
Cash-CHF	4,129.74		CHF	7.40856		30,595.00	
Cash-CNY	3,020.00		CNY	1.0652		3,217.00	
Cash-CZK	200.00		CZK	0.35865		72.00	
Cash-DKK	49,081.05		DKK	1.1966		58,730.00	
Cash-EUR	16,687.61		EUR	8.9004		148,526.00	
Cash-GBP	201.00		GBP	10.0425		2,028.00	
				Sum		3,138,128.00	3,138,128.00

Printable Remarks
Private Remark

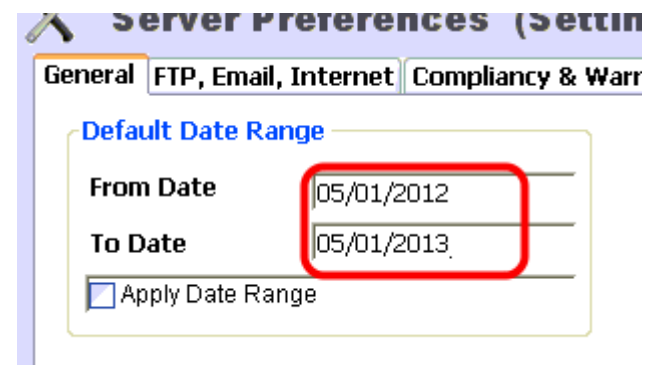
☐ Reportable ☐ Reported Ref # Reported on 00/00/00

Larger View Cancel Save Invoice

Change the default data range in the Server Preferences.



Save the Preferences.



The screenshot shows the 'Server Preferences (Settings)' dialog box with the 'General' tab selected. The 'Default Date Range' section is highlighted with a red rectangle. It contains two date fields: 'From Date' with the value '05/01/2012' and 'To Date' with the value '05/01/2013'. Below these fields is a checkbox labeled 'Apply Date Range' which is currently unchecked.

Server Preferences (Settings)

General | FTP, Email, Internet | Compliance & Warr

Default Date Range

From Date 05/01/2012

To Date 05/01/2013

☐ Apply Date Range

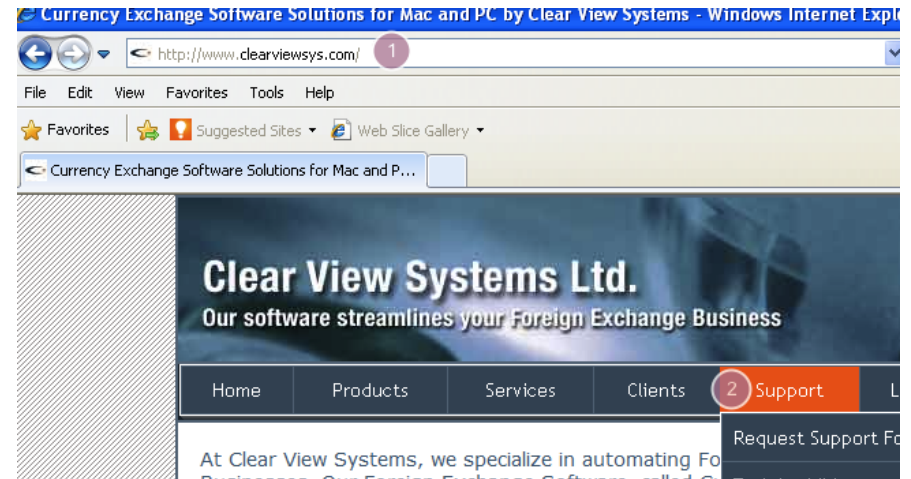
FAQ

Asking for Remote Support via TeamViewer

Downloading and installing TeamViewer QuickSupport. TeamViewer QuickSupport is a secure remote access application which is FREE and has great advantages in speed and functions compared to other solutions like PCanywhere, VNC, rAdmin. The package is very small, running immediately.

Go to ClearViewSys.com

Go to www.clearviewsys.com and click 'Support' without select the submenus.



