

Where to find Documentation for this release

To see the software changes for this version, go to www.ddms.com and use the following instructions:

- 1 Click Support.
- 2 Then select Program Updates.

For the latest documentation, go to www.ddms.com:

- 1 Click Support.
- 2 Select Doc.
- 3 Then click Version 5 Doc.

The *What's New In Version 5* handout contains a brief description of all the new features in Version 5.

And remember when using the eNsite program, Help is always at your fingertips. You can simply click the Help button at the top of each window or press F1 at any time. Besides the general help menu, you can also get context sensitive help by placing your cursor in the box that you want a definition for, then press F1.

www.ddms.com

Read This First!

1. Before loading this software update, please verify your current version of software. To verify your software version, use the following instructions:
 - Double-click the TBL Client icon. When the Master Menu appears, the version number appears in the top right-hand corner. For example, it might read Version 5.4.4.
 - Open TBL Server. From the Help Menu, select About TBL. A dialog box appears, displaying your current TBL version.

After you verify your software version, if you received a version of software earlier than your current version, DO NOT load this software. Call DDMS and request the correct version. If you did receive the correct version of software, use the installation instructions included in this document.

2. If you are loading Version 5 software, it contains an A/R conversion that must be run. Follow the installation instructions included in this package and the A/R conversion runs automatically.
3. If you are on Microsoft Windows 2000 and you are installing the client and server, you MUST install Service Pack 2 before installing the DDMS eNsite Pro software.

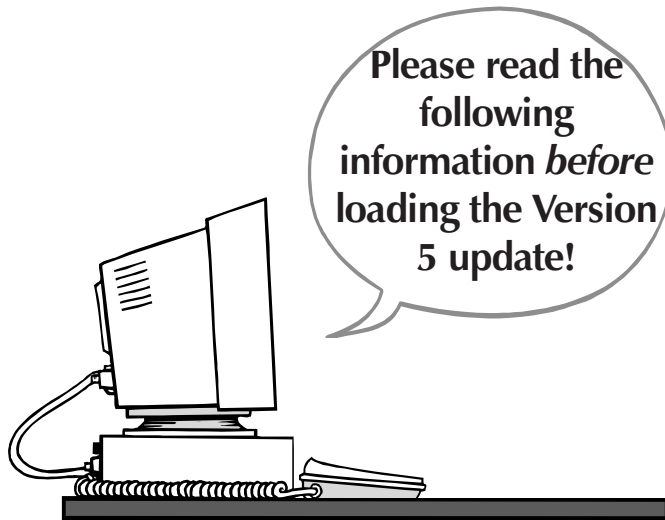
The amount of time needed to download will vary depending on your internet connection. When downloading, you have the option of installing the file now or downloading it to install later. This program must be installed on your server. If your internet connection is not on your server, you must choose to download the files and install later. Otherwise, select whichever option is best for you.

Use the following instructions to download the program from the web site:

- 1 Go to <http://www.microsoft.com/windows2000/downloads>
- 2 Highlight Downloads and click Service Packs.
- 3 To download click **Windows 2000 Service Pack 2**. Follow the prompts on your screen.

Note: If you have questions on system options and installing these Microsoft products, please see your system administrator.





You must convert your A/R Journal files *after* you load the Version 5 update.

Converting A/R Journals Files

If you previously loaded Version 4 and performed the A/R Journals conversion, go to the heading **Convert A/R Journals Version 5**.

If you are not sure if you performed this conversion previously, use the following instructions to make sure your A/R journal files have been converted:

- Step 1:** Go to the (Z) screen and select the [E2] Disk File function.
- Step 2:** In the Enter File Name field, type **JNL-AR** and press Tab.
- Step 3:** In the Unit # field, enter the volume serial where this file is located. For example, if your A/R files are stored on Unit #4, type 04.
- Step 4:** The Starting Byte to Display prompt appears. There is a number in parenthesis at the end of the prompt. If this number is 166, this means that your A/R journal files have been converted. If this number is lower, for example 124, your A/R journal files have not been converted.

If you have previously converted the A/R journals, go to the heading **Convert A/R Journals Version 5**. If you have not previously converted these files, go to **Convert A/R Journals Version 4**.

Convert A/R Journals Version 4

After you load your new software, the system will automatically convert your current (A/R) accounts receivable files (in conjunction with the new sales tax enhancements made for Version 4).

However, the system will *not* convert any of your archived A/R journal files. When you purge invoices through either the (O) or (OR) screen, the purged invoices can be completely removed from your system, or you can archive (save) them in an archived A/R journal file.



An archived A/R journal file may be named JNL-AR, which is what the system defaults to name the file when purging, or you may have renamed this file. In either case, to be able to view the older, archived A/R journal files, you must manually convert the files that contain your purged invoices.

