



# **Isabel Offline Reporting installation manual**

**V3.X**

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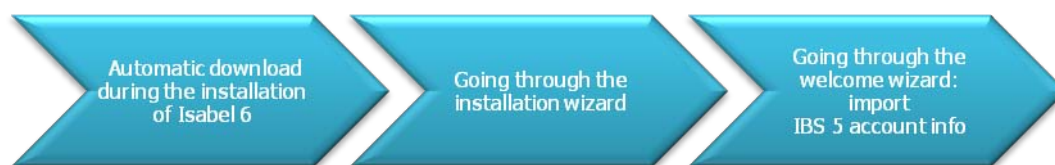
# 1 Welcome to Isabel Offline Reporting

With Isabel Offline Reporting (IOR) your company or organisation can count on a very advanced reporting solution for your Isabel 6 electronic banking.

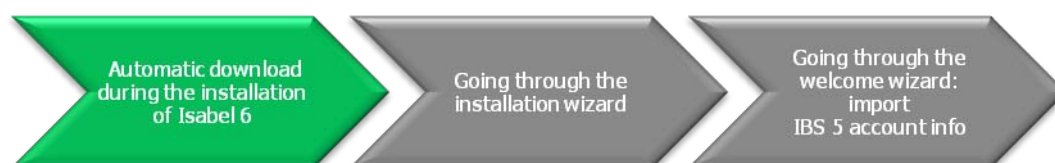
Research shows that from the customer perspective, the ability of local storage of account information is one of the favorite features of IBS5 (Isabel Business Suite 5.0, the predecessor of Isabel 6). Due to this local information storage, quick searches can be made and detailed reports can be generated. To facilitate the change to Isabel 6 and to guarantee the excellent performance and continuity of your reports, Isabel makes an offline reporting program available.

Isabel Offline Reporting stands for a state-of-the-art reporting program with the same functionalities (and more) than reporting in IBS5.

## 2 Installation



### 2.1 Download



The installation file will be downloaded to your PC during the standard installation of Isabel 6, more specifically during the installation of the security components.

More information about the Isabel 6 installation process is available in the document

**Getting started with Isabel 6:**

<http://www.isabel.be/contrib6/documents/en-US/GettingStarted.pdf>



**Note**

*Downloading the installation file is a standard part of the installation of the security components, unless you explicitly choose not to download Isabel Offline Reporting by deselecting this option.*

During the download you will be able to select where to save the installation file. We recommend that you save the file to your desktop so that you can easily find it later.

More information is available in the

**Installation manual of the Isabel security components:**

[http://www.isabel.be/contrib6/documents/en-US/msi\\_installation\\_english.pdf](http://www.isabel.be/contrib6/documents/en-US/msi_installation_english.pdf)

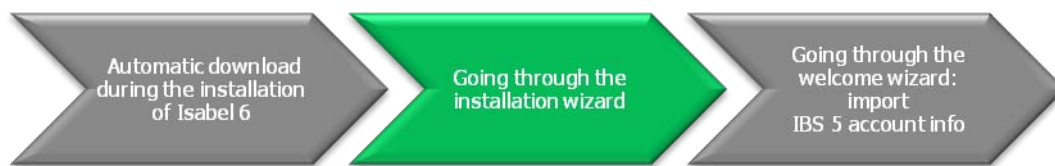
## 2.2 Installation

### Important

- Before you start the actual installation; all previous versions of the Isabel Offline Reporting application have to be de-installed from your PC. In order to de-install the application you have to search the application in the **Add or Remove programs** list of the **Windows Control Panel**.
- Despite the removal of a previous (test) version, the account information of the previous version is retained after installing the application.
- You need to be subscribed to the Isabel Offline Reporting module in the **Subscribing to modules** screen to be able to synchronize with the Isabel 6 application. This screen can be entered by clicking the related button on the Isabel 6 **Welcome page**. The price of the Isabel Offline Reporting module can also be retrieved from this screen.

