Hardware Transfer Instructions 2013

UNIFORM
ACCOUNTING
NETWORK

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Uniform Accounting Network Hardware Transfer

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OVERVIEW

These instructions will guide you through setting up your new hardware and transferring your data to your new hardware. The following data will be transferred:

- UAN software data (*current year and up to five prior years*)
- C:_UAN_Efiles folder contents
- My Documents folder contents
- Microsoft Outlook data (*emails, contacts, tasks, calendar, and settings*)
- Internet Explorer favorites (*bookmarks*)
- Printer drivers for the existing UAN Dell Printer (*2350dn, 2360dn, or 2335dn*)

This booklet has four parts:

Part 1: Before Hardware Transfer – Tasks to accomplish before starting the hardware transfer. These tasks can be started, paused and resumed, and completed at your leisure. Many of the tasks are optional or may not relate to your particular situation.

Part 2: Hardware Transfer – The process of transferring your data (see above) from the old hardware to the new. On average the transfer process will take approximately 120 minutes to complete. Once the hardware transfer process has started, it <u>cannot</u> be paused or cancelled.

Part 3: After Hardware Transfer – Tasks that must be performed after the hardware transfer is completed. These tasks need not be completed immediately after the hardware transfer, but should be done in a timely manner. Many of the tasks are optional or may not relate to your particular situation.

Part 4: Appendix – Electronic Signature is new optional functionality in the UAN software. You may now establish electronic signatures to print automatically on accounting and payroll warrants, purchase orders, and/or receipts. The use of UAN electronic signatures is available at no additional charge to any clients who wish to replace their current check signer.

<u>**Important:**</u> Performing the hardware transfer process is not optional. The old hardware warranty expires on November 1, 2013, and the UAN software operates much faster on the new hardware. Future UAN software updates, **including the year-end update required to close 2013**, cannot be installed on the old hardware. Therefore we **highly** recommend completing this process soon, and well before year-end. If desired, you may network the old hardware with the new hardware after the transfer process in order to use the UAN software on both computers.

BEFORE HARDWARE TRANSFER

OLD HARDWARE WARRANTY

UAN strongly recommends that you complete the hardware transfer before the warranty on the old hardware expires on November 1, 2013. Any required hardware service must be initiated before this date to be covered at no cost under the UAN warranty.

The new hardware is warranted for four years.

OLD HARDWARE DONATION

The Auditor of State is donating the old hardware to your governmental entity. Your entity is authorized to accept the donation of the system once the setup and data transfer to the new UAN hardware has been completed. This applies to the:

- Dell OptiPlex 740 CPU
- Dell 19 Inch Monitor
- Dell Keyboard and Mouse
- Dell Speaker Bar

Note: All UAN printers were replaced in 2012 and you will not receive another printer this year. The current Dell printer (2350dn, 2360dn, or 2335dn) is not included in the hardware donation.

The following software will remain on the system and will also be donated to your entity:

- Windows XP operating system
- Microsoft Office 2007 (*Word, Excel, PowerPoint and Outlook*)

The hardware is donated 'as is' with no implied warranty. If your entity decides to sell the hardware, Sections 505.10 and 721.15 of the Ohio Revised Code (ORC) identifies the process to be followed for townships and villages respectively. There is no section of the ORC that applies to libraries and special districts. However, all entities are subject to Ohio ethics laws, and we advise you to consult with your statutory legal counsel should you have any questions regarding the disposal or sale of your old hardware.

Please remove the AOS inventory number sticker from your old/donated Dell system. The AOS tag number sticker is located on the front on the CPU. It is a very small silver sticker that will indicate *Auditor of State*, then a bar code and a six digit number.

INSURANCE COVERAGE

The new hardware is property of the Auditor of State of Ohio. Your entity will need to continue to insure the new UAN hardware for a value of $2,000.00.

UAN VERSION 2013.3 MUST BE INSTALLED

The transfer process requires UAN Version 2013.3 on the old computer. UAN Version 2013.3 was released on May 24, 2013. If you need a copy of that version, please contact UAN Support at UAN_Support@auditor.state.oh.us or 1-800-833-8261.

PRIOR YEAR REPORTS

The five prior years of UAN data maintained by UAN (years 2008, 2009, 2010, 2011 and 2012) will be transferred to the new hardware. For entities that have used UAN fewer than five years, the prior years for which there is data will be transferred to the new hardware.

MY DOCUMENTS

UAN will copy the contents of your My Documents folder during the transfer process. A blank 4.7 gigabyte DVD has been provided for this purpose (labeled *Entity Data Backup for the UAN Hardware Transfer*). The transfer application will determine if the files to be included will fit onto the provided blank DVD, which has about six times the capacity of a CD.

Some clients may have a large number of audio or video files in the My Documents folder. If the data will not fit onto the provided DVD, you will be required to use a flash drive for the transfer *Entity Data Backup*. If a flash drive is unavailable, you may alternatively back up the contents of the My Documents folder on your own, and then reduce the size of this folder before attempting the transfer process again.

Reminder: Review your records retention schedule before discarding any documents and files.

ENTITY DATA BACKUP FOR THE UAN HARDWARE TRANSFER

During the hardware transfer process, an *Entity Data Backup* will be created. This backup does not include any software programs or other data files that are not part of the UAN package. **EFT SOFTWARE PROVIDED BY YOUR BANK, HYPER-TERMINAL EFT SETUP, UTILITY BILLING SOFTWARE, & NON-OUTLOOK EMAIL ARE NOT INCLUDED.** If you have installed hardware or software files onto your system that are not part of the UAN package or are not located in the My Documents folder, you are responsible for backing up those items before beginning the transfer process and reinstalling them after the transfer is complete.

INTERNET EXPLORER FAVORITES/BOOKMARKS

Internet Explorer Favorites (*bookmarks*) will be transferred to the new hardware.

MICROSOFT OUTLOOK

If you use an internet service for your email, contacts, or calendar (*Hotmail, Gmail, Yahoo, etc.*) and are <u>not</u> using Microsoft Outlook, then the following does **not** apply to you.

The UAN hardware transfer process will include your Microsoft Outlook data (*emails, contacts, tasks, calendar, and settings*). After the hardware transfer has completed, some additional Outlook setup steps will be required. Those steps will be detailed in this booklet's After Hardware Transfer section.

OPERATING SYSTEM CHANGE (WINDOWS XP TO WINDOWS 7)

The new UAN hardware is pre-loaded with Microsoft Windows 7 64-bit Operating System. The current UAN hardware, the Dell OptiPlex 740, is running Windows XP 32-bit. This Operating System change is significant because many applications that ran perfectly in Windows XP may either have problems installing in Windows 7, or will simply not work at all. UAN does have older applications running on the new hardware, such as the Prior Year Reports software and Symantec PC Anywhere. We have tested these programs to ensure that they will continue to work properly.

However, if you have installed additional hardware or software on the UAN Dell OptiPlex 740 for use with your entity's business, and wish to reinstall those items on the new UAN hardware, you may want to check with the manufacturer to ensure that those items will indeed work in Windows 7 64-bit. In many cases, a 64-bit version or a newer 32-bit version may be available that would run better on Windows 7. Examples of items that may require upgrades would be: Check Signing Hardware, Road Striping Software, or Utility Billing packages.

If you wish to retain additional hardware or software running on the Dell OptiPlex 740, please be aware that the computer will be completely erased and a clean version of Microsoft Windows XP and Microsoft Office 2007 will be restored. You would not need to upgrade your existing software as discussed above, but you will have to reinstall the software on your own.

There are some slight naming convention changes and icons that have been relocated between Windows XP and Windows 7. The following table is a sample of some of the changes:

Windows XP	Windows 7
(Start button)	(Windows button)
My Documents desktop folder	'Documents' (in the Windows button)
My Computer desktop icon	'Computer' (in the Windows button)
Internet Explorer desktop icon	Internet Explorer taskbar icon (to the right of the Windows button)
Windows Media Player desktop icon	Windows Media Player taskbar icon (to the right of the Windows button)
Microsoft Outlook taskbar icon	Windows button > All Programs > Microsoft Office

A *My Documents* icon will remain on the desktop as a shortcut to the new Documents folder. The My Documents backup within the UAN software will now back up this Documents folder.

ADDITIONAL SOFTWARE

If you have installed hardware or software files onto your system that are not part of the UAN package or are not located in the My Documents folder, you are responsible for backing up those items before beginning the transfer process and reinstalling them after the transfer is complete.

If additional software (utility billing applications, mayor's court applications, check signers, etc.) is critical to your operations, UAN recommends that you gather all necessary installation discs and product keys, and (if necessary) speak with the software vendor before starting the hardware transfer. If you plan to network the old hardware with the new hardware after the transfer process (in order to use the UAN software on both computers), you will need the UAN version 2013.3 update disc to reinstall UAN on the old computer.

CHECK SIGNING HARDWARE

The new UAN hardware does not have a parallel port. If you are using a Check Signer machine that requires a parallel port, this option is no longer available. UAN has added a new feature to the UAN software that allows you to import an electronic image of a signature and apply it to warrants, purchase orders and/or receipts printed from the UAN application at no charge. The process of importing and applying electronic signatures is addressed in depth in the Appendix.

DIAL-UP INTERNET USERS

The new UAN hardware does not come pre-installed with a modem for dial-up internet access. UAN has identified all users who have used the UAN dial-up service during the last eight

months and will automatically send them an external USB modem. If you do not have high speed internet access and can only access the internet through a dial-up service <u>other than</u> the ROVA service that UAN provides, please call UAN Support at 1-800-833-8261 to receive a modem.

IF UAN DATA HAS BEEN MOVED TO ANOTHER COMPUTER OR SERVER

If you use UAN only on the UAN-provided Dell OptiPlex 740 (like most clients), or you have networked multiple computers but the UAN database still resides on the Dell (i.e. you have never moved the UAN data to another computer or server), then the following does **not** apply to you.

Even if you have moved the current UAN software database to another computer or server, you are still required to complete the hardware transfer from the Dell OptiPlex 740. Future UAN software updates, **including the year-end update required to close 2013**, will not install if this transfer process is not completed. The process is still required to transfer the following items:

- UAN software data (*current year and up to five prior years*)
- C:_UAN_Efiles folder contents
- My Documents folder contents
- Microsoft Outlook data (*emails, contacts, tasks, calendar, and settings*)
- Internet Explorer favorites (*bookmarks*)
- Printer drivers for the existing UAN Dell Printer (*2350dn, 2360dn, or 2335dn*)

Important: If you were assisted previously by a UAN technician to move your current UAN data to another computer or server, your Prior Year Reports remain on the Dell OptiPlex 740. The UAN Dell OptiPlex 740 will no longer be under warranty after November 1, 2013, therefore it is essential that you complete the transfer process before that date.

