



KONICA MINOLTA

***Pcounter Web Cashier***

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# **Pcounter Web Cashier 3.0**

## **User's Guide**

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## Pcounter Web Cashier Overview

Pcounter Web Cashier is a standalone, locally installable, software product, which works as an add-on to Pcounter, providing a flexible and easy to use Web based cashier interface and administration system to Pcounter.

This document describes the installation procedure, and the functionality of Pcounter Web Cashier.

## Installation Prerequisites and Requirements

Pcounter Web Cashier requires Pcounter for Windows version 2.52 or later or Pcounter for Netware PRO version 5.32 or later.

Computer specifications for Pcounter Web Cashier:

MS Windows\* XP Pro,

Windows 2000 (Professional or Server)

Windows 2003 (32 bit /64 bit)

Windows 2008 (32 bit /64 bit)

Windows Vista ((32 bit / 64 bit.

Minimum 100 MB disk space and 256 MB Ram, and a CPU fast enough to run the OS efficiently.

For clients accessing Pcounter Web Cashier, a recommended minimum resolution of 1024x768, using either Internet Explorer 5.5 or later, or Mozilla Firefox 1.0 or later (both Windows and Mac).

Pcounter accounting module ACCOUNT.EXE must be initialized and configured from a command line "account config" (see *Configure Pcounter ACCOUNT.EXE* page 5).

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## Installing Pcounter Web Cashier on Pcounter for Windows

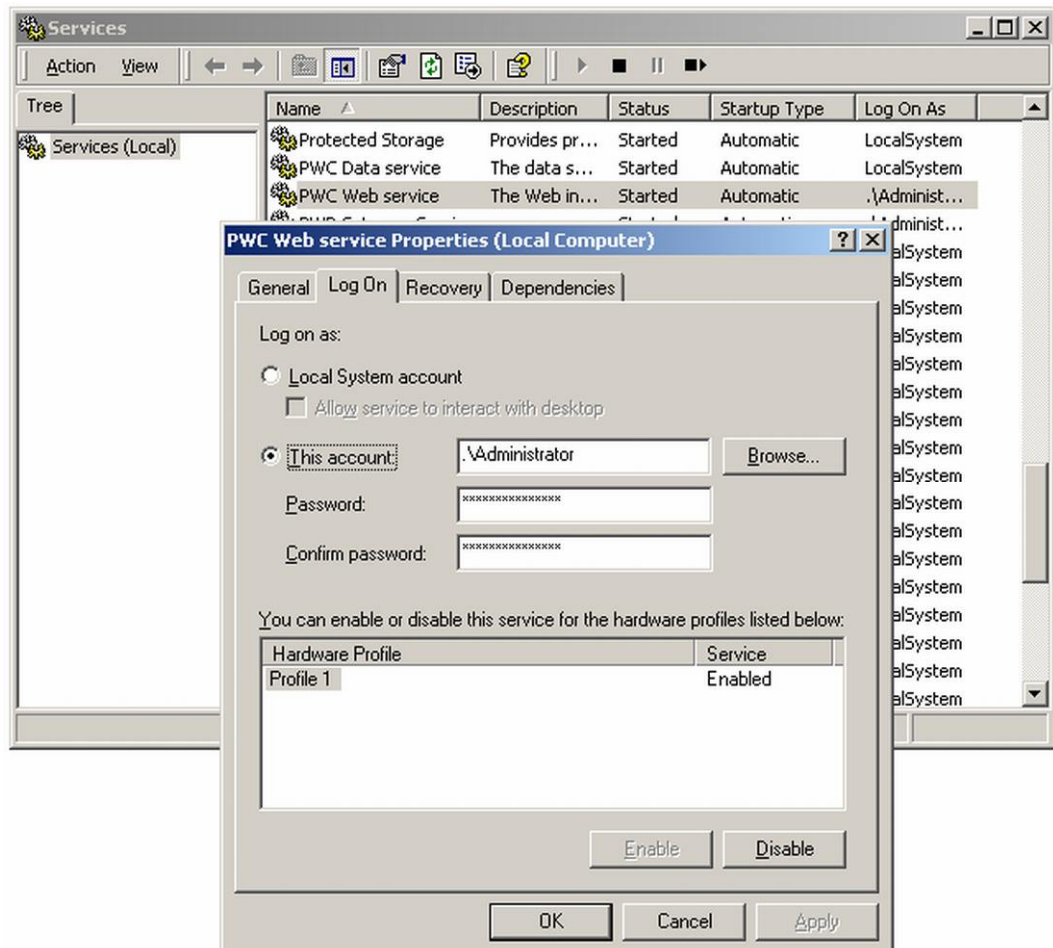
Start the Pcounter Web Cashier installation by starting the *PWCSetup.exe* install file.