More information about the “**Subscribing to modules**” process is available in the document **Getting started with Isabel 6**:

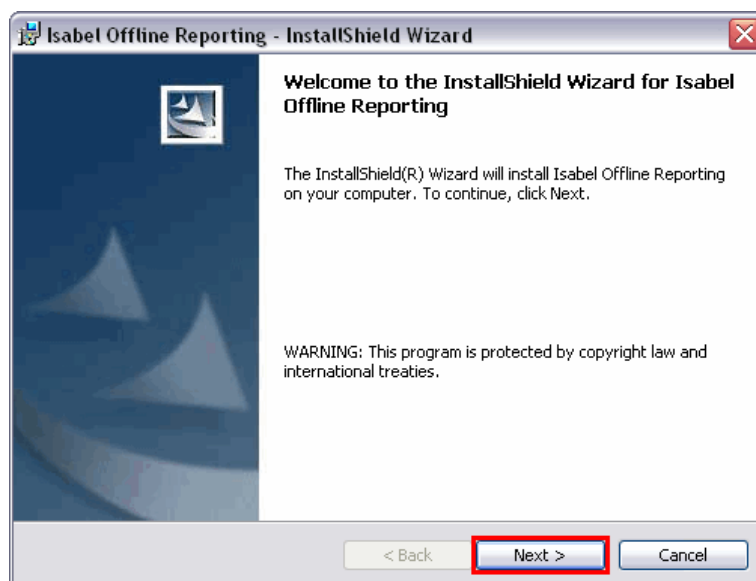
<http://www.isabel.be/contrib6/documents/en-US/GettingStarted.pdf>



When the installation file has been saved to your PC (preferably on your desktop), navigate to the right location on your PC and double-click on the file to start the actual installation.

Then follow the installation screens:

- 1) Click on the **Next** button to continue in the **Welcome to the InstallShield Wizard ...** screen.

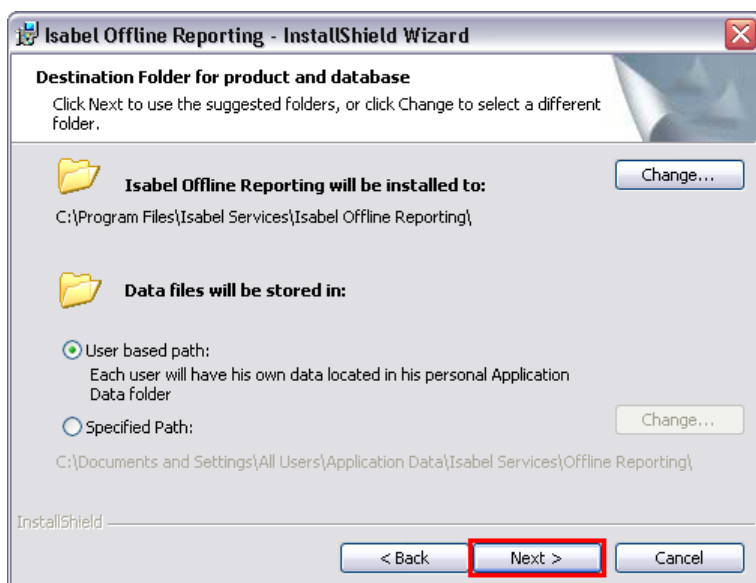


2) Select I accept the terms in the licence agreement in the Licence Agreement screen.

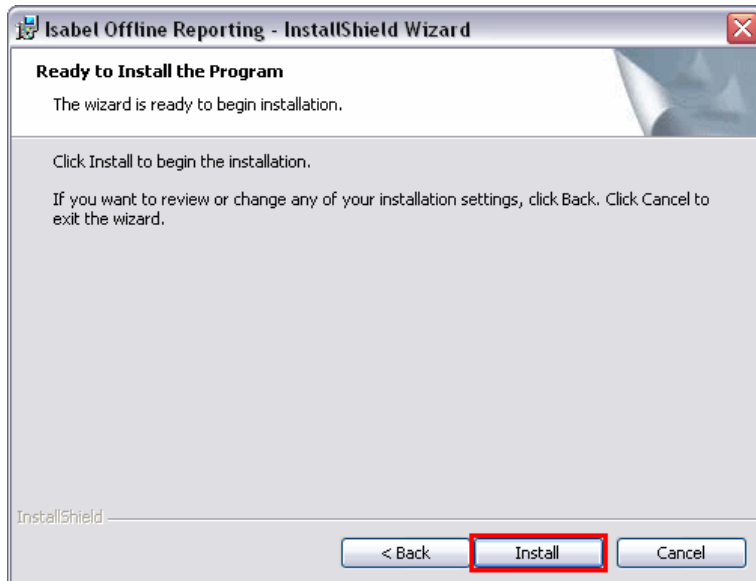


3) (Preferably) click on the **Next** button in the **Destination Folder for product and database** screen to install the **Data files** in:

- The default **User based path** folder only accessible to the current user; or
- The **Specified path** folder accessible to all users on your PC (folder can be changed).