HARDWARE SETUP

Important: Be sure to inspect the new Dell hardware for any damage before starting the hardware transfer. If damaged, please contact UAN Support as the system may be unusable.

DESKTOP - DELL OPTIPLEX 9010

If you requested a desktop, you should receive two boxes that contain the following equipment:

- Flat Panel Monitor (*including white monitor cable and black power cord*)
- Central Processing Unit (CPU) (*including black power cord*)
- Mouse and Keyboard
- Display adapters (*VGA cable, DVI cable, Display Port cable, and VGA to DVI adapter*)
- USB cable

* If you do not receive all of the equipment listed, contact UAN Support at 1-800-833-8261.

Note: You will also receive a new speaker bar. It will be shipped separately and UAN Support will send correspondence containing the shipment date. All UAN printers were replaced in 2012 and you will not receive another printer this year.

Unpack the equipment from the boxes and keep the boxes for future use. If desired, you may break down the boxes for easy storage.

Note: Pictured below is the new Dell computer equipment after it has been fully assembled. The CPU will function vertically on its side as pictured below, or you may choose to sit your CPU horizontally.

To attach the stand to the monitor, locate the two metal tabs on top of the stand and insert these tabs into the back of the monitor with the tabs towards the top of the monitor (as shown on the following page). Once the tabs are inserted, push the stand back into the square slot on the monitor until it clicks.
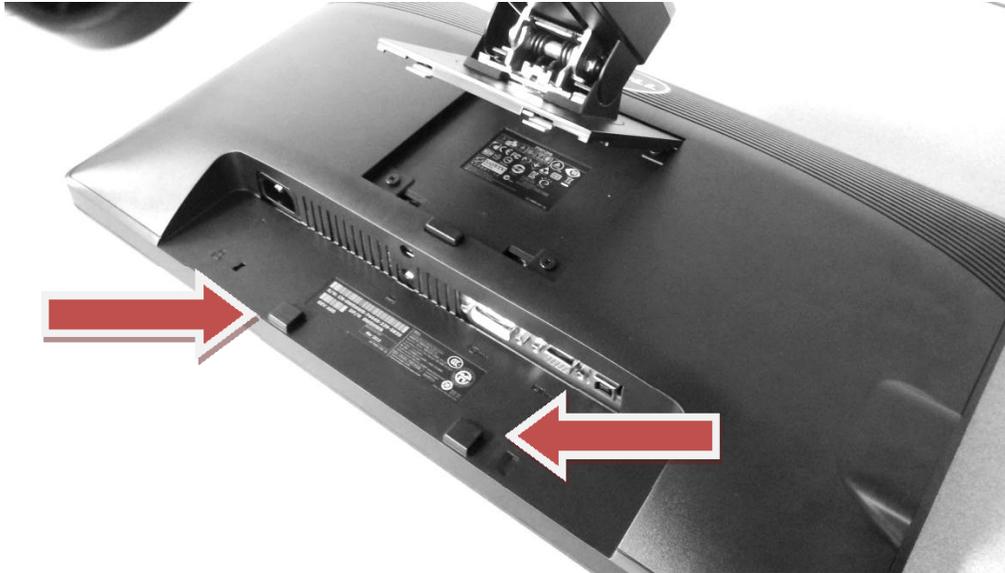
The speaker bar will be shipped to you separately. UAN Support will be sending correspondence with the shipment date. The speaker bar slides into position in exactly the same way as it did on the previous Dell 19 inch monitor. The arrows above point to the tabs that the speaker bar will snap into. If needed, the old speaker bar may be used until the new one arrives.

Plug the power cord and the monitor cable into the monitor as pictured below. The black plug on the left is the power cord, and the white plug on the right is the monitor cable.

Important: The monitor cable for the new hardware is different than the previous system. The new cable is called a DVI cable, and is necessary to provide a high quality picture for the new monitor. The blue SVGA cable that was used in previous systems can be used, but some additional configuration would be necessary. We recommend that you use the DVI cable.

Pictured below is the back of the CPU before any cables or cords have been plugged in.
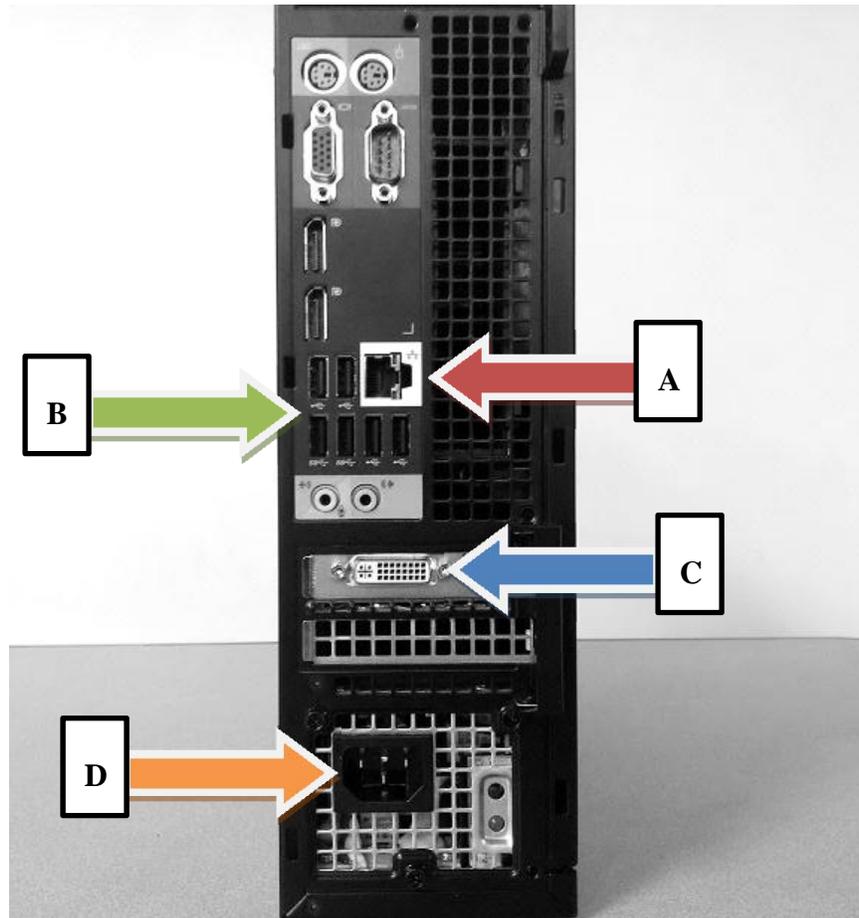
Highlighted below are the connections on the back of the PC that you will use. The following bullet points give a description of each.

A – Ethernet Connection

This is where your network cable should be plugged in for high speed internet.

B – USB Ports

The Dell OptiPlex 9010 has 6 USB ports on the back. You may use any of these ports to plug in your keyboard and mouse, as well as any other peripherals. There are also 4 USB ports on the front of the computer.

Important: Do not plug your printer into the new Dell hardware yet. Step #7 of the "Hardware Transfer" is the appropriate time to plug in the printer.

C – DVI Connection

This is the monitor port.

D – Power Connection

Pictured below is the same view with the various cables and cords plugged into the CPU.
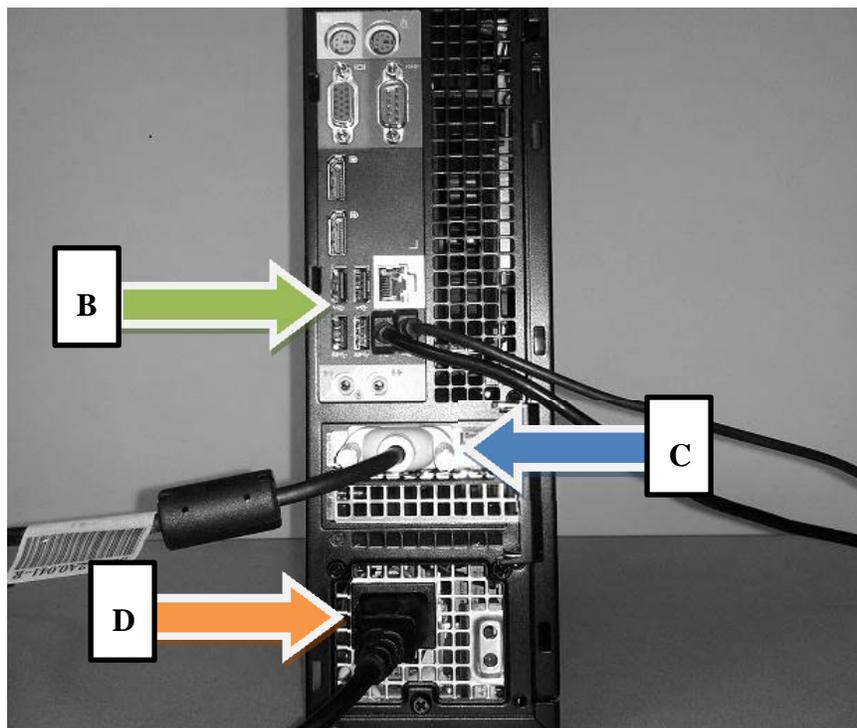
The white monitor connector and the power cord can only fit into the ports indicated with Arrow C and Arrow D, respectively, in the above picture. The keyboard, mouse and printer all use a USB connector. These types of connectors can fit into any of the 6 USB ports on the back of the CPU in any order as indicated by Arrow B in the above picture. USB connectors can also fit into the 4 USB ports on the front of the CPU. For example, the keyboard and mouse can be plugged into the USB ports on the front of the CPU instead of the back, if desired.

Important: If you are using a battery backup device, plug the CPU power cable into one of the outlets of the battery backup. Do **not** plug the printer into a battery backup.

LAPTOP - DELL LATITUDE E6530

If you requested a laptop, you will receive one box that contains the following equipment:

- Dell E6530 Laptop
- Power cord and adapter

* If you do not receive all of the equipment listed, contact UAN Support at 1-800-833-8261.

Note: All UAN printers were replaced in 2012 and you will not receive another printer this year.