Continue through the installation process, choose the platform "Pcounter for Windows", choose the destination directory and start menu group.

### Configure Pcounter Web Cashier Windows Services

For the Pcounter Web Cashier service to interact with Pcounter's accounting module, the permissions for the Pcounter Web Cashier Web Service, must be updated from Local System, to an administrative account with read, write and execute permissions to Pcounter's ACCOUNT.EXE file and read and write permissions to the Pcounter data share.

Go to Windows Services screen, and go to the properties for the *PWC Web service* (not the *PWC Data service*). Go to "Log On" and change from Log On as Local System account to This Account, and specify an administrative account.

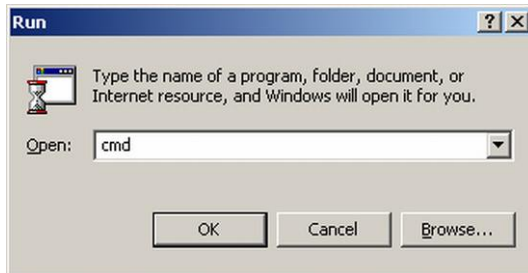


When done, restart the PWC Web service, so the new permissions take effect.

## Configure Pcounter ACCOUNT.EXE

Pcounter Web Cashier interacts with Pcounter through Pcounter's ACCOUNT.EXE accounting module, and this must be initialized and configured from a command line to function.

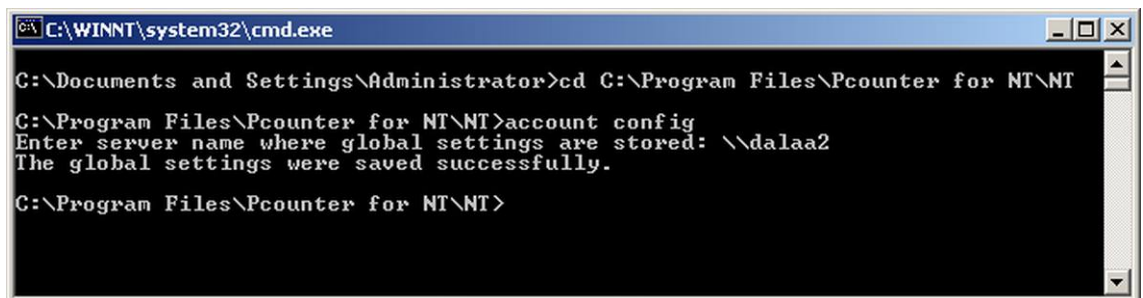
Open a Windows command prompt (Start -> Run.. -> *cmd*).



Navigate to the directory containing account.exe, for example:  
cd C:\Program Files\Pcounter for NT\NT

Start the account configuration by entering the command: account config

And enter the server name path where global settings are stored, such as:  
\\SERVERNAME



See the Pcounter for Windows Documentation for more information about configuring the ACCOUNT.EXE module.

## Installing Pcounter Web Cashier on Pcounter for Netware\*

Start the Pcounter Web Cashier installation by starting the *PWCSetup.exe* install file.

Continue through the installation process, choose the platform "Pcounter for Netware", choose the destination directory and start menu group.

### Configure the PWC gateway for Netware

Pcounter Web Cashier interacts with Pcounter through a small gateway utility. To configure this gateway, go to the Windows start menu for Pcounter Web Cashier and click *Configure PWC Netware Gateway*

The screenshot shows a window titled "Pcounter accounting configuration" with a blue header bar. Below the header, there are two tabs: "Configure" (selected, indicated by a green dot) and "Advanced settings" (indicated by a yellow dot). The main area of the window contains several configuration fields and a "Test" button. The fields are labeled as follows:

- Default server: NW65
- Account balance schema keyword: (Standard NetWare)
- Simple username search context: [Root]
- Service login name: admin.Pcounter
- Password: \*\*\*\*\*
- Attribute for ID numbers in directory: (empty field)
- Attribute for PIN numbers in directory: (empty field)
- ☐ Check database if directory lookup fails

A "Test" button is located next to the "Attribute for ID numbers in directory" field. The DLL version is displayed as 08.21.2009.