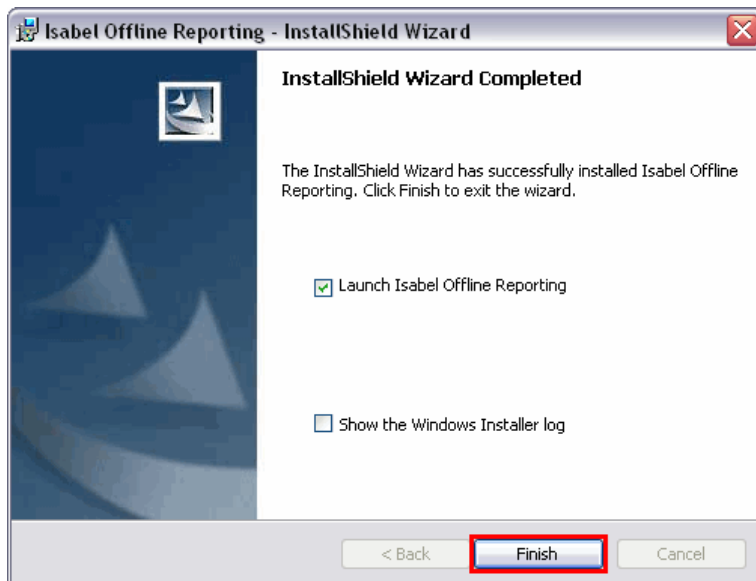


4) Click on the **Install** button to start the installation in the **Ready to Install the Program** screen.



The installation will now be executed and you will be able to follow the progress on the screen.

- 5) Click on the Finish button in the **InstallShield Wizard Completed** screen to close the wizard. Isabel Offline Reporting will then be launched, unless you uncheck this option in the **InstallShield Wizard Completed** screen.



## 2.3 Loading IBS5 account information

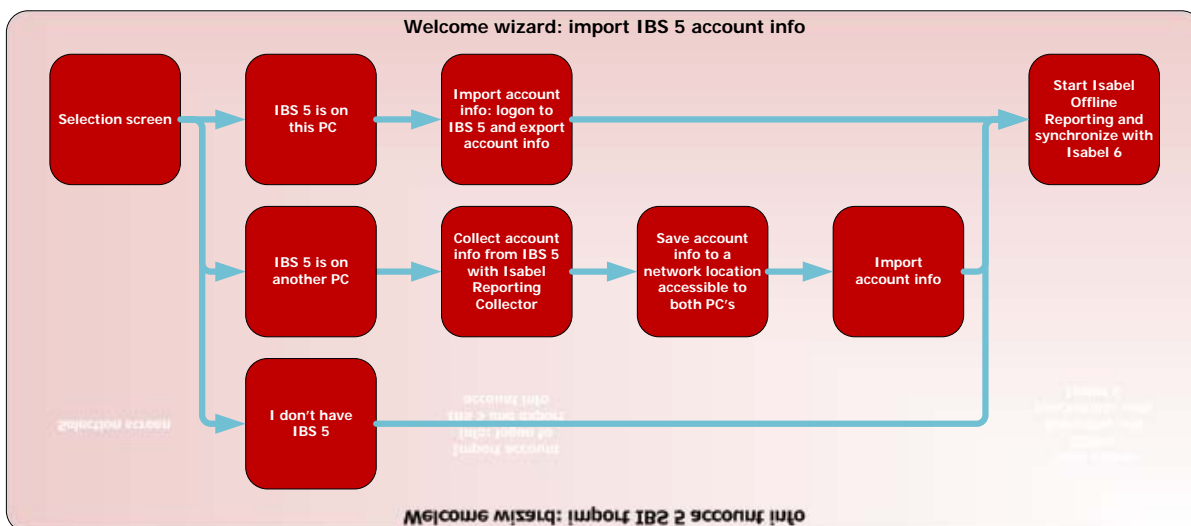


Loading IBS5 account information is useful if you used to work with IBS5 and have now changed to Isabel 6. If you launch Isabel Offline Reporting for the 1st time, the Welcome wizard for loading the IBS5 account information will be started.