Unpack the equipment from the box and keep the box for future use. If desired, you may break down the box for easy storage.
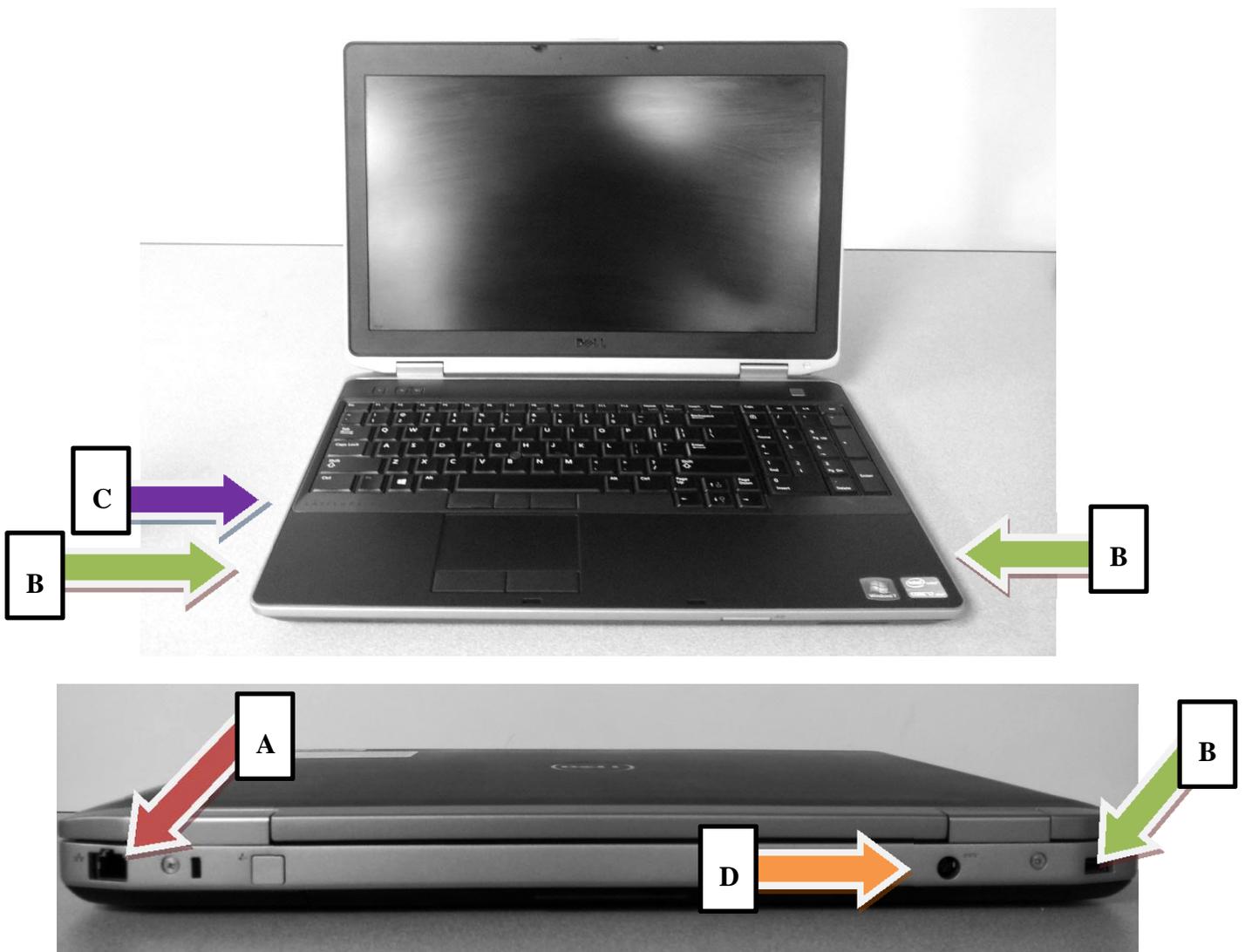
Highlighted above are the connections on the laptop that you will use. The following bullet points give a description of each.

A – Ethernet Connection

This is where your network cable should be plugged in for high speed internet. It is located on the back of the laptop.

B – USB Ports

The Dell Latitude E6530 has 3 USB ports, one on each side and one on the back left side of the laptop. You may use any of these ports to plug in your own external keyboard or mouse if desired, as well as any other peripherals.

Important: Do not plug your printer into the new Dell hardware yet. Step #7 of the "Hardware Transfer" is the appropriate time to plug in the printer.

C – SVGA Connection

> This is the monitor port. You may plug the laptop into your own monitor to extend or duplicate the screen.

D – Power Connection

The Dell E3650 includes a preinstalled Wireless card. To enable wireless functionality, move the tab pointed to by the arrow in the picture below to the left position (not red).
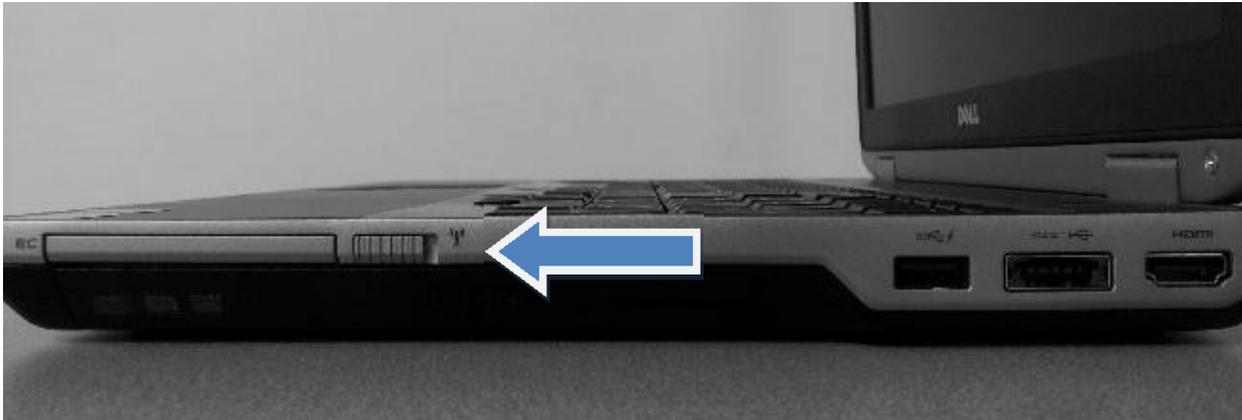
HARDWARE TRANSFER

This process will be more efficient if you have both your old and new Dell systems set up near each other. If there is no way for both systems to be running at the same time during the transfer process, you will need to do the following: inspect the new Dell hardware for damage, perform steps 1 through 5 (below) on the old Dell computer, remove the old Dell hardware and set up the new Dell hardware, perform steps 6 through 8, remove the new Dell hardware and set up the old Dell hardware again, and perform step 9. Otherwise, complete the following steps as indicated.

Once the Hardware Transfer process has begun it <u>cannot</u> be paused or resumed at a later time. Depending on the volume of data you have to backup and restore, the entire Hardware Transfer process should take approximately 120 minutes to complete.

STEP 1: PRINT FUND STATUS REPORT (BEFORE HARDWARE TRANSFER)

This step is necessary if you use UAN only on the UAN-provided Dell OptiPlex 740 (like most clients), or you have networked multiple computers but the UAN database resides on the Dell.

Print a copy of your Fund Status Report and write *Before Hardware Transfer* on the report. The report is located at Accounting > Reports & Statements > Fund Reports > Fund Status. Please make sure that all your funds are checked, and no other transactions are posted prior to the start of the hardware transfer. The Fund Status Report will be referenced again later in this process.

STEP 2: CLOSE ALL SOFTWARE APPLICATIONS

No applications (*UAN, Microsoft Word, Internet Explorer, etc.*) can be open during the transfer.

STEP 3: BEGIN THE HARDWARE TRANSFER PROCESS

Insert the UAN Hardware Transfer Application disc into the CD/DVD drive (E:) of your UAN Dell OptiPlex 740. The Transfer Process should begin automatically. You should see two windows scrolling through multiple messages as in the picture below.
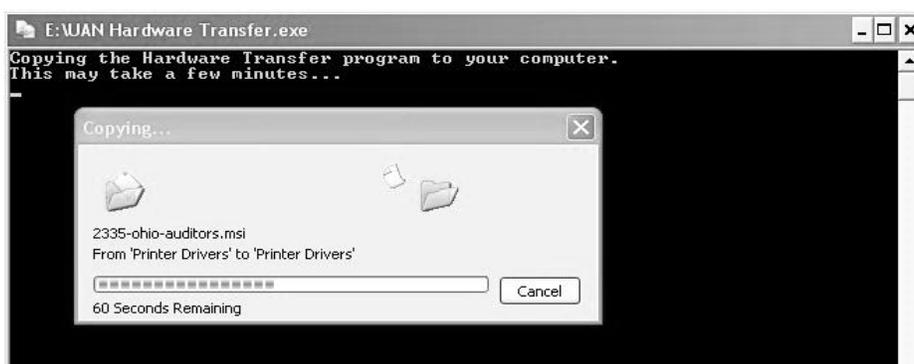
At this point, the UAN Hardware Transfer Application will copy files needed to perform the transfer. This process should take approximately five minutes.

STEP 4: VERIFICATION OF DATA TRANSFER CONDITIONS

After copying is complete, the software will run a series of checks to ensure that your system is ready for the transfer. The message box below will appear, detailing all of the conditions.

UAN Hardware Transfer

This program will check your system before the Hardware Transfer process begins. In order for the transfer to complete successfully, your UAN software must:

1 - be on the Dell Optiplex 740
2 - have all required configuration files
3 - have the database location detectable
4 - not have an existing error
5 - be on Version 2013.3
6 - have all necessary prior year data files
7 - not be in maintenance mode
8 - not have the bank reconciliation screen open
9 - not have additional users logged in and accessing the database
10 - not be running

Click 'OK' to perform the Hardware Transfer error checks that will verify that your system is ready to begin the Hardware Transfer process.

OK   Cancel

Click *OK* to continue.

The UAN Hardware Transfer Application will verify that specific conditions are completed. If a condition is incomplete, you will receive a message detailing the action to be completed before the data transfer can proceed.

When all data transfer conditions have been met, the following message will appear:
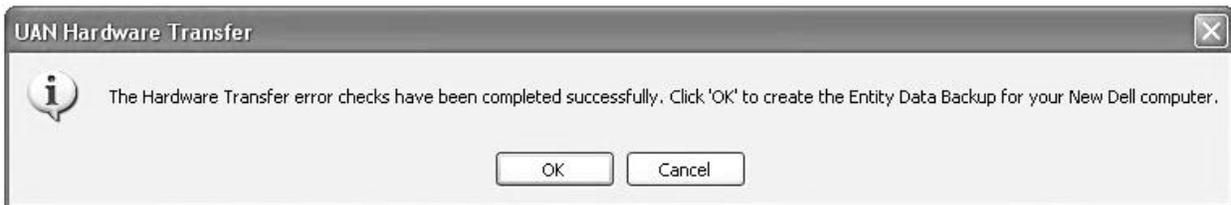
UAN Hardware Transfer

The Hardware Transfer error checks have been completed successfully. Click 'OK' to create the Entity Data Backup for your New Dell computer.

