CD Viewer
User Guide
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Table of Contents

Welcome

The CDROM, an archive of your monthly remit activity.

CDROM and CDViewer will:

- Allow off line viewing of accounts receivable information.
- Provide a straight forward archiving solution.

This manual explains the CDViewer application. It provides detailed instructions for getting started using the application.

CDROM Requirements

- Windows 95 or higher
- PIII Mhz. processor or higher
- 128 MB of RAM
- 20MB of free hard drive space.
- Read/Write access to the root of the C: drive

Launching the CDROM

The CDViewer application will launch automatically when inserted into the CDROM drive. If it does not auto-run you can manually launch the application by performing the following steps:

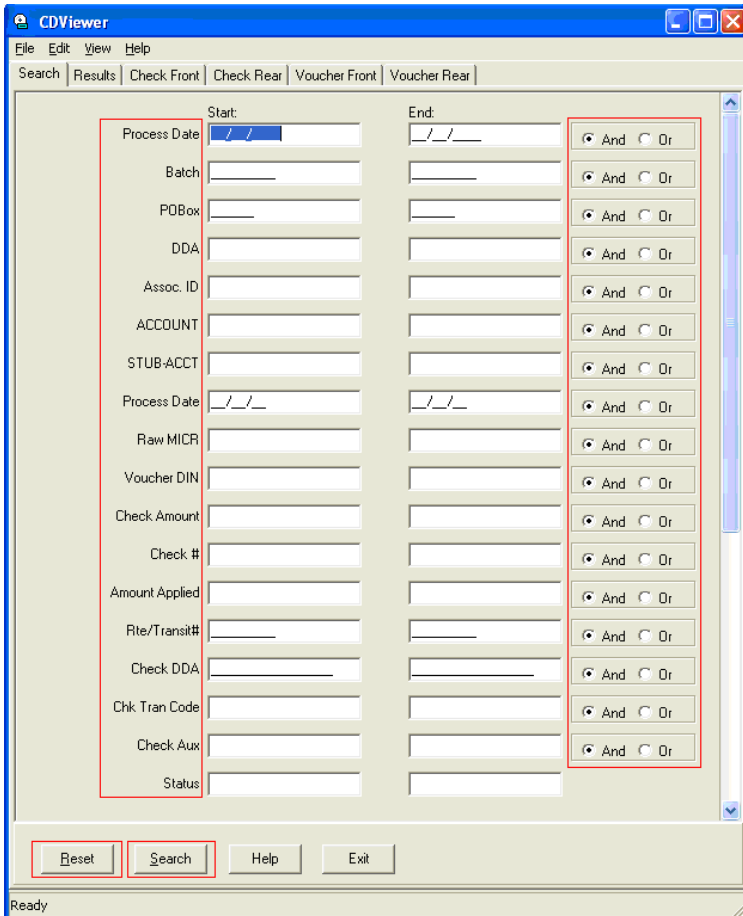Select My Computer, right click on the CD drive and select Explore.
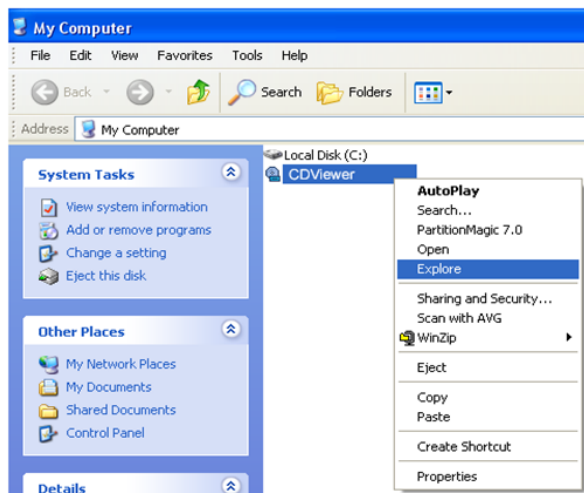
The following Screen will appear, double click on the cdviewer.exe to launch the application:
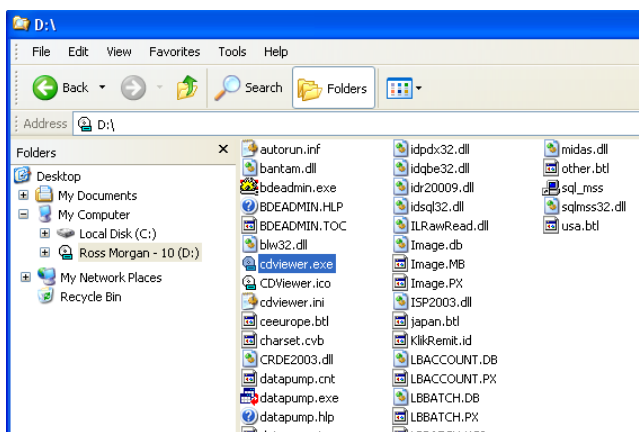
Using the CD Viewer Application