To convert your purged A/R journals after the software is installed, use the [B4] Execute Program function in the (Z) System Utilities screen. When the cursor moves to the Enter File Name field, type ;SPCCNVJA. In the Enter Unit # field, press Enter. You can then enter the A/R journal files you want to convert, along with their corresponding volumes.

Go to the heading **Convert A/R Journals Version 5** to complete the conversion of your A/R journal files for Version 5.

Convert A/R Journals Version 5

After you load your new software, the system will automatically convert your current (A/R) accounts receivable files (in conjunction with the new sales tax enhancements made for Version 5).

However, the system will *not* convert any of your archived A/R journal files. When you purge invoices through either the (O) or (OR) screen, the purged invoices can be completely removed from your system, or you can archive (save) them in an archived A/R journal file.

An archived A/R journal file may be named JNL-AR, which is what the system defaults to name the file when purging, or you may have renamed this file. In either case, to be able to view the older, archived A/R journal files, you must manually convert the files that contain your purged invoices.

To convert your purged A/R journals after the software is installed, use the [B4] Execute Program function in the (Z) System Utilities screen. When the cursor moves to the Enter File Name field, type ;SPC:ARSJ5. In the Enter Unit # field, press Enter. You can then enter the A/R journal files you want to convert, along with their corresponding volumes.

Thank you for choosing DDMS!

eNsite

Updating eNsite Software

Updating eNsite Software

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<p>NOTICE: Although eNsite is designed to run under Microsoft Windows 2000, Silver Plus cannot provide technical support for Microsoft Windows 2000. If you require assistance installing or using Microsoft Windows 2000, please contact your vendor or Microsoft.</p>

eNsite Package Contents

- eNsite software CD
- Installing eNsite Software (this document)
- eNsite Authorization Request form.

Minimum Software Requirements for your Windows 2000 Server

- DDMS Text Based Language (TBL), latest version*
- Silver Plus applications, latest version*
- Microsoft Windows 2000 Server
- Microsoft Internet Explorer 4.01 (with Service Pack 2) or later

* The latest versions of Silver Plus TBL and the Silver Plus applications are included on the eNsite CD.

Minimum Software Requirements for Client Workstations

You can install eNsite Graphical Client on a PC if it has the following software installed:

- Windows® 98SE/NT 4.0 (with Service Pack 4.0) or greater/2000 (with Service Pack 2.0)/Me/XP Professional
- Microsoft Internet Explorer 4.01 or later.

Remember to always check our web site at www.ddms.com for the latest in system requirements.

Loading DDMS TBL Software and Version 5

These instructions briefly explain how to load your new software. If you need assistance with any of these steps, please call Silver Plus Support. Insert the CD in the CD-ROM drive. The DDMS Web Page Information text box appears. After reading the displayed text message, close the text box. Follow these instructions:

- 1 The Installation Window appears. If the TBL Server is running, click **Stop TBL Server**.
- 2 Insert a tape into the tape drive and click **Backup DDMS Files**.
- 3 Select your operating system, Microsoft Windows NT or Microsoft Windows 2000, and follow the prompts on your screen.
- 4 When the Backup window appears, click the **Backup** tab.
- 5 Click the C: and D: boxes to back up both drives.

Note: These instructions assume that your drive is partitioned into two drives: C: and D:. If it's not partitioned or is assigned another letter, substitute that letter here. If your drive is E:, for example, select E: to backup.

- 6** Click the **Start Backup** button. The system backs up the drives you selected.
 - 7** When the backup is complete, click **Update TBL Software**. (Updating TBL software will install TBLNetComm and UtilExt. The system will also update the Java runtime environment if it is required.)
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Note: Before you update the TBL software, you should compare your current version with the version number printed on the CD-ROM. If your version is newer, do not update the TBL software. (To see the version number of your current TBL software, open TBL Server, click Help, then click About TBLServer.)

- 8** Click **Read Update Information**. When you finish reading this information, close this text box.
 - 9** Click **Install Software Update**.
 - 10** When the update is complete, click **Finish**.
 - 11** When the second installation screen appears, click **Back** to return to the first installation screen.
 - 12** From the first installation screen, click **Update DDMS Software**.
 - 13** Read the text box that appears, then click **Next**.
 - 14** The TBL Server Window opens and is minimized.
 - 15** The files were copied to your drive and now the system launches the conversion program. (The conversion program screen may be behind the open window. To access the screen, minimize the current open window.)
 - 16** You must enter the conversion password to continue. Type **4LOAD** and press Enter.
 - 17** When the update is complete, type **C** to continue.
 - 18** The Printer prompt appears. To print the conversion information, press Enter to accept the default printer or enter a different printer number. After the report prints, carefully review it to see that each file was successfully updated.
-

Note: If the report lists an error message, this indicates that an error occurred when the file was updated. In order to protect the integrity of your data, your software will be unauthorized until you contact the Silver Plus Customer Support Department for assistance.