OK   Cancel

Click *OK* to continue. The following message will appear:

UAN Hardware Transfer

Please remove the UAN Hardware Transfer Application CD from the CD/DVD drive. Next, insert the DVD labeled Entity Data Backup in the DVD drive or a Flash/USB drive into the USB port. Click 'OK' to complete the backup of your entity's data and continue with the Hardware Transfer process.

OK
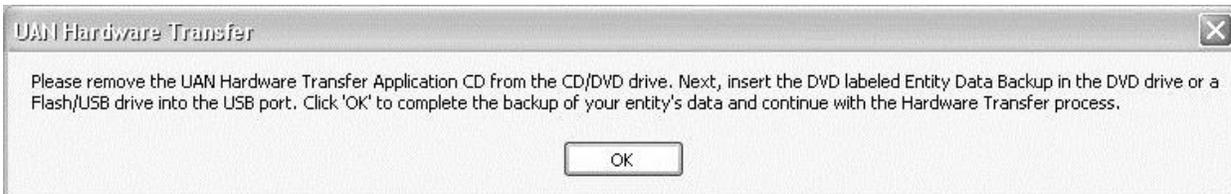
Click *OK* to continue.

STEP 5: REMOVE UAN HARDWARE TRANSFER APPLICATION DISC AND INSERT BACKUP MEDIA

Note: You may receive a message titled *AutoPlay* after inserting a disc during Step 5 or Step 6. Simply click the *X* button in the top right corner of the *AutoPlay* message to close it.

The following window will be displayed:
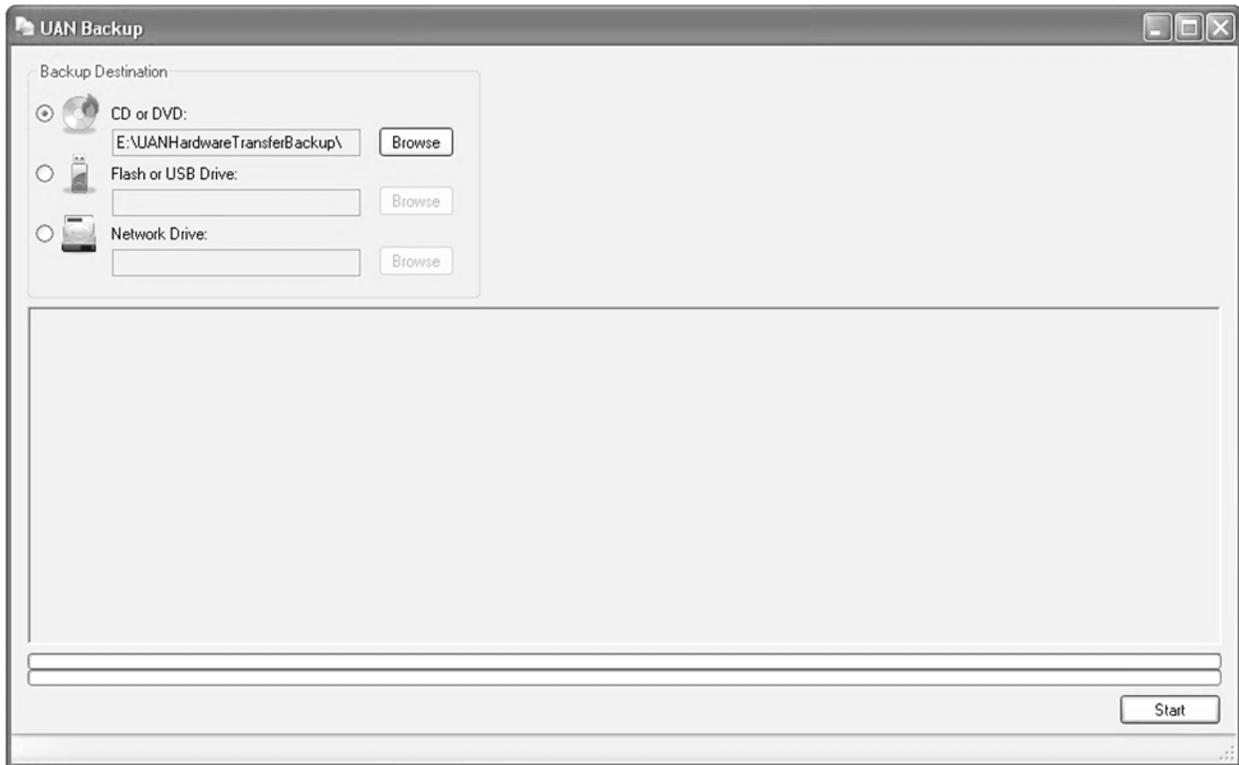
This is where you will select the media to use for the Hardware Transfer Backup. You may use the provided DVD labeled *Entity Data Backup for the UAN Hardware Transfer*, your own **blank** DVD, or external flash drive to perform the Entity Data Backup. Click *Start* at the lower right of the UAN Backup window to begin the Entity Data Backup. As the backup proceeds, the green status bar will fill. Please note: Depending on the amount of data to be transferred, Step 5 may take as long as 60 minutes to complete.

When the process is complete, the following message will be displayed.

Click *OK* to proceed. The following message will be displayed:
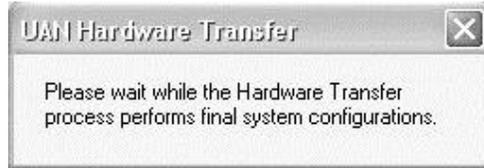
You will then receive the message *This computer will shut down now.* Click *OK* and the computer will shut down. The Dell OptiPlex 740 will now be disabled for future use in its current state. If you restart the OptiPlex 740, it will not boot into Windows. Additional instructions for the OptiPlex 740 are contained in Step 9 of this documentation. Please proceed with Step 6 before addressing any issues with the Dell OptiPlex 740.

STEP 6: RESTORE TRANSFER DATA

Insert the UAN Hardware Transfer Application disc into the CD/DVD drive of the new UAN Dell computer. The message below will appear. Click on *Run UAN Hardware Transfer.exe*.

You will receive a *User Account Control* message with an orange banner as in the picture below. This is a Windows 7 security feature; you may receive similar messages in the future.
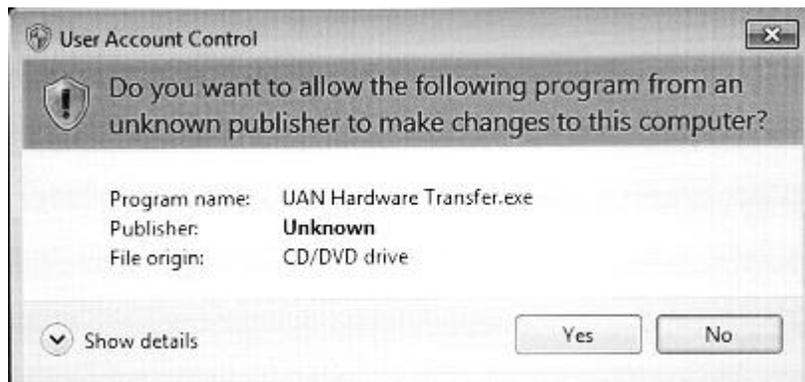
Click *Yes* to continue. The Hardware Transfer Application will copy files needed for the restore portion of the transfer process. The following window will be displayed:
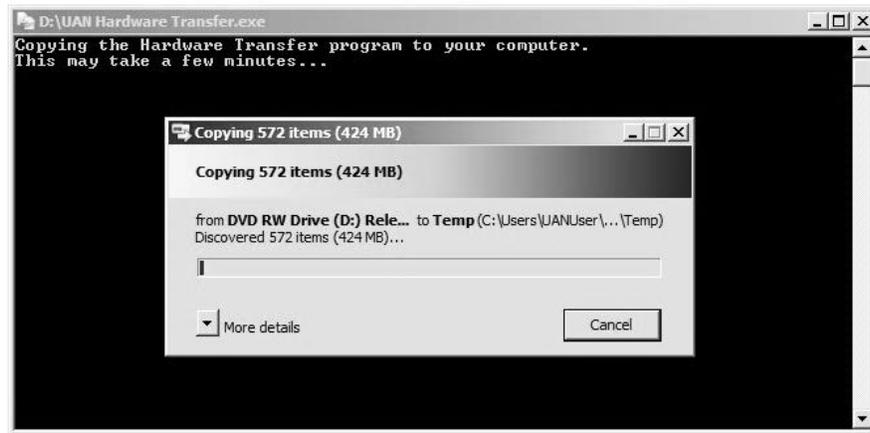
Once copying is complete, the following message will display:

Click *OK* to continue. The following message will display:

Click *OK* to continue.