If you are a new user of Isabel 6 and you have not previously used IBS5, the wizard can be closed by clicking the **Close** button.

The wizard offers the next options:

- IBS5 is located on this PC.
- IBS5 is located on another PC.
- I don't have IBS5.



### Note

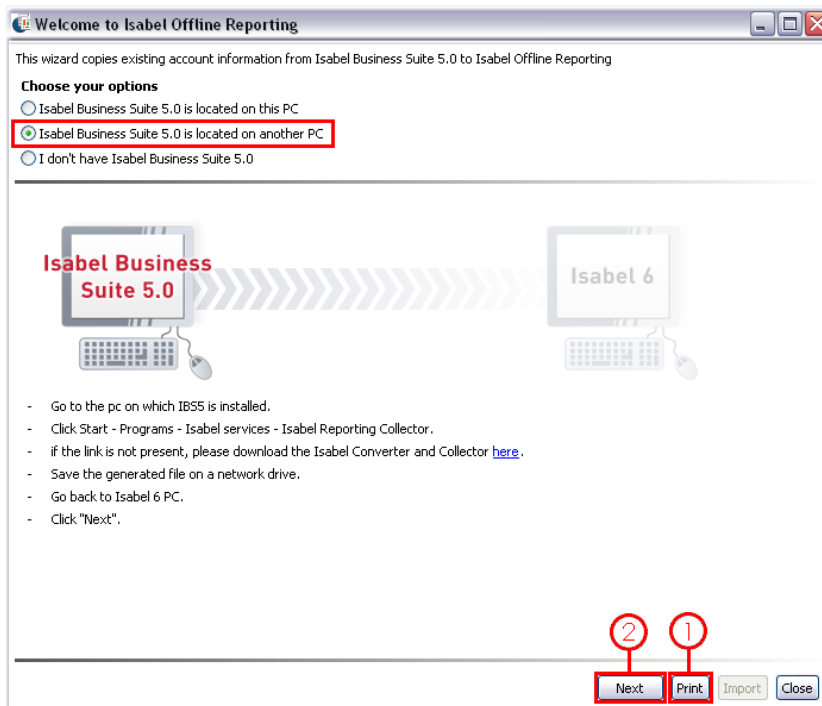
Because the file with IBS5.0 account information can be quite large, it may take up to 30 minutes before the information is loaded to Isabel Offline Reporting. Please take this into account during the installation (the speed depends on the file size and the speed of your PC).

## 2.3.1 IBS5 is located on another PC

Select IBS5 is located on another PC.

### Important

*In order to correctly execute this wizard, you should execute all installation steps displayed on the screen correctly. You have the possibility to print the steps on the screen by clicking on the **Print** (1) button. This will make things easier for you. As a result you have these steps at your disposal as soon as you start working on the PC with IBS5.*