## Starting and Configuring Pcounter Web Cashier

Pcounter Web Cashier runs as a Windows service, and automatically starts with the computer.

Start the Pcounter Web Cashier on the local machine either from the Windows start menu icon Pcounter Web Cashier, or by entering the following URL into a browser window: `http://127.0.0.1:5135`

### Access Pcounter Web Cashier remotely

Pcounter Web Cashier can be accessed remotely from any client with access to the IP address of the computer hosting the Pcounter Web Cashier service, through the URL: `http://{server-ip}:5135` where {server-ip} is the IP address of the server.

### Administrator logon

The default administrator logon account:

Username: admin

Password: pwcashier

It is strongly recommended, that the default login is changed after first login. See the section *Edit Profile* for more information about changing ones own account.

Read more about different account types on page 11.

### Licensing

Pcounter Web Cashier installs with a 60 day trial license. A Pcounter Web Cashier license can be purchased from your local Pcounter representative or by contacting Pcounter Web Services, who will refer to nearest reseller.

#### Licensing

Computer name: LAB2003C1

Current license: Evaluation (expires in 59 days)

License key:

License keys are unique to the particular computer where Pcounter Web Cashier is installed. If the computer where Pcounter Web Cashier is installed is renamed or changed significantly, a new license key must be issued.

### Pcounter Settings

Choose the relevant Pcounter platform in the settings page.

## Pcounter Platform

- ☐ Pcounter for Windows
- ☒ Pcounter for Netware

The Pcounter Settings control the interaction between Pcounter Web Cashier and Pcounter.

## Pcounter Path

Please enter full path to account.exe program.

Account exe:   
(eg. c:\Program Files\Pcounter for NT\NT\account.exe)

Enter the full path to the Pcounter accounting module ACCOUNT.EXE, for example:  
c:\Program Files\Pcounter for NT\NT\account.exe

## Test Account

Enter a valid Pcounter account for connection test purposes.

Pcounter account:

Enter a valid Pcounter account for connection test purposes, for example:  
administrator

## Numerical Format

Choose numerical format, which determines how values and balances are displayed, as page counts or as a currency value:

The numerical format chosen in PWP Cashier must match the numerical format chosen in Pcounter's Global Settings.

Set the Numerical Format, either pages or currency, matching the setting from Pcounter's Global Settings.

## Free Quota balance

Choose whether to enable Free Quota features in Pcounter Web Cashier (settings here must match settings in Pcounter):

Select if Free Quota features in Pcounter Web Cashier should be enabled, allowing to deposit, withdraw and do set balance on the Free Quota balance in Pcounter. Only works if Free Quota is enabled in Pcounter.

See the section *Test Connection* on page 10 for verifying the Pcounter configuration using the Pcounter Web Cashier self-test function.



## Receipt Information

Pcounter Web Cashier allows for easy printing of receipts to end-users containing order information. The receipt header and footer information can be customized, to include the business name, address and other information, using the Receipt Information section of the Settings page.

**Receipt Information**  
 PWP Cashier allows printing of receipts to customers after a successful transaction. Enter company information in the fields below, and the information will appear on receipts.

Company:   
 Address:   
 Zip Code:  City:   
 Phone:   
 Email:

## Value Added Tax (VAT)

Pcounter Web Cashier allows for specification of a VAT amount on transactions and receipts, as a percentage of the order total. Enable VAT calculation by checking the box, and enter the relevant VAT percentage.

**Value Added Tax (VAT)**  
 PWP Cashier allows for specification of a VAT amount on transactions and receipts.

Calculate VAT: ☒  
 VAT rate:  % percent (eg. 19.4)