Once the application is launched you will see the CDViewer Application:


From the CDViewer main page you have the ability to search by various criteria which are listed on the left hand side on the Search Tab page. You also have the ability to drill down on your search by selecting the And/Or functions on the right hand side. Once you enter the specific search criteria you need to select the Search button on the bottom of the screen. You can also clear your search criteria by selecting the Reset button on the bottom left.

If there are no results for your query you will receive error messages such as:
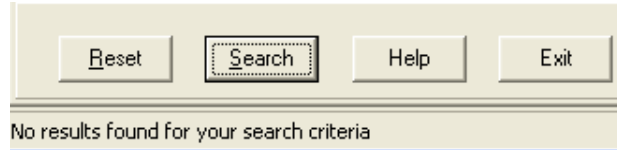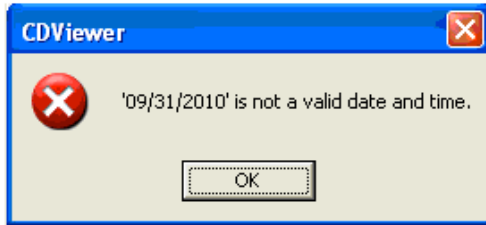
When a successful query is performed results automatically appear in the Results tab:
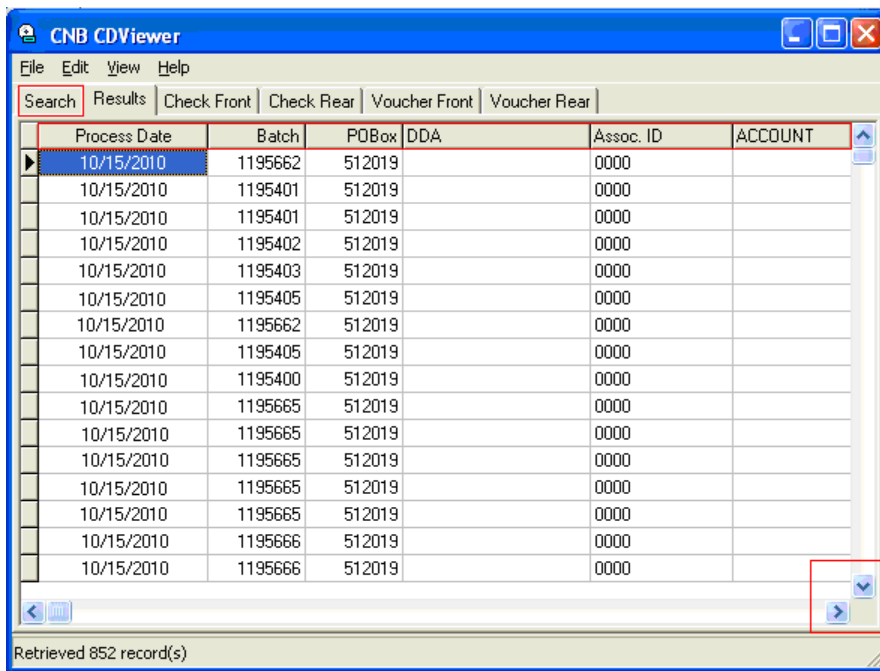
Within the Results tab you have the ability to sort by each header by selecting the header name. Due to the size of some results you have the ability to scroll through the data. To perform a new search select the Search tab on the top left.