You will now be asked to point to the media containing your Entity Data Backup. Click the radio button to the left of the media type you use then click the corresponding *Browse* button. The DVD option is shown below.
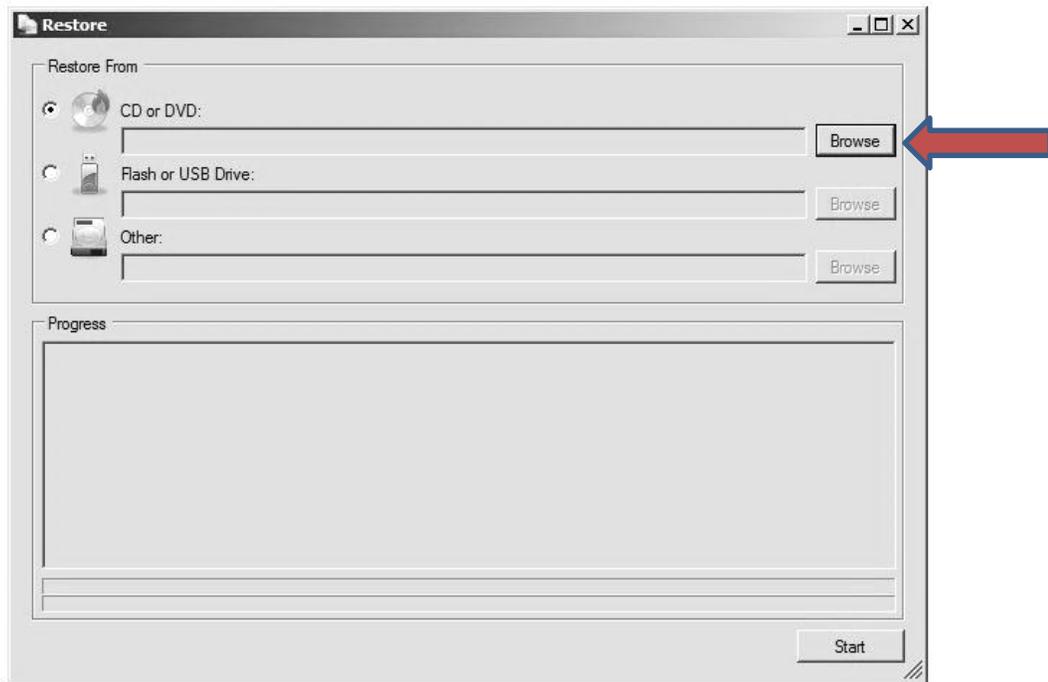
The *Drive Select* window will then be displayed.
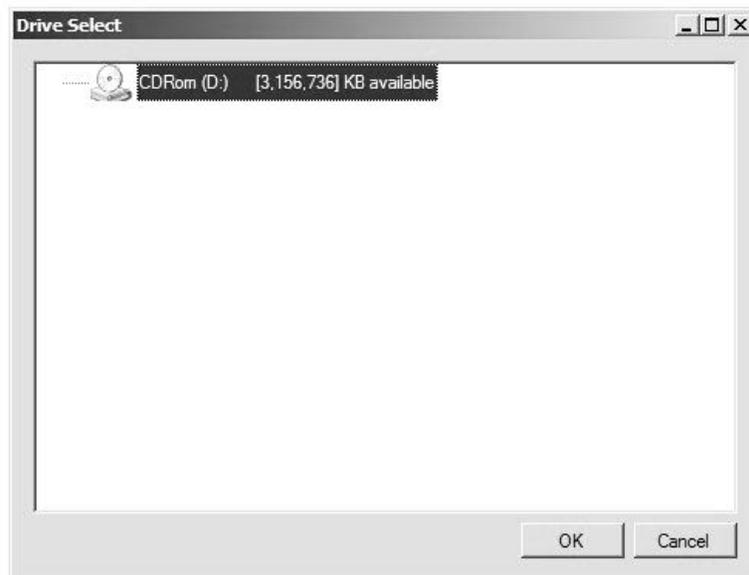
Click on the Drive so that it is highlighted, then click *OK*.

Your drive selection will then be displayed in the Restore window, as in the following example.
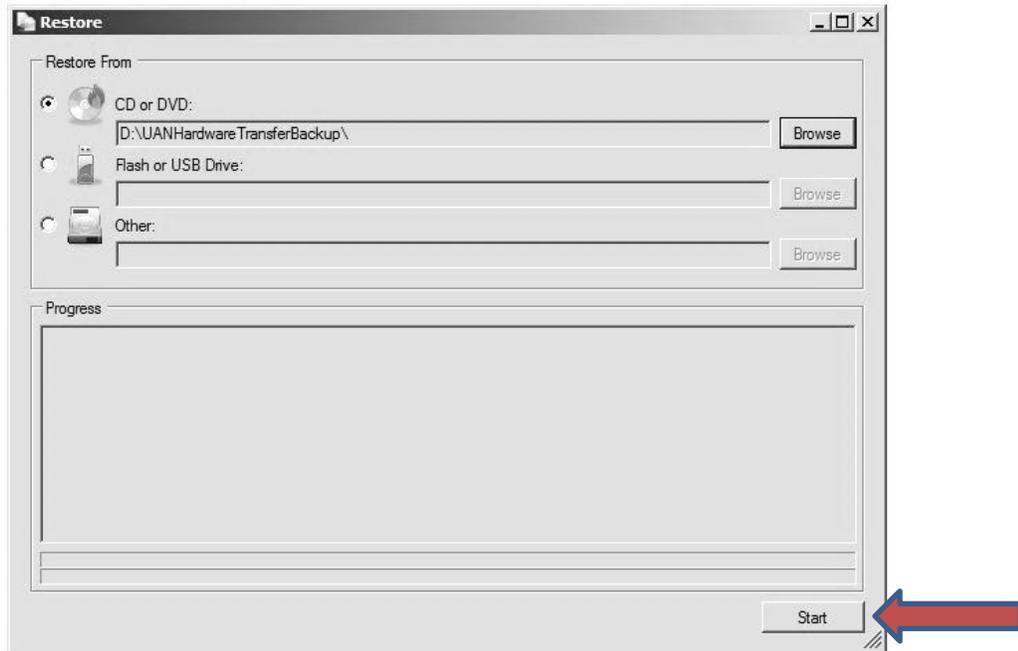
Click the *Start* button (pointed to by the arrow in the above picture) to begin the restore portion of the transfer process. Everything backed up from the Dell OptiPlex 740 will now be transferred to your new Dell computer. You will see various files listed as well as scroll bars moving. This process could take up to 45 minutes depending on the size of the Entity Data Backup.
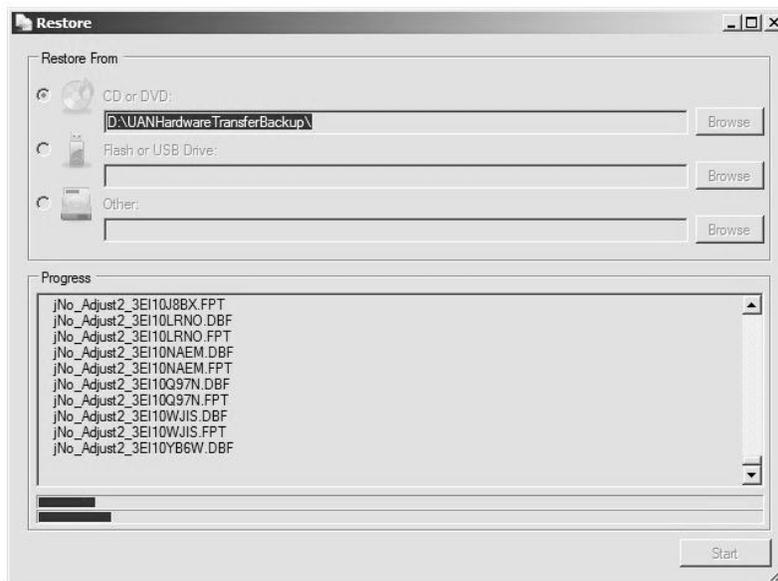
Important: You may receive an additional message at this time related to the printer installation. If you receive such a message, skip to *Step 7: Printer Install* in this document. When Step 7 is complete, continue with any remaining portion(s) of Step 6.

When the transfer is complete, the following message will be displayed:

UAN Hardware Transfer

The Entity Data Backup has been restored to your New Dell computer.
Please, remove the Entity Data Backup DVD from the DVD drive or the
Flash/USB drive from the USB port.

OK

Click *OK* to continue.

UAN Hardware Transfer

The code to run the Old Dell Blank Image is:

00000000

Please write this code down because you will need it to reimage the Old
Dell computer.

OK

This message displays the code to restore your Dell OptiPlex 740 to a clean version of Windows
XP with Microsoft Office 2007. **The UAN Hardware Transfer code is unique to each entity**.
The code in the message above is <u>only an example</u>. **Write the code down when it
appears on your screen and keep it in a safe place. The code will
NOT appear again – if it is misplaced you will need to contact UAN
Support. The UAN Hardware Transfer code will be used in Step 9.**
Once restored, the Dell OptiPlex 740 will have no UAN data remaining on it.

STEP 7: PRINTER INSTALL

Important: If you have had both UAN Printer models installed on the Dell OptiPlex 740, you
may receive the following message before Step 6 is complete. Select the printer you are currently
using, and the printer Install and Restore Utility will begin.

Printer Selection

Please select the model of your UAN printer.

- ⦿ Dell Single Function Printer 2350dn
- ○ Dell Multifunction Printer 2335mfp

OK
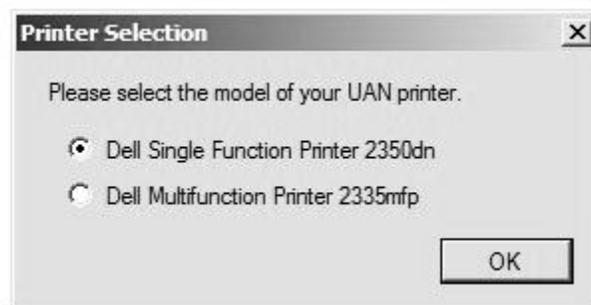
Once all data has been transferred to the new computer, the Hardware Transfer Application will determine which UAN printer was installed on the Dell OptiPlex 740 and install it at this time. You may notice messages about the printer installation before the transfer process is complete.

Clients with the Dell 2350dn printer installed will receive the following message:

Click *OK* to continue.

For clients who have the Dell 2335dn (Multifunction) Printer installed:

At this time, the Transfer software will begin installing the Dell 2335 Driver as well as the Nuance Scanning software. You will receive the following message:
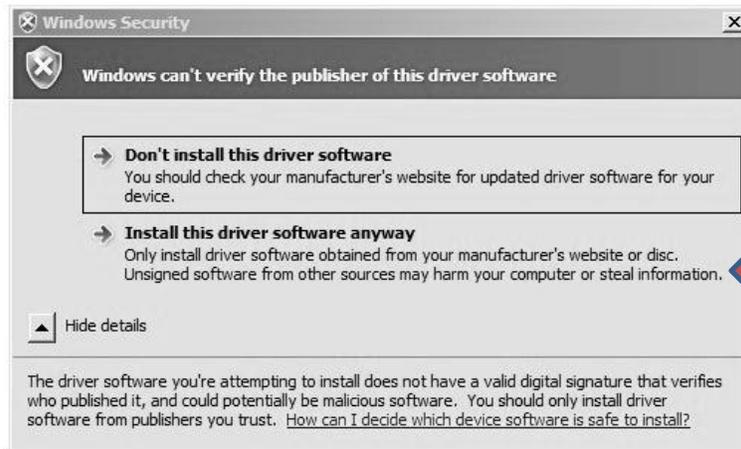
Click *Install this driver software anyway* indicated by the arrow above. Your mouse pointer will turn into an hourglass, and various windows will appear and disappear. This may take up to 10 minutes. The printer software installation is complete when you receive the following message:

Click *OK* to continue. At this time, power on your printer and then plug it into the USB port on your computer. The printer will finish installing, and is then ready for printing.

VERIFY YOUR DEFAULT PRINTER SETTING

Click the Start button ⊕, then select Devices and Printers.

Right-click on the printer you want to use, then click **Set as default printer**. You will see a check mark on the printer's icon signifying that it is now your default printer.