## Language

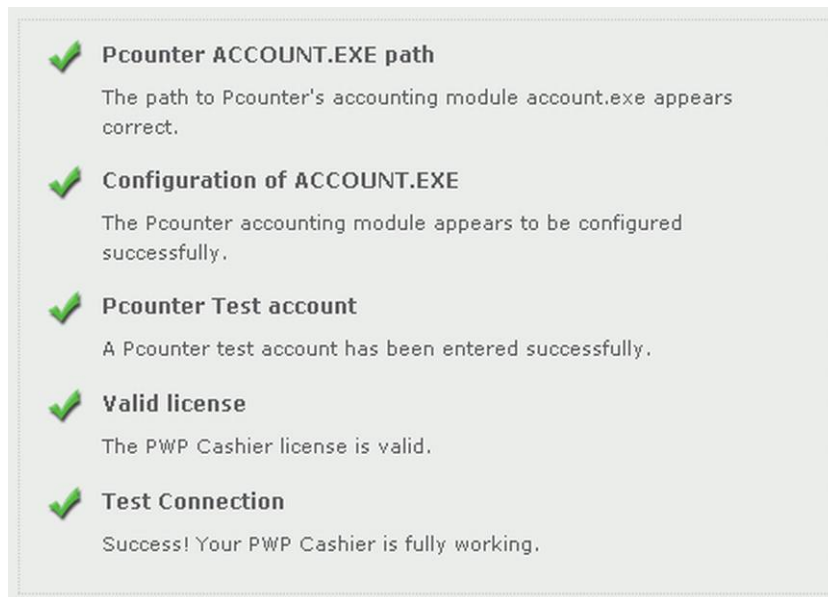
Choose from the available languages, the language that best suits the Pcounter Web Cashier users. For languages not currently available, contact Pcounter Web Services.

## Locale

Locale determines the used currency and number, date formatting, for example *English (US)* shows the amount "1000" as "1,000.00" but *German (Germany)* shows the same as "1.000,00". Choose the locale that best applies to the current location.

## Test Connection


Pcounter Web Cashier includes a comprehensive self-test feature, for easily verifying and troubleshooting Pcounter Web Cashier and Pcounter configurations. The test is run when opening the Test Connection page, and shows a current status of the Pcounter Web Cashier configuration, highlighting any relevant errors, with suggested solutions.



If all green checkmarks appear, Pcounter Web Cashier has been set up correctly and fully works.

## Backup and Restore Pcounter Web Cashier data

Pcounter Web Cashier includes a data backup and restore feature, for added data safety, found under the section *Settings*.



☒ **Backup**  
Create full backup of all settings, users and transactions.

☐ **Restore**  
Restore backup of all settings, users and transactions.

Choose to either backup all data or restore a previous backup.

A backup includes all settings, users and transactions. It is recommended to perform regular backups.

In installations with very large transaction volumes, the internal backup/restore function may not succeed, but instead time out. To backup transactions, backup the *data* subdirectory of Pcounter Web Cashier, for example: *c:\program files\Pcounter Web Cashier\data*

## Manage Users

### Add, edit and delete users

From the *Security & Users* page, an administrator can manage the access to Pcounter Web Cashier, through the use of user accounts.

Manage Users						
Add New User						
First name	Last name	Type	Enabled	Logins	Last activity	
Administrator	PWP Cashier	Administrator	●	1	5/3/05 12:00 AM	<a href="#">edit</a>
Jane	Doe	Cashier	●	0	none yet	<a href="#">edit</a> <a href="#">del</a>
John	Smith	Cashier	●	0	none yet	<a href="#">edit</a> <a href="#">del</a>

Click *Add New User* to add a new account to Pcounter Web Cashier, *edit* to edit an existing account, and *del* to delete an account.

### User account types

There are two types of accounts in Pcounter Web Cashier: Administrators and Cashiers.

Administrators have access to:

- Cashier actions, deposit, withdraw and set balance
- Transactions, view, filter and export, printing receipts
- Settings, including Test Connection and Backup/Restore
- Managing Users
- Edit own profile

Cashiers have access to:

- Cashier actions, deposit, withdraw and set balance
- Transactions, view, filter and export, printing receipts
- Edit Profile

The type of account for a particular user, is chosen when the account was created. The account type for an account can be changed by editing the user profile.

### Enabling/disabling accounts

In Pcounter Web Cashier a user account can be enabled and disabled as an alternative to deleting user accounts. Disabling an account, prevents the user from logging on using the assigned username and password, and effectively makes the account appear deleted.

User accounts that have been used to make transactions, cannot be deleted. If you wish to delete an account, but can't because it has been used, disable the account from the Security & Users -> Edit Profile page instead.

### Edit Profile

From the Edit Profile page the active user logged on, can edit his/her own account, including changing name, email and login.