Click the Remote Support

Click the Remote Support button to download TeamViewer QS.



Picture of Elizabeth Henry during a live training session.

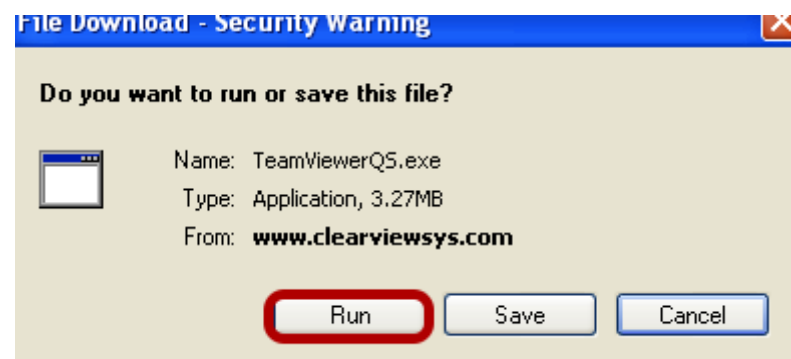
Ask for remote support...

If you need help with our products or services, please feel free to call us anytime. Our technical support team can remotely connect and troubleshoot any problem related to CurrencyXchanger. Once you contacted us for support, please click the link below and provide us with your TeamViewer ID and password.



Run TeamViewer QS

Run the file



Confirm

Click Run again.



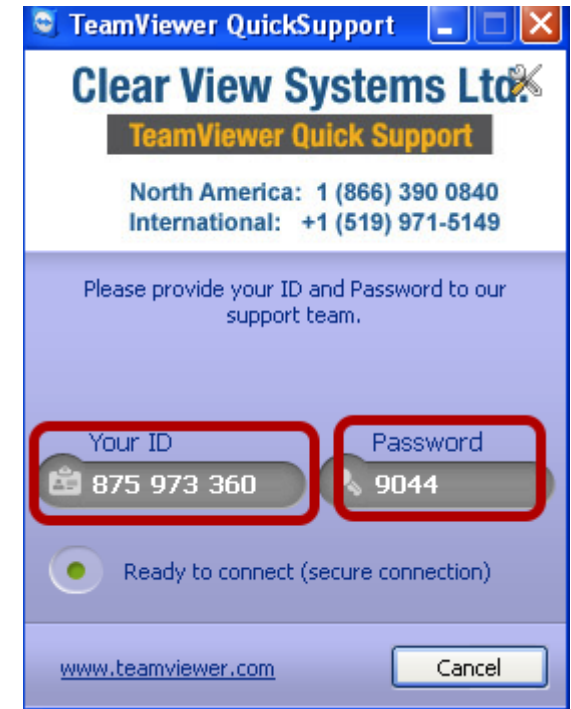
Accept the disclaimer

Read and accept the disclaimer



Provide ID and Password

You need to provide your TeamViewer ID and Password to Clear View Systems technicians everytime you need help with the system. They can temporarily connect and solve any issues related to CurrencyXchanger.