- 19 Click **Finish** to complete the update.
- 20 When the update is complete, click **Restart System**.
- 21 Click **Yes, Reboot to restart your system**.

Loading eNsite Graphical Server Software

When you begin the installation, the system will check to see if the required Microsoft programs have been installed. If the installation does not detect these applications, you will get an error message indicating which programs need to be installed. The installation will stop so that you can install these programs.

To install the graphical software:

- 1 Shut down all applications that you may have running including any anti-virus software or other applications that are part of your start-up.
- 2 Insert the eNsite CD into the CD-ROM drive on your Silver Plus server.
- 3 When the installation window appears, click Update eNsite/eNsite Pro.
- 4 In the eNsite Software Update window, click Install Server Software.
- 5 The eNsite Server Install window appears. Click **Next** to continue.
- 6 Follow the prompts on your screen. DDMS recommends that you accept the defaults.
- 7 Wait for the Install Shield button to clear from the task bar.
- 8 When finished, click the Back button and restart your system.
- 9 Double-click the eNsite Graphical icon that was loaded on your desktop.
- 10 The Enter the Name of Your MTS Server prompt appears. Enter the name of your Silver Plus server and click OK.

Note: If you don't know the name of your Silver Plus server, right-click the Network Neighborhood icon on the server's desktop. Select Properties then click the Identification tab. The name of your Silver Plus server appears in the Computer Name field.

Some networks have problems recognizing the server name. In this case, you can specify the server's static IP address instead.

Installing eNsite Graphical Client on a Workstation

You can install eNsite Graphical Client on your Windows 98SE, NT, or 2000 workstation. You must also install Microsoft Internet Explorer 4.01 or greater

on the workstation. If your workstation is on Windows NT, it must be version 4.0 (with Service Pack 4.0) or greater.

Note: You must do this when you load eNsite for the first time. When you update the server with subsequent versions, the system should automatically update the workstations. However, if this fails to happen for any reason (because there are several versions released between the software you have and the new one you're loading, for example), you can use the procedure below.

Follow these steps to install the eNsite Graphical Client:

- 1 Shut down all applications that you may have running, including any anti-virus software or other applications that are part of your start-up.
- 2 Insert the eNsite Interface CD into the CD-ROM drive on your workstation.
- 3 When the installation window appears, click Update eNsite/eNsite Pro.
- 4 In the eNsite Software Update window, click Install Server Software.
- 5 The eNsite Client Install window appears. Click **Next** to continue.
- 6 Follow the prompts on your screen. DDMS recommends that you accept the defaults.
- 7 Wait for the Install Shield button to clear from the task bar.
- 8 When finished, click the Back button and restart your system.
- 9 When the system reboots, open the eNsite program by double-clicking the Graphical Interface Client icon on your desktop. The Enter the Name of Your MTS Server prompt appears. Enter the name of your Silver Plus server or its IP address and click OK.

Note: If you don't know the name of your Silver Plus server, go to the server and right-click the Network Neighborhood icon. Select Properties then click the Identification tab. The name of your Silver Plus server appears in the Computer Name field.

Some networks have problems recognizing the server name. In this case, you can specify the server's static IP address instead.



**Attention!
Serialized Dealers!**



Notice for Version 5.10.x !

When loading Version 5.10.x software, there are contract and meter billing changes. A new Next Meter Billing Date field has been added to the (EZL) screen. This field determines when a meter can be billed next. (In previous software versions, contracts had dates for the next billing, but meters did not.)

You control how the system determines the next billing date for *both* contract and meter billings by setting the new Update Next Bill Date parameter with the Contract Anniversary Day of Month in the (EZ1B) screen.

If you set this parameter to **Y**, the system uses the anniversary day of the month to set the next billing date. Suppose you have a contract that runs from 10/2/01 to 10/2/02, and it's set for monthly billings. If you run your billing on 10/5/01, the next billing date will be 11/2/01, because that's the anniversary date.

If you set this parameter to **N** or leave it blank, the system uses the report date to calculate the next billing date. Using the same example, if you bill on 10/5/01, the next billing date will be 11/5/01, since that is one month after this billing's report date.

Note: The report date defaults to the system date, but you can change it when running your billings. You could specify a report date of 10/1/01, for example, even though the default report date is 10/5/01.

**Important Serialized
Notice — Please Read!**