## Using Pcounter Web Cashier

### Deposit, withdraw, set balance

Start a Cashier action, by entering the username of the account in Pcounter, followed by *go*.

A screenshot of a web form for logging into Pcounter. It consists of a light gray rectangular box with a thin border. Inside the box, the text "Username:" is followed by a text input field containing the word "test". To the right of the input field is a blue button with the white text "go".

Username:

The users current balance will show, and three options are listed.

**test** current balance: 2.11 USD

Choose action:

☒ Deposit

☐ Withdraw

☐ Set Balance

Please enter amount in USD currency:

USD

[Next >](#)

Choose the relevant action, enter amount and click on *Next*.

The action must be confirmed to continue.

Confirm cashier action:

**Deposit 10 USD to the account test**

**Is this correct?**

[< No, go back](#) [Yes, proceed >](#)

Click *Yes, proceed* to finish the action and complete the transaction.

## Print receipts

Upon successfully finishing a transaction the Cashier user has the option to open a print receipt window.

**Success!**

10 USD successfully deposited to the account **test**

**test** new balance: 555 USD

**Print Receipt**

Click below to print a receipt with full order information.

[Open Receipt Window](#)

A receipt for a transaction can be printed at anytime, by going to the transaction through the section *Transactions* and clicking the Print Receipt link from the upper right corner.



Home Log Out Help

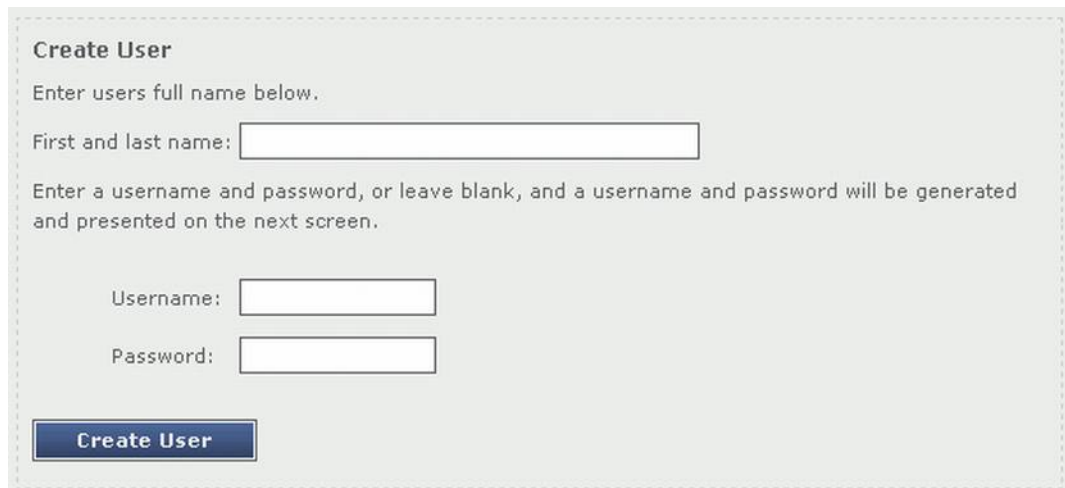
[Print Receipt >>](#)

Date:	5/3/05
Order:	3004-683157
Status:	Completed
Payment method:	Cashier

See the section *Viewing and Filtering Transactions* for information about more efficiently finding transactions.

## Creating user accounts (Pcounter for Windows only)

From the Cashier page it is possible to create user accounts, that are created in the internal Pcounter Users database.



**Create User**

Enter users full name below.

First and last name:

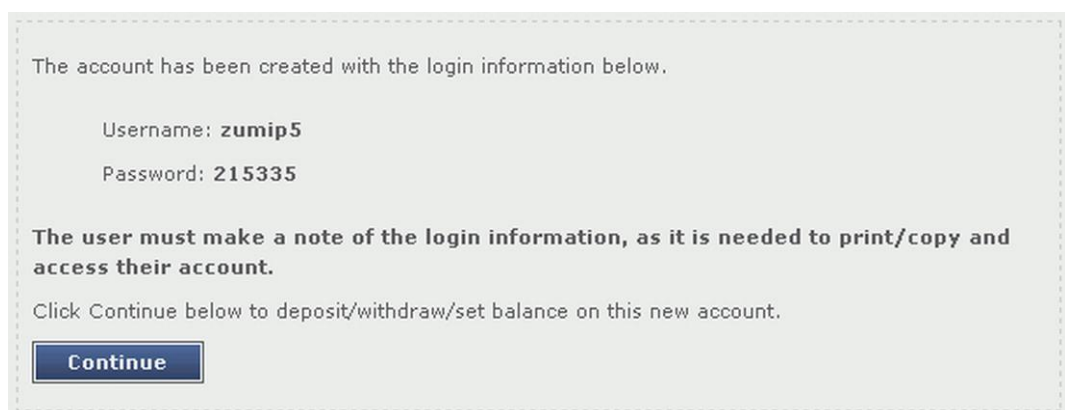
Enter a username and password, or leave blank, and a username and password will be generated and presented on the next screen.