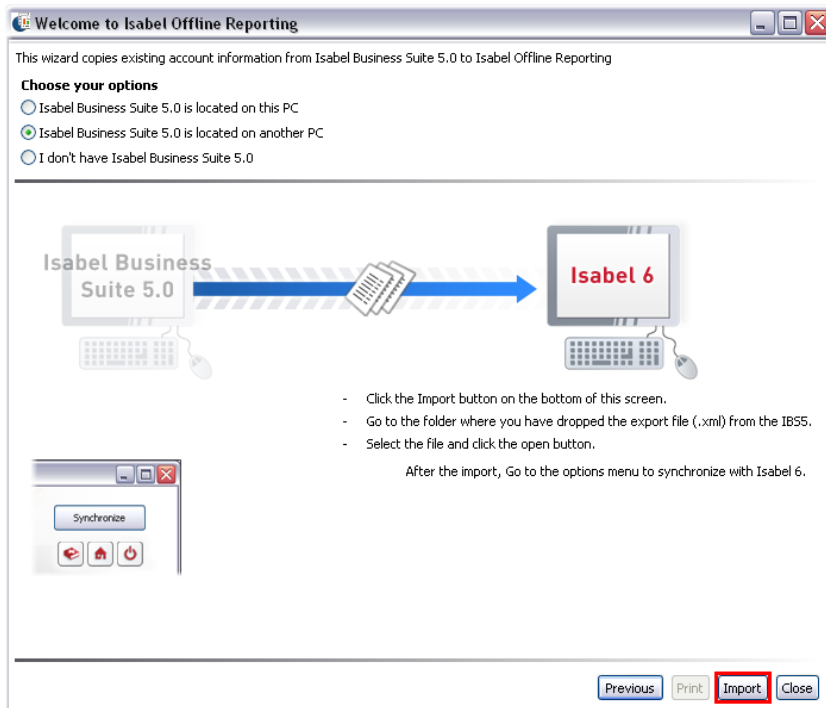


Use the Isabel Converter and Collector to collect the account information from IBS5. This information should preferably be saved to a location accessible to both computers on your network (XML format).

If the Isabel Converter and Collector has not been installed yet, you can download this tool from the Isabel website.

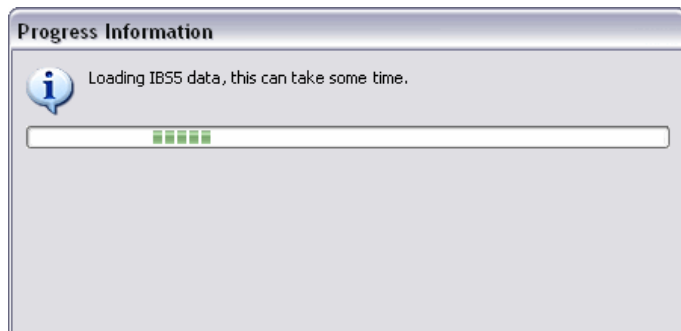
Click the **Next** button (2) to continue.

You can load the IBS5 account information into the Isabel Offline Reporting application by clicking the **Import** button.



Next, a Windows explorer window will be displayed. Then navigate to the location accessible to both PCs on your network. Select the file (.xml) and click the **OK** button to start the import.

The IBS5 data will now be imported, this may take some time.



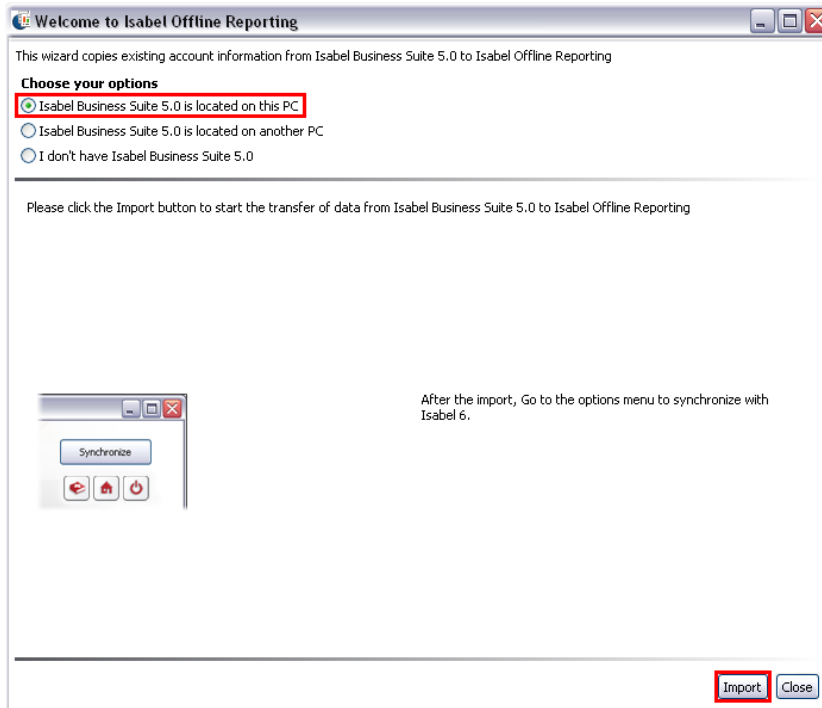
After that, the Isabel reporting application will be launched automatically. Next it is preferable that you first synchronize with Isabel 6.