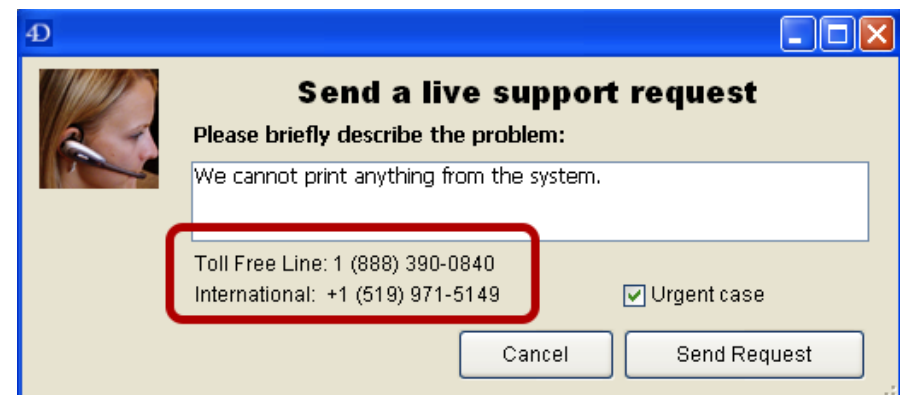
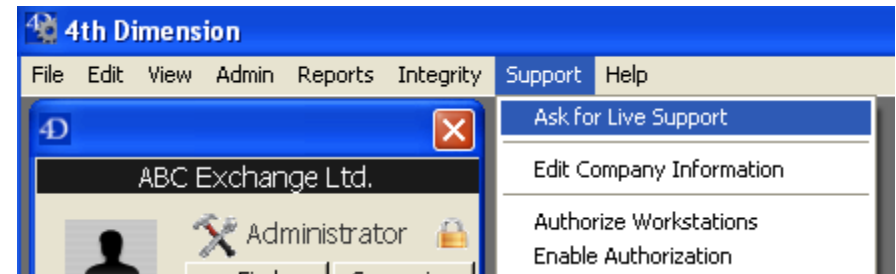
How to request support in CurrencyXchanger?

This lesson shows you how to ask for live support.

Support menu

From the support menu select 'Ask for Live Support'

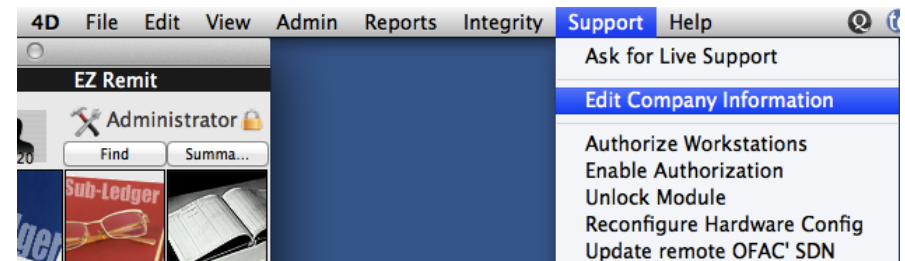
Enter the problem and if it is urgent click the Urgent case and then send the request. Someone should get back to you shortly. If you wish to leave a message you could also call the 24/hour call center.



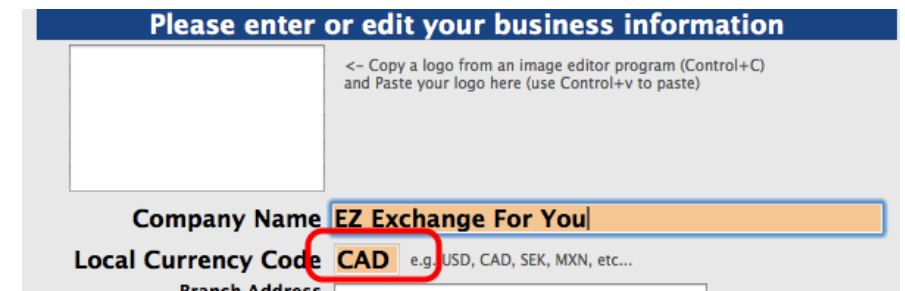
How to change the base currency?

The base currency is also called home currency or local currency. When you start using the system and recording transactions in the system, you cannot change the base currency. However, if you delete all transactions, you are able to change the base currency. This lesson will show you the necessary steps that you need to take to change the base currency.

Make sure that you are signed in as Administrator first. Then from the Support menu, choose 'Edit Company Information'.

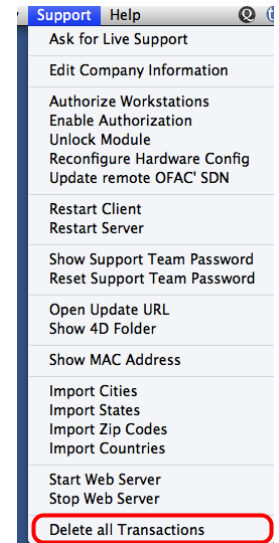


Try to change the Local Currency Code. If you're able to change it, it means that you have not recorded any transactions yet, but otherwise the field will be locked. If that case, continue to the next step.