Username:

Password:

**Create User**

Simply enter the first and last name and optionally the username and password, and a user account will be created. If the login fields are left blank, a randomly chosen username and password is shown on screen.



The account has been created with the login information below.

Username: **zumip5**

Password: **215335**

**The user must make a note of the login information, as it is needed to print/copy and access their account.**

Click Continue below to deposit/withdraw/set balance on this new account.

**Continue**

This created user login is printed on the receipt.

## Viewing and filtering transactions

The transaction filters are an effective way to narrow down a relevant list of transactions to view and/or export.



**Filter transactions**

Show transactions from date  to

Show transactions for user:

The filters can be combined, for example, selecting all transactions in the past month for a particular user.

Per default the last months transactions for all users are shown.

## Export transactions

From the transactions page, the visible transactions can easily be exported from Pcounter Web Cashier into a Microsoft Excel spreadsheet. Use the filters to select the relevant transactions to display, followed by *search* then click on the *Export Shown Transactions* in the upper right corner.

## View transaction details

From the transactions list page, click on *view* next to a transaction, to view the transaction in full details. The details page includes all information available, including transaction history notes that are automatically generated by Pcounter Web Cashier, to confirm the various steps in the transaction.

## Adding manual notes

Using the manual notes, a user can append internal notes to a transaction history, for other administrators and cashiers to see. The transaction notes do not appear on receipts, but only inside Pcounter Web Cashier.

The screenshot shows a web application interface for a cashier. A modal dialog titled "Add Transaction Note" is open, containing a text area with the text: "This is a test note, to show that you can add special notes to transactions, that will get added to the transaction history." Below the text area are two buttons: "Add History" and "Cancel".

In the background, a transaction summary is visible. It includes a table with the following data:

Price	Total	
10	10	USD
Sub total:	10	USD
(19.4%):	1.625	USD
<b>er Total:</b>	<b>10</b>	<b>USD</b>

Below the table, there is a "Transaction History" section with the text: "5/3/05 12:33:13 AM by Server: Transaction marked complete." and a link labeled "add manual note".

When viewing a transaction, click the *add manual note* to add a new note to the transaction.

## Using SSL with for Pcounter Web Cashier

SSL, or Secure Socket Layer, allows Web browsers and Web servers to communicate over a secured connection using the HTTPS protocol where both the server and the browser encrypt data before sending it.

SSL also authenticates the credentials of your Web server as proof that the Web site is what it claims to be. In order to implement SSL, a Web server must have a certificate for each IP address that accepts secure connections. Certificates to test the SSL listener can be self-signed; trusted certificates are issued by a certificate authority.

The following steps are briefly described in this section:

1. Generating a test certificate.
2. Configuring Pcounter Web Cashier with the test certificate.
3. Testing that the HTTPS connection to Pcounter Web Cashier works (testing the SSL listener).
4. Obtaining a trusted certificate.
5. Configuring Pcounter Web Cashier with the trusted certificate.

### Generating a Test Certificate

A keystore containing a public key/private key pair and a certificate for testing SSL can be generated using `keytool`, a command-line utility provided in the Java JDK. The following instructions allow you to generate a simple key pair and certificate keystore that is valid for three months. This keystore allows you to test that the SSL listener can run, but its certificate is self-signed and is not trusted by the browser.