STEP 8: PRINT FUND STATUS REPORT (AFTER HARDWARE TRANSFER)

This step is necessary if you use UAN only on the UAN-provided Dell OptiPlex 740 (like most clients), or you have networked multiple computers but the UAN database resides on the Dell.

Print a copy of your Fund Status Report and write *After Hardware Transfer* on the report. The report is located at Accounting > Reports & Statements > Fund Reports > Fund Status. Please make sure that all your funds are checked, and no other transactions are posted prior to the start of the hardware transfer. Compare the balances from the *Before Hardware Transfer* Fund Status report (Step 1) to the *After Hardware Transfer* Fund Status report. This report is verification that your UAN data has transferred to the new hardware. If the balances do not agree, please contact UAN Support.

Reminder: It is very important not to post any transactions between the printing of the *Before Hardware Transfer* and *After Hardware Transfer* Fund Status reports. If transactions are posted before the *After Hardware Transfer* Fund Status report is printed, it will complicate the comparison of the Fund Status reports.

Important: If the Fund Status reports are in agreement, proceed with Step 9. If the Fund Status reports are not in agreement and you are unsure why, then contact UAN Support immediately and do not proceed to Step 9.

STEP 9: REIMAGE DELL OPTIPLEX 740 (OLD HARDWARE)

The Dell OptiPlex 740 is now temporarily disabled for future use. Below is the message that will be displayed when you turn the computer back on.

If you need to temporarily access the data on the Dell OptiPlex 740, you may select the *Restore Windows* option. If this button is selected, you will be prompted for a code from UAN to allow you back into the system until the next time the system is shut down. Please contact UAN Support at 1-800-833-8261 if you need <u>emergency access</u> to the data on the Dell OptiPlex 740.

To image the computer for future use, insert Blank Image Disc 1 and click *Restart Computer*. The computer will reboot to a UAN Splash screen. You will then see the following message:
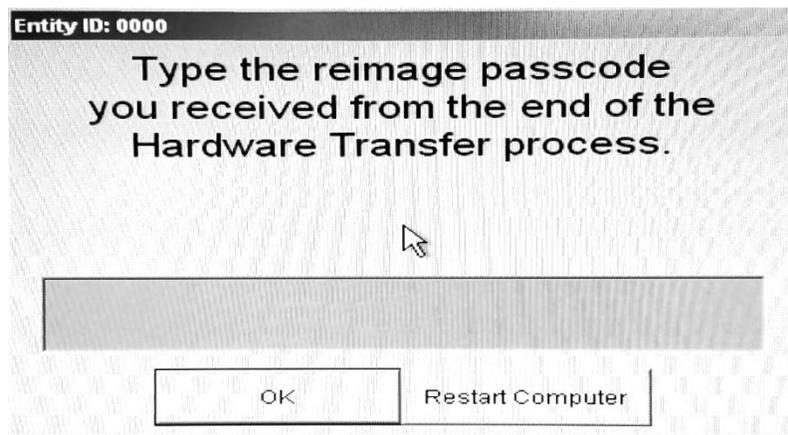
Type the code that you received at the end of the Hardware Transfer process (in Step 6) and click *OK*. This process will take about 30-45 minutes. At approximately the 33% mark a *Span Volume* message will be displayed, prompting you to insert the next disc of the image as follows:
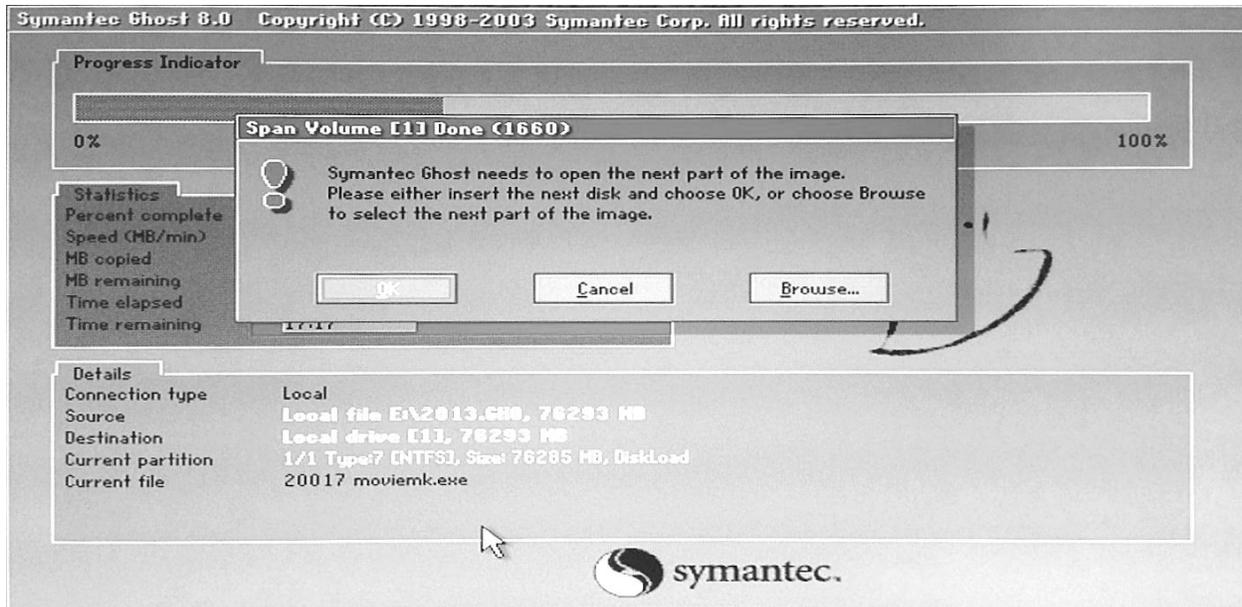
Insert Blank Image Disc 2 and click *OK*. When the process of reimaging your Dell OptiPlex 740 is complete, the computer will automatically restart. No UAN data will reside on the Dell OptiPlex 740 system, and the system will be in a condition that is suitable for sale or donation. If you have additional hardware attached to the Dell OptiPlex 740, such as printers or scanners, you may see various installation messages after the computer restarts. These messages may or may not require action to continue.

The following licensed software will remain on the system:

- Windows XP operating system
- Microsoft Office 2007 (*Word, Excel, PowerPoint and Outlook*)

If you plan to network the old hardware with the new hardware after the transfer process (in order to use the UAN software on both computers), you will need the UAN Version 2013.3 update disc to install UAN on the old computer.

Important: The reimaged Dell OptiPlex 740 will have Microsoft Security Essentials installed. This is a free anti-virus software package available to any licensed Microsoft user. Although this anti-virus software package should be sufficient for most users, you may want to consider additional anti-virus software for increased security.

AFTER HARDWARE TRANSFER

PRIOR YEAR REPORTS

Open each of your Prior Year Reports and verify that you can access the information (for example, open each year's Fund Status report). If you discover that any of your Prior Year Report icons appear but do not access that year's actual report, please contact UAN Support.

Reminder: To access the Prior Year Reports, select UAN Tools > Prior Year Reports. The password for you prior year reports is the last password you used with the old UAN software.

Accounting-Only Entities: Prior year reports for 2011 and 2012 are located <u>within</u> the new UAN software. To access them, select the desired year at the top left of any report area.

MICROSOFT OFFICE ACTIVATION

Microsoft Office 2010 requires activation for each PC that it is installed on. You will have 30 days from the date of your transfer to complete this activation. If activation is not completed in 30 days, all Microsoft Office Applications will be disabled until you do so. We recommend that you complete this activation step as soon as possible. The first time that you open an Office product, you will receive the following message:

If you have an internet connection (High Speed or Dial Up), activation is very simple. Once you are connected, ensure that the option, *I want to activate the software over the Internet* is selected. Click *Next*. Click *Yes* on the User Account Control window, and your software will then be activated. Click *Close* to close the window.

If you do not have an available internet connection, choose the option, *I want to activate the software by telephone* and click *Next*. The following window will display:

To begin this process, choose *United States* under the Step 1 dropdown list. The phone number 1-866-432-3012 will then be displayed. Once you dial this number on your telephone, follow the automated operator. The steps are detailed below:

- You will be asked what software package that you are attempting to activate.
    - Answer – *Microsoft Office Standard 2010*
- You will then be asked if you are at your computer.
    - Answer – *Yes*
- You will then be asked to dial or speak the 54 digit Installation ID displayed in Step 2. The code pictured above is <u>only an example</u>.
    - Answer – *Dial or speak the Installation ID*. If during this process you enter or speak the Installation ID incorrectly, stop immediately and you will be transferred to a Microsoft representative. He or she will ask you to read the Installation ID. Once the Installation ID has been validated, you will receive the next question.

- You will then be asked if you are ready for the code by either the live agent or the automated voice.
  - Answer – *Yes*
- The code will then be read to you by an automated voice. The voice will speak slowly and read back the Confirmation ID in blocks of six numbers, ranging from Block A to Block H. Type this Confirmation ID under Step 3 in the blank spaces. When finished, click *Next*. If the code is correct, you will receive the following message:

Click *Close* to close the window.

MICROSOFT OUTLOOK

The Hardware Transfer migrated all Outlook 2007 contacts, emails, and settings to Outlook 2010 on the new hardware. The migration only occured if you were using the UANUser Windows account (the default on the Dell Optiplex 740). If you or your IT staff created another account that uses Outlook, you will need to input the Outlook settings on your own.

If you used the UANUser account on the Dell Optiplex 740, the only setup needed on the new hardware for Outlook is to enter the password. The first time you enter Outlook, you may receive a prompt for a password. If you do, enter your email password in at that time, and it will save for future use. If you do not receive a prompt for a password, the following steps will detail how to enter the password into Outlook.

STEP 1 - OPEN MICROSOFT OUTLOOK

STEP 2 - ACCESS ACCOUNT SETTINGS

- Click *File* on the top menu
- Click the *Account Settings* Button
- Click *Add and Remove accounts or change existing connection settings*.

STEP 3 - ENTER THE PASSWORD

An Account Settings Window will appear with *Email* as the default tab selected.

- Click the *Change* Button, the following Window will appear:

- Enter your password in the password field pointed to by the above arrow.
- Click *Next*. If you are online, Outlook will test your settings, then click *Finish*. If you are not online, you will receive an error about not being able to connect to a server. That is fine because you cannot receive email at this time. Click the *Cancel* button, then close Outlook. Your password will be saved for future use. If you use the UAN account and do not know your password, contact UAN Support at (800)833-8261 or uan_support@auditor.state.oh.us.

PRIOR SOFTWARE BACKUP

After the hardware transfer process is complete, the *Cemetery and Minutes Backup* and *Prior Year Reports Backup* options are removed from UAN Tools > Prior Year Reports. These backups are now located within the UAN software, in General > Maintenance > Backups > Prior Software Backup. Cemetery, Minutes, and old software prior years are backed up in this option.