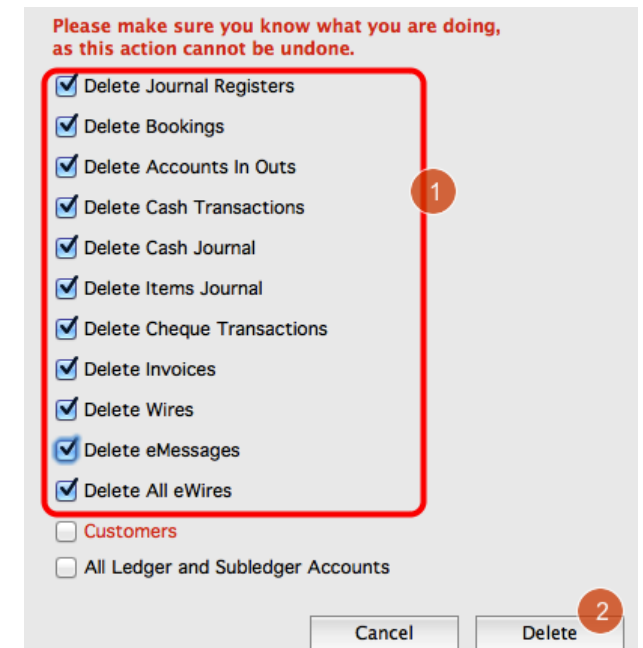


Deleting Transactions

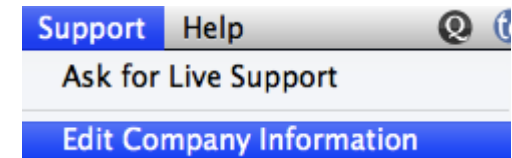
From the Support menu select 'Delete All Transactions'.



Delete all transaction except the Customers and Accounts. After pressing Delete the system will reconfirm and then backup the whole database before deleting.



Now go back to the Support and this time 'Edit Company Information'.



You should now be able to change the local currency to a different currency and 'Save' the form.

Company Name **EZ Exchange For you**

Local Currency Code **USD** e.g. USD, CAD, SEK, MXN, etc...

Branch Address

Rebuilding the Currencies table

Now go to the currencies module.



Select all the currencies by clicking on the first one and the holding down the 'Shift' key and then clicking on the last one. This will highlight all the currencies. You can also delete one by one but it will take more time.

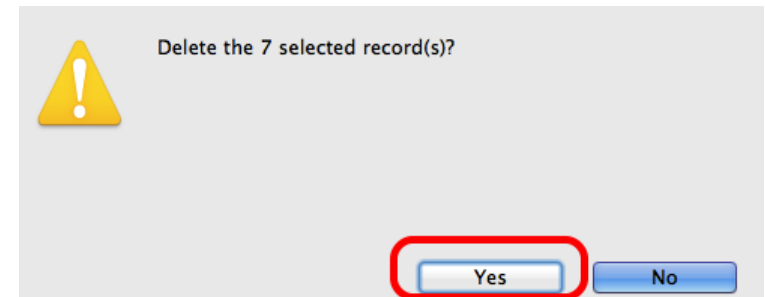
Currencies 7 lines. From January 1, 2011 To January 1, 2012 Today Apply Dates