Viewing images

From the results screen you can highlight the item you wish to view by selecting anywhere within a specified row and then selecting the Check Front, Check Rear, Voucher Front or Voucher Rear Tab. Once within one of the check or voucher tabs you can scroll through the images one by one, print and zoom in and out.
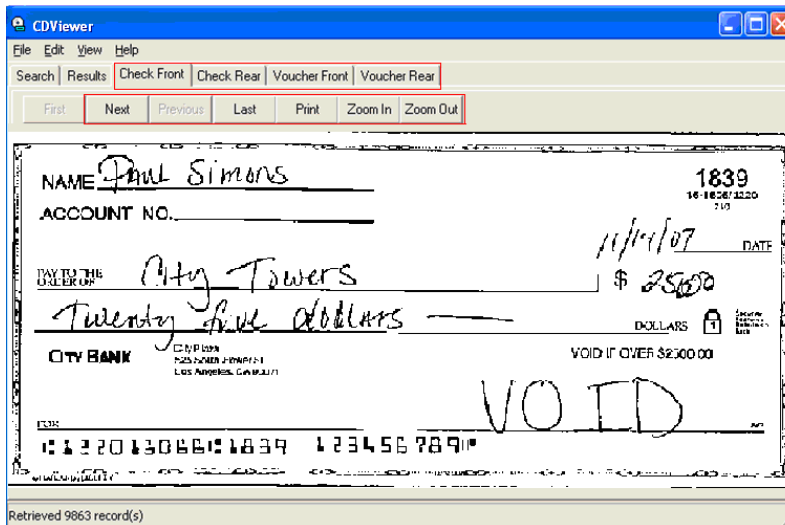

File Menu Options
From any screen you have the ability to select the File Menu to Open Query, Save Query, Save Query As a different name and also Print Current Record or all records.   The File Menu is located on the top left of the CDViewer application.
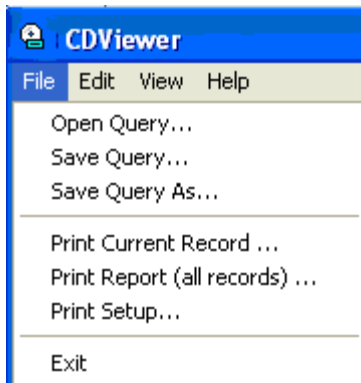

Open Query: This gives you the ability to open a saved query or search criteria.

Save Query: Once you have entered a query/search you have the ability from any tab to select File/Save Query. You will be prompted to name the query/search and select a location to save the file.
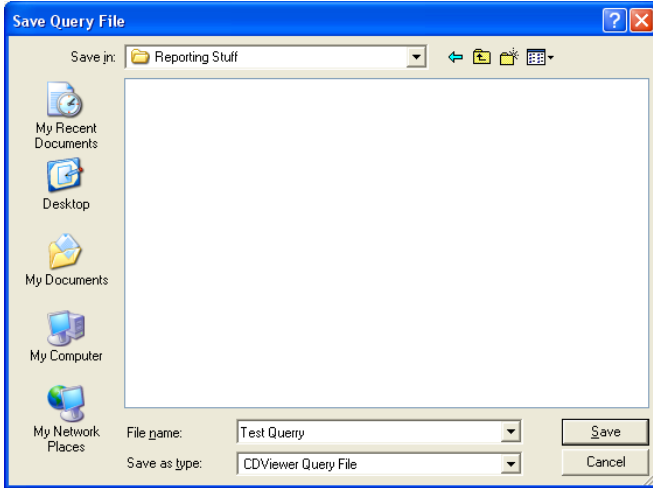

Save Query As: If you are within a saved query and have changed the search criteria you should choose save as in order not to overwrite your other saved query.

Printing Current Records or Report (all records): If you would like to print one specific record you will click on the row you wish to print and select Print Current Record. If you would like to print all records you will select the Print Reports from the File menu drop down list.
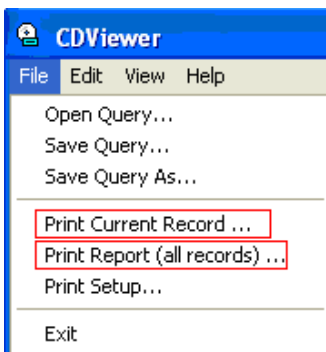
From within either print option you will have the ability to choose which image types. If you would like to print the check front, check rear, voucher front and voucher rear you can use the select all button. You can clear choices easily by using the clear button or simply un-checking the check box to the left of the image types.
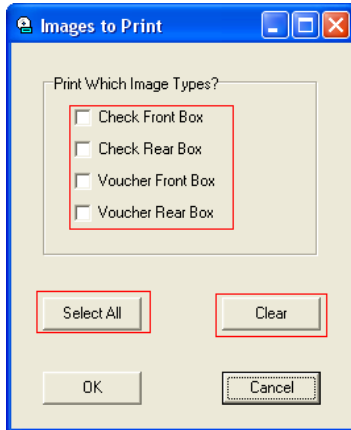
Print Setup: Brings up your printer settings. You can print to a PDF file or to a physical printer.

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