Note: At the end of the hardware transfer process, you are not required to perform a Cemetery and Minutes, and/or a Prior Year Reports backup.

C:_UAN_EFILES DIRECTORY

The C:_UAN_EFiles directory is not included in any backup option in the new UAN software, in General > Maintenance > Backups (i.e. Prior Software Backup or My Documents Backup). If you wish to create backups of that directory, perform a manual backup on your own, or move the files into the Documents folder before performing a My Documents backup.

Reminder: The files within the _UAN_EFiles directory were transferred to your new hardware during the hardware transfer process. The information above relates to creating new backups within the UAN software in the future (i.e. **after** having completed the transfer process).

REINSTALL ANY ADDITIONAL SOFTWARE

As mentioned in the *Before Hardware Transfer* section, any additional software required by your entity will need to be manually reinstalled.

MICROSOFT OFFICE UPGRADE

Microsoft Office (*Word, Excel, PowerPoint, etc.*) has been updated to the Office 2010 edition. Documents created with older editions of Office are still accessible in the 2010 edition. File extensions for Office 2010 documents have changed to include an **'x'** at the end of the file name, e.g. doc**x** (*Word*), xls**x** (*Excel*). If you wish to upgrade older documents to Office 2010, you will need open each document and select *Save As*. Before selecting *Save*, the *Save as type:* will need to be changed. For Word documents select *Word Document (*.docx)*; for Excel documents select *Excel Workbook (*.xlsx)*. After clicking the *Save* button, you will receive a message indicating that you are about to save your document in a new file format. Select *OK* to proceed.

Note: If a document is saved as a new file format, the document saved under the older file format is not deleted or overwritten. To prevent the confusion of two documents with the same name but with different file formats, you may prefer to convert all previous Microsoft Office 2007 files to Microsoft Office 2010.

ADOBE PDF READER

The first time a PDF document is opened you will receive a message about the Adobe Personal Computer Software License Agreement. After selecting *Accept*, the PDF will proceed to open and you will not receive the message again.

PRINT SCREEN SOFTWARE

The print screen software installed on the old hardware's Windows XP operating system is not compatible with the new hardware's Windows 7 operating system. To capture an image, hold down the *Ctrl* button on your keyboard and then press the *PrtScn* (print screen) button. You may then paste the image into a Word document, Paint, etc. You may then print the image on paper, if desired.

Note: To paste an image into Word, you will need to first have a Word document open. Next select the paste option from the Home ribbon, or hold down the *Ctrl* key and press the letter *V*, or use the right button on your mouse and select the *Paste* option from the popup menu.

SETTING THE CLOCK

If you need to adjust the time on the clock of your new Dell computer, follow these steps:

1. Open Date and Time by clicking the **Start** button, clicking **Control Panel**, clicking **Clock, Language, and Region**, and then clicking **Date and Time**.

2. Click the **Date and Time** tab, and then click **Change date and time**. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

3. In the **Date and Time Settings** dialog box, do one or more of the following:

    - To change the hour, double-click the hour, and then click the arrows to increase or decrease the value.

    - To change the minutes, double-click the minutes, and then click the arrows to increase or decrease the value.

    - To change the seconds, double-click the seconds, and then click the arrows to increase or decrease the value.

4. When you have finished changing the time settings, click **OK**.

5. To change the time zone, click **Change time zone**.

6. In the **Time Zone Settings** box, click your current time zone in the list, then click **OK**.

LAPTOP REMINDER

Because of increased risk of theft, laptop computers have extra security. To keep this security active, the laptop must be connected to the internet at least once every 30 days. 'Connected to the internet' means using the UAN computer to check e-mail or visit **any** website (Google.com, UANLink, etc).

BATTERY BACKUP

When you receive your new hardware, it is a good time to review the age of your current battery backup. Battery backups generally have a lifespan of no more than 3-5 years. If your battery backup is older than this, it may not be able to handle the power requirements of the new system. It is essential that you have a battery backup system connected to your UAN Hardware. Battery backups protect your computer from unwanted power surges and shutdowns.

It is recommended that you purchase a backup with at least a 660 VA (Volt Amp rating) and 4-5 amps. The battery backup should not be relied upon to continue processing transactions during a power failure. It should provide enough time to exit the program and turn the system off safely. These units cost approximately $100 and can be purchased from an office supply or computer supply vendor of your choice.

Important: Do not plug your printer into a battery backup. The printer draws too much power and can shorten the life of the battery, and may cause your computer to shut down randomly.

HARDWARE SERVICE

If your new hardware ever requires service, please contact the Dell Technical Support Team. Please have your service tag number ready when you call for service. Your service tag number identifies you as an UAN client, and will ensure that you receive the premium level of support and next-day repair or replacement service. If you have a Dell desktop, the service tag number is affixed on the side of the CPU. If you have a Dell laptop, the service tag number is affixed on the top of the laptop.

APPENDIX

ELECTRONIC SIGNATURES

OVERVIEW

UAN has added a feature to the UAN software that allows clients to incorporate Electronic Signatures into custom design of warrants, purchase orders and/or receipts.

- The use of electronic signature is optional.
- Electronic signature is a no-cost alternative to a check signer.
- If electronic signature is implemented, signature(s) will automatically print on accounting and payroll warrants, purchase orders and/or receipts. This may be used for just one, two, or all three of these form types.
- All users of the system with access to the Post/Print/Utilities of these transaction types will be able to print the forms with electronic signatures included.
- The use of an electronic signature should be discussed with your board, council or legal counsel. Before implementation, an approved board/council resolution may be required.
- The following instructions detail how to implement electronic signatures within UAN. *Part 1* explains how to create an electronic signature (take a written signature from paper and convert it into an electronic file). *Part 2* details how to import the electronic signature into UAN so that it will automatically print on warrants, purchase orders and/or receipts.

PART 1: CREATING AN ELECTRONIC SIGNATURE

Before starting the Electronic Signature process, read and understand this section completely.

Once a signature has been attached to warrants, purchase orders and/or receipts, the original signature files used are no longer needed because the image will become part of the application. The original signature file should be treated as sensitive personal data. Follow the same processes with that file that you currently follow when you are managing social security numbers, checking account numbers or other similar sensitive data.

STEP 1

Obtain the appropriate signatures on blank paper.

STEP 2

Convert the signature to an electronic format.

Note: The electronic signature feature within UAN is <u>not</u> compatible with PDF files.

Recommendation: Each signature should be scanned individually. This will help simplify the process of arranging and sizing the signatures on warrant, purchase order and/or receipt forms. When testing the electronic signature, UAN staff had great results using JPEG formatted files. TIFF, BMP, PNG, or GIF file formats can also be used.

Option A: Using the Dell 2335dn printer to scan the signature to an electronic file.

A. Place the paper with the signature on upper right corner of scanner/copier glass.
B. The following steps will scan the image to a file on the hard drive:
    1. Press Scroll (< or >) to highlight Scan and then press Select (√).
    2. Press Scroll (Λ or V) to highlight PC Application then press Select (√).
    3. Press Scroll (Λ or V) to highlight Local PC then press Select (√).
    4. Press Scroll (Λ or V) to highlight My Documents then press Select (√).
    5. Press Scroll (Λ or V) to highlight Desired Resolution (300 dpi) then press Select (√).
    6. Press Scroll (Λ or V) to highlight Color then press Select (√).
    7. Press Scroll (Λ or V) to highlight Scan Format (JPEG) then press Select (√).
    8. Press Scroll (Λ or V) to highlight Scan Size (letter) then press Select (√).
    9. The item will now scan and save to your hard drive.
        (Note the location where the file is saved on the hard drive. The file location is needed during PART 2: Adding an Electronic Signature Within the UAN Software.)

Reminder: To return the default scan format to PDF, repeat Option A and select PDF in part 7.

Option B: Electronic signatures can also be created with another scanner or digital camera. The device's owner manual will contain the appropriate steps on how to create the electronic file (*JPEG, TIFF, BMP, PNG, or GIF format*). Another option is to create the electronic signature using Microsoft Paint. When using Microsoft Paint, your computer's mouse may be used as the writing instrument (holding down the left mouse button as the signature is being written). Microsoft Paint is located in the Windows button > All Programs > Accessories > Paint.

STEP 3

Save your electronic signatures in a secure location. It is important to remember the file name and location of the electronic signatures on the storage device. You will need to access these files when you add the electronic signature(s) within the UAN software.

PART 2: ADDING AN ELECTRONIC SIGNATURE WITHIN THE UAN SOFTWARE

STEP 1

Within the UAN Software, select General > Maintenance > Entity Setup.

STEP 2

Select the Payments, Purchase Orders, or Receipts tab. The following instructions explain adding an electronic signature for payments. The procedures to add an electronic signature for purchase orders or receipts are almost identical. Any variations will be denoted.

STEP 3

From Entity Setup, select the appropriate tab and form layout options:

> **Payments** > Use Custom Layout > Design Warrant

> **Receipts** > Use Custom Layout > Design Receipt

> **Purchase Orders** > Use Custom Layout > Design Purchase Order

Then on the Designer screen, select the *Signatures and Messages* tab.
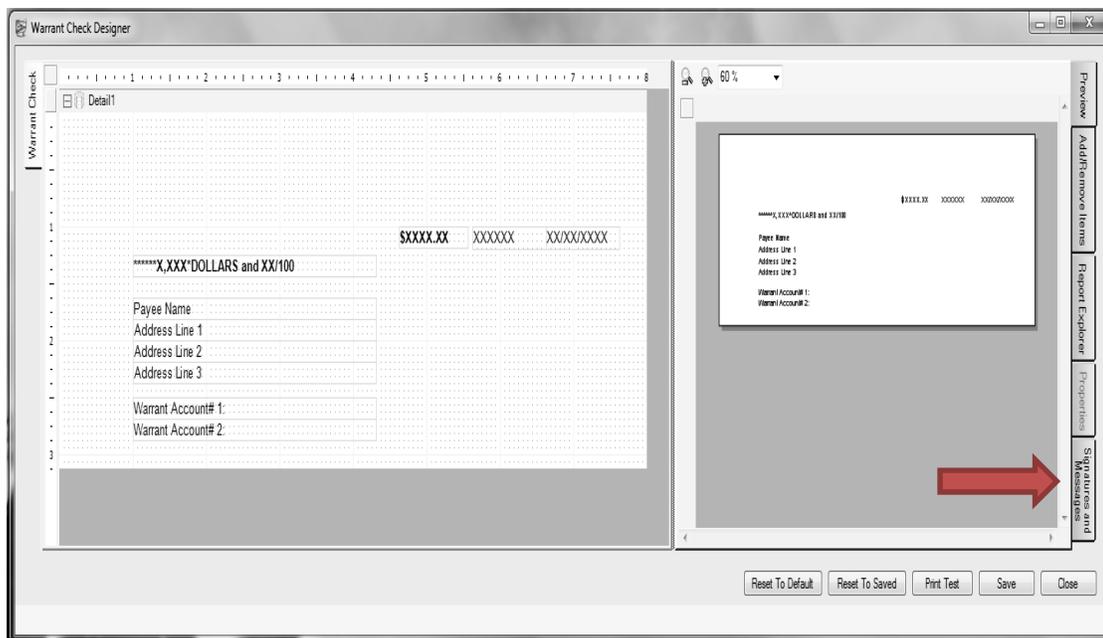
STEP 4