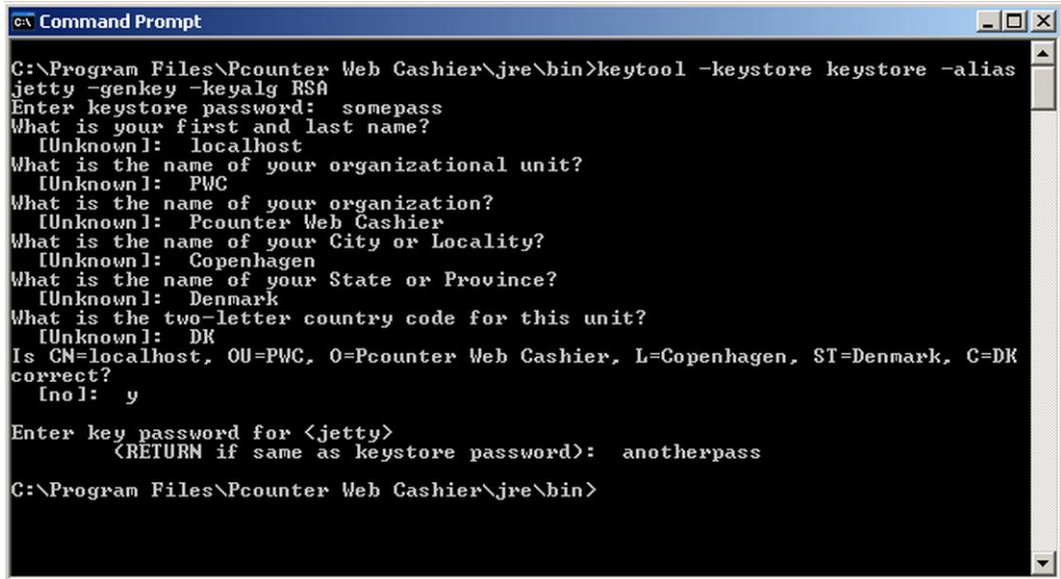
To generate a test certificate:



1. Locate the Java keytool utility. By default, the keytool utility can be found in:  
C:\Program Files\Pcounter Web Cashier\jre\bin
2. Generate a simple key pair and non-trusted certificate into a keystore file named keystore by typing:

```
keytool -keystore keystore -alias jetty -genkey -keyalg RSA
```

You are prompted to provide answers to several questions for the certificate. Press the "Enter" key to submit each of your answers.



```

C:\Program Files\Pcounter Web Cashier\jre\bin>keytool -keystore keystore -alias
jetty -genkey -keyalg RSA
Enter keystore password: somepass
What is your first and last name?
  [Unknown]: localhost
What is the name of your organizational unit?
  [Unknown]: PWC
What is the name of your organization?
  [Unknown]: Pcounter Web Cashier
What is the name of your City or Locality?
  [Unknown]: Copenhagen
What is the name of your State or Province?
  [Unknown]: Denmark
What is the two-letter country code for this unit?
  [Unknown]: DK
Is CN=localhost, OU=PWC, O=Pcounter Web Cashier, L=Copenhagen, ST=Denmark, C=DK
correct?
  [nol]: y
Enter key password for <jetty>
  (RETURN if same as keystore password): anotherpass
C:\Program Files\Pcounter Web Cashier\jre\bin>

```

**Note:** When prompted for "What is your first and last name?" enter the fully qualified domain name of the Pcounter Web Cashier server machine, ie. "localhost" or "webcashier.school.com"

Note the two passwords that you enter. In the next section, "Configuring Pcounter Web Cashier with the Test Certificate," you enter these passwords to configure the SSL functionality. If you answer these questions accurately for the test certificate, the certificate that you generate can be used as the basis of your trusted certificate that you obtain from a certificate authority.

The generated keystore file is located in the directory in which you ran the keytool. If connections to Pcounter Web Cashier come only from inside your organization, a nonexpiring, self-signed certificate that is added to each internal user's Web browser certificate store may be adequate. See the options for keytool to generate a nonexpiring, self-signed certificate.

## Configuring Pcounter Web Cashier with the Test Certificate

To configure Pcounter Web Cashier with the test certificate you just generated, you will copy the keystore into the Pcounter Web Cashier directory structure, make a configuration change in a Web configuration file, then restart Pcounter Web Cashier Web services.