Currency Code	Country	We Buy LC	Spot LC	We Sell LC	Buy Inv.	Spot Inv.	Sell Inv.	Man/Auto
CAD	Canada Dollars	1	1	1	1	1	1	<input type="checkbox"/>
CHF	Switzerland Francs	1.04685	1.09047	1.13409	0.9552	0.917	0.8818	<input type="checkbox"/>
EUR	Euro Member Countries: Euro	1.26158	1.31415	1.36672	0.7927	0.7609	0.7317	<input type="checkbox"/>
GBP	United Kingdom Pounds	1.51682	1.58002	1.64322	0.6593	0.6329	0.6086	<input type="checkbox"/>
HKD	Hong Kong Dollars	0.12376	0.12892	0.13408	8.0799	7.7567	7.4584	<input type="checkbox"/>
TOM	Iran	0.00085	0.00088	0.00092	1.1764706	1.1363636	1.0869565	<input type="checkbox"/>

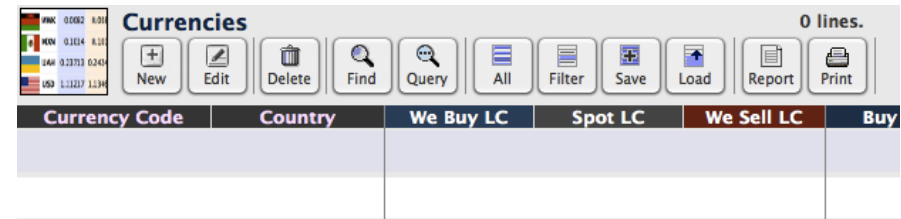
When you highlight all currencies, you should see them all selected like the above screenshot. Click on 'Delete'.

Currencies 7 lines. Today

Currency Code	Country	We Buy LC	Spot LC	We Sell LC	Buy Inv.	Spot Inv.
CAD	Canada Dollars	1	1	1	1	1
CHF	Switzerland Francs	1.04685	1.09047	1.13409	0.9552	0.917
EUR	Euro Member Countries: Euro	1.26158	1.31415	1.36672	0.7927	0.7609
GBP	United Kingdom Pounds	1.51682	1.58002	1.64322	0.6593	0.6329
HKD	Hong Kong Dollars	0.12376	0.12892	0.13408	8.0799	7.7567

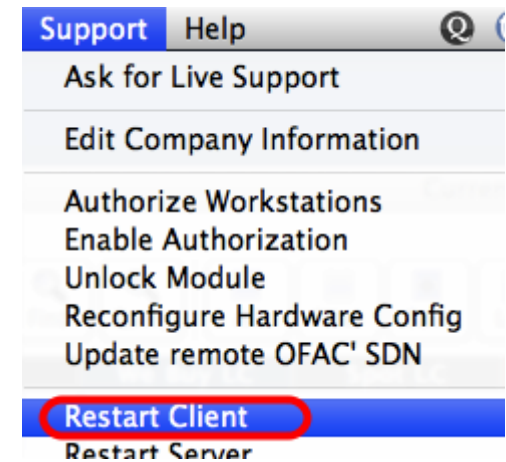


All currencies should be deleted at this point.



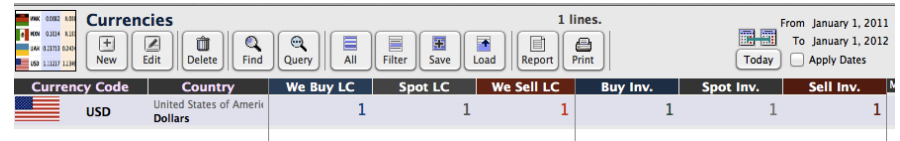
Restart the client

Now restart the client from the 'Support' menu.



The base currency is changed

At this point you should see the base currency appear with all buy/sell rates to be 1.



The screenshot shows the 'Currencies' window of the CurrencyXchanger application. The window title is 'Currencies' and it indicates '1 lines.' of data. The interface includes a toolbar with buttons for New, Edit, Delete, Find, Query, All, Filter, Save, Load, Report, and Print. A date range is set from 'January 1, 2011' to 'January 1, 2012', with a 'Today' button and an 'Apply Dates' checkbox. The main table displays the following data:

Currency Code	Country	We Buy LC	Spot LC	We Sell LC	Buy Inv.	Spot Inv.	Sell Inv.
USD	United States of America Dollars	1	1	1	1	1	1