Select *Choose File*.
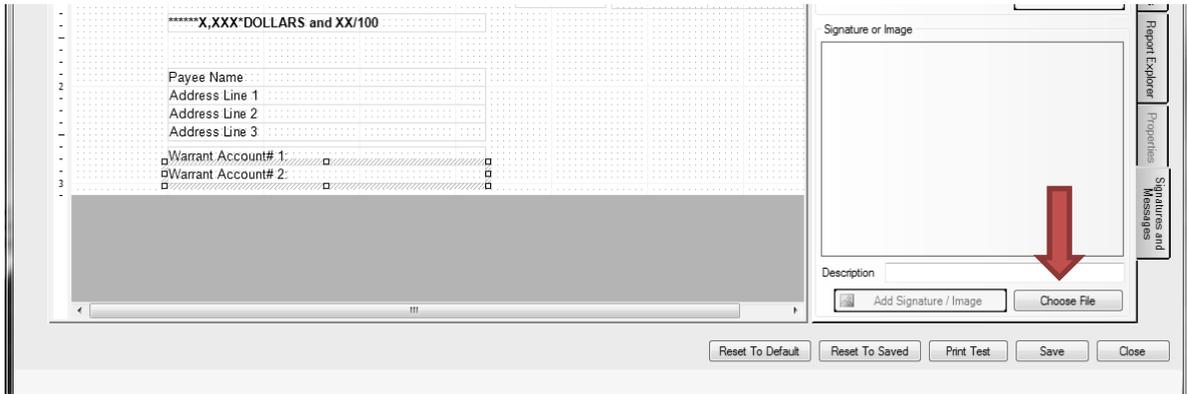
STEP 5

Select signature and Select *Open*.
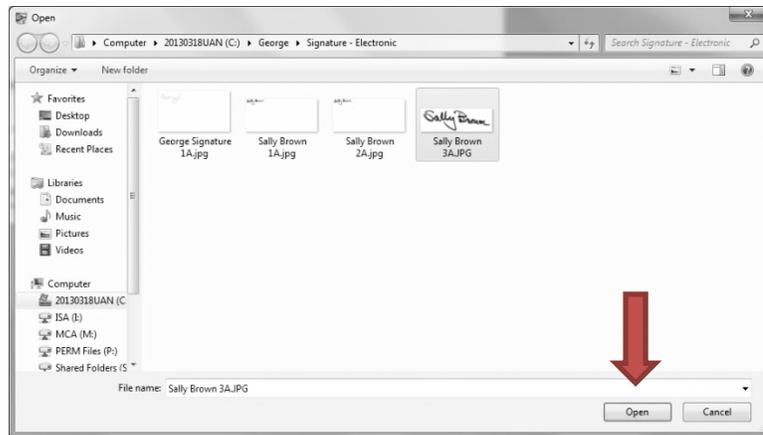
Reminder: This is the secure location where you saved your electronic signature files.

STEP 6

Select *Add Signature / Image*.
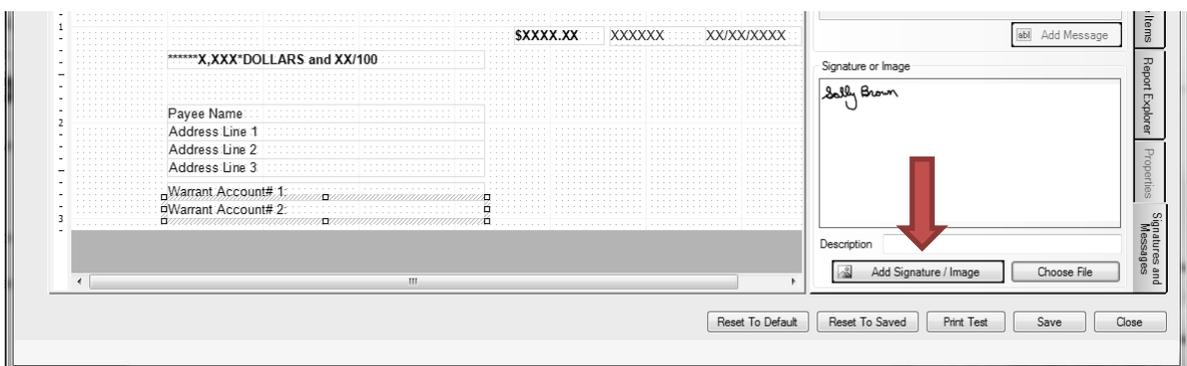
STEP 7

Select and drag the signature image by moving the mouse pointer over the image and then pressing and holding down the left mouse button. Move the image to the desired position.
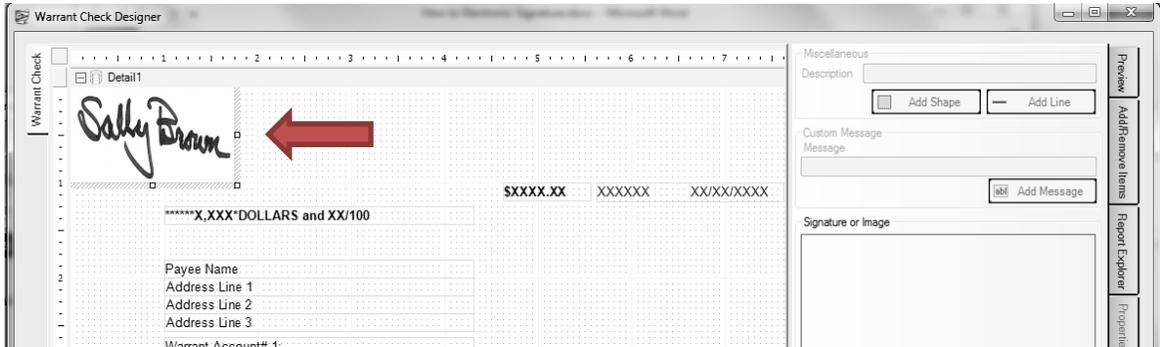
You can resize (stretch/shrink) the signature by pointing to one of the small squares around the image, pressing and holding down the left mouse button, and moving the mouse.
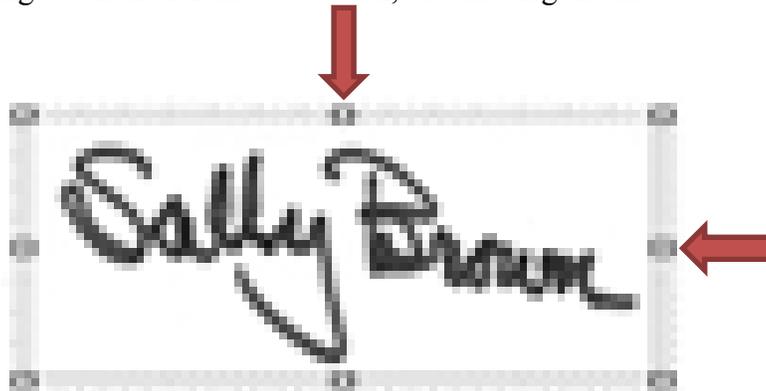
STEP 8

The *Print Test* button will print an example check onto blank paper, which you can then hold against a warrant in front of a bright light to verify the layout. If the results are good, click *Save*. If not, move the items, or click *Reset to Default* or *Reset to Saved*, or *Close* without saving.
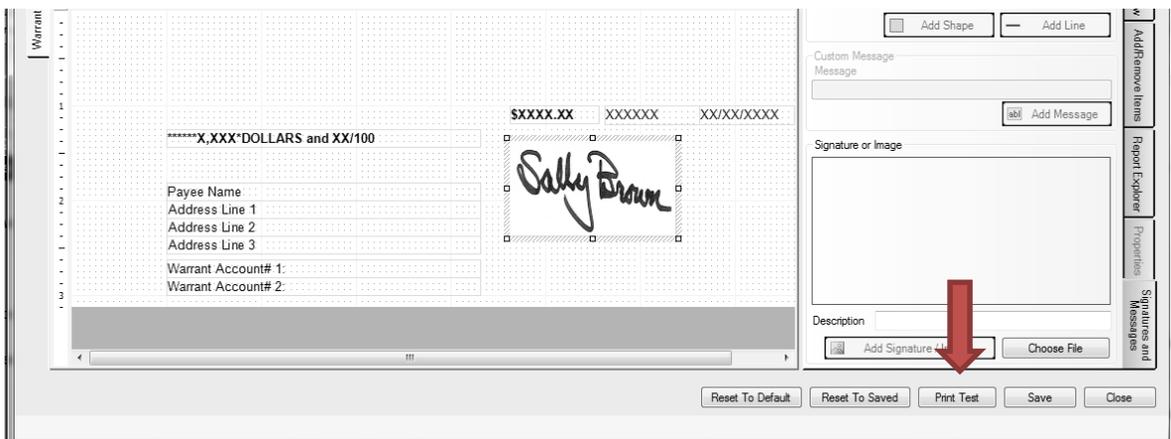
STEP 9

If you saved the layout, select *OK*.
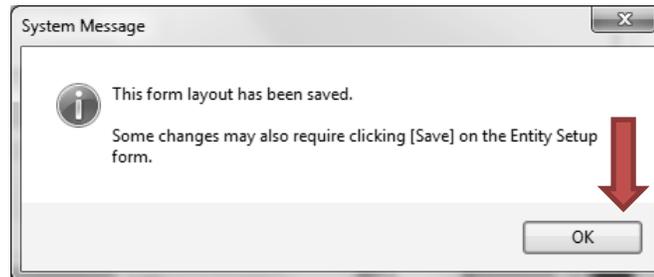
STEP 10

Repeat steps 5 thru 10 for each additional signature as needed.

STEP 11

Select *Close* when finished.

STEP 12

Click *Save* on the Entity Setup screen to save your changes.