1. Copy the keystore file, keystore, to Pcounter Web Cashier\etc. (C:\Program Files\Pcounter Web Cashier\etc)
2. Open the configuration file jetty-ssl.xml located in the folder \etc (C:\Program Files\Pcounter Web Cashier\etc)

```

jetty-ssl.xml - Notepad
File Edit Format View Help
<?xml version="1.0"?>
<!DOCTYPE Configure PUBLIC "-//Mort Bay Consulting//DTD Configure//EN"
"http://jetty.mortbay.org/configure.dtd">

<!-- ===== -->
<!-- Configure SSL for the Jetty Server -->
<!-- this configuration file should be used in combination with -->
<!-- other configuration files. e.g. -->
<!-- java -jar start.jar etc/jetty.xml etc/jetty-ssl.xml -->
<!-- ===== -->
<Configure id="Server" class="org.mortbay.jetty.Server">

    <Call name="addConnector">
        <Arg>
            <New class="org.mortbay.jetty.security.SslSocketConnector">
                <Set name="Port">443</Set>
                <Set name="maxIdleTime">30000</Set>
                <Set name="handshakeTimeout">2000</Set>
                <Set name="keystore"><SystemProperty name="jetty.home" default="." />/etc/keystore</Set>
                <Set name="password">ENTERPASSWORDHERE</Set>
                <Set name="keyPassword">ENTERPASSWORDHERE</Set>
                <Set name="truststore"><SystemProperty name="jetty.home" default="." />/etc/keystore</Set>
                <Set name="trustPassword">ENTERPASSWORDHERE</Set>
                <Set name="handshakeTimeout">2000</Set>
            <!-- Set name="ThreadPool">
                <New class="org.mortbay.thread.BoundedThreadPool">
                    <Set name="minThreads">10</Set>
                    <Set name="maxThreads">250</Set>
                </New>
            </Set -->
        </Arg>
    </Call>
</Configure>

```

3. Change the password, keyPassword and trustPassword values to the passwords chosen when generating the certificate.
4. If you want the port to be something other than 443, change the Port value.
5. Save the file and restart Pcounter Web Cashier Web service.

If you are already running a Web server with SSL encryption enabled on the same server on which Pcounter Web Cashier is installed, it will be necessary to change the port on which SSL is running for either PWC or the other Web service. SSL default listens on port 443. Change to a different port in jetty-ssl.xml and restart PWC Web services if there is a port conflict.

## Verifying the Test Certificate

Now that you have reconfigured Pcounter Web Cashier to accept HTTPS requests and restarted it, verify that you can log in to Pcounter Web Cashier using HTTPS.

1. Open a browser and type the following URL. Use the fully qualified domain name for host that you specified when you generated the keystore. Replace 443 with the HTTPS port number you configured.

<https://localhost:443>

2. Because you generated the certificate yourself, a dialog box appears, warning that the Pcounter Web Cashier Web site is certified by an unknown authority. Choose to accept this certificate temporarily for this session and select OK. The login page for Pcounter Web Cashier is displayed.

## Obtaining a Trusted Certificate

If users are connecting to Pcounter Web Cashier from outside your organization, you probably want to obtain a trusted certificate. To obtain a trusted certificate, contact a certificate authority, such as Verisign, Thawte, Geotrust or similar.

Each certificate authority has its own instructions, but all require that you submit a certificate signing request (CSR) that you can generate from the test keystore using the keytool utility.

To obtain a trusted certificate:

1. To generate a CSR in a file named `jetty.csr` for a key pair and certificate already in a keystore in the current directory, type:

```
keytool -certreq -alias jetty -keystore keystore -file jetty.csr
```

Note: By Default, the keytool utility is installed by default under: `C:\Program Files\Pcounter Web Cashier\jre\bin`

2. Submit this CSR as instructed by the certificate authority you chose.
3. After you receive a trusted certificate from the certificate authority, load the certificate into the keystore used to generate the CSR. If the certificate is in a format understood by the keytool utility, type:

```
keytool -keystore keystore -import -alias jetty -file jetty.crt \ -trustcacerts
```

If it is not in a format understood by the keytool utility, see [Configuring SSL for Jetty](#) at the link below or documentation from the certificate authority:

<http://docs.codehaus.org/display/JETTY/How+to+configure+SSL>

## Upgrading or Uninstalling Pcounter Web Cashier

Before uninstalling or upgrading Pcounter Web Cashier, make sure to backup any existing data, users, settings and transactions in Pcounter Web Cashier, through the Backup/Restore function, or by copying the *data* subdirectory of Pcounter Web Cashier to a safe location.

To upgrade Pcounter Web Cashier, simply download and run the installer with the latest version of Pcounter Web Cashier. The installer will update your existing installation.