## 2.3.2 IBS5 is located on this PC

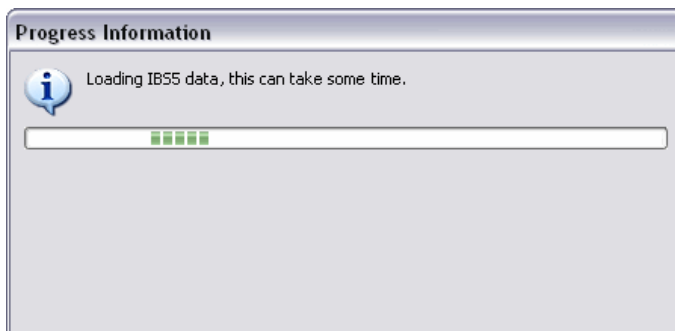
Select IBS5 is located on this PC.

If IBS5 is installed on your PC, the wizard to load the IBS5 account information can retrieve the account information in a few simple steps and put it in the Isabel Offline Reporting database.

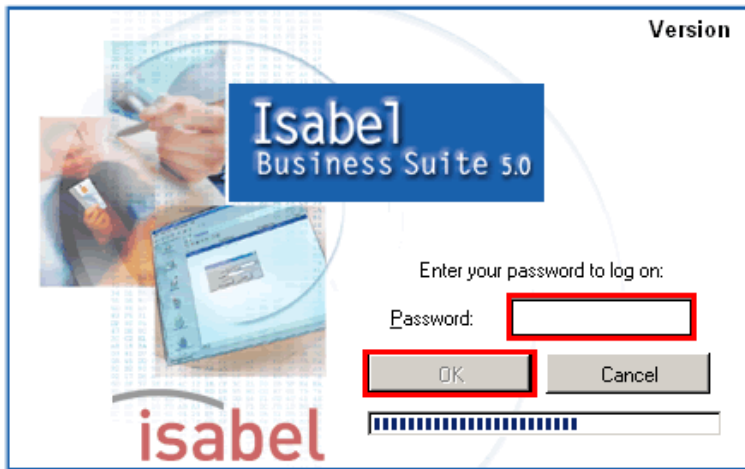
Click on the **Import** button.



Next the IBS5 data will be imported, this may take some time.



Put your card in the Smart card reader and enter your IBS5 password.  
Then click on the **OK** button.

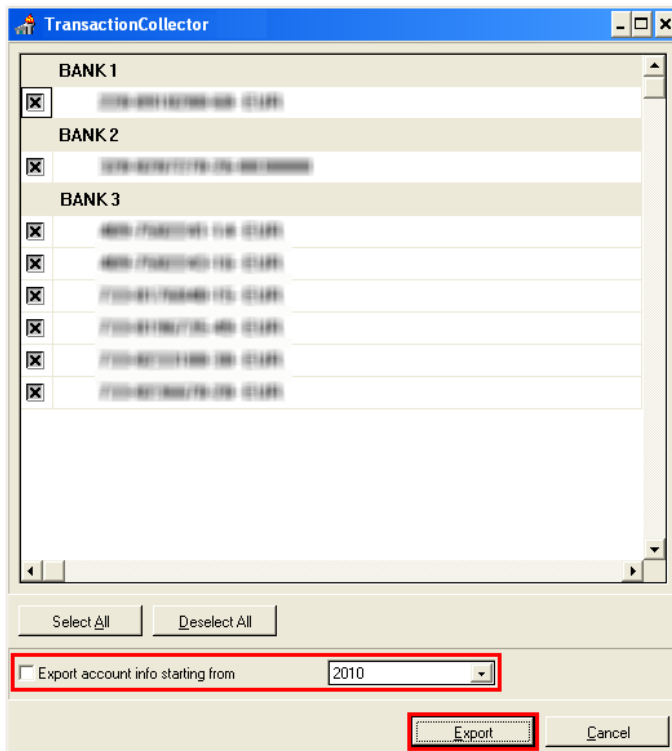


An overview of available banks and accounts will be displayed.

Select or deselect accounts.

In case you want to obtain limited account information starting from a certain year until now; you can select the option **Export account info starting from** and the corresponding starting year.

Click on the **Export** button to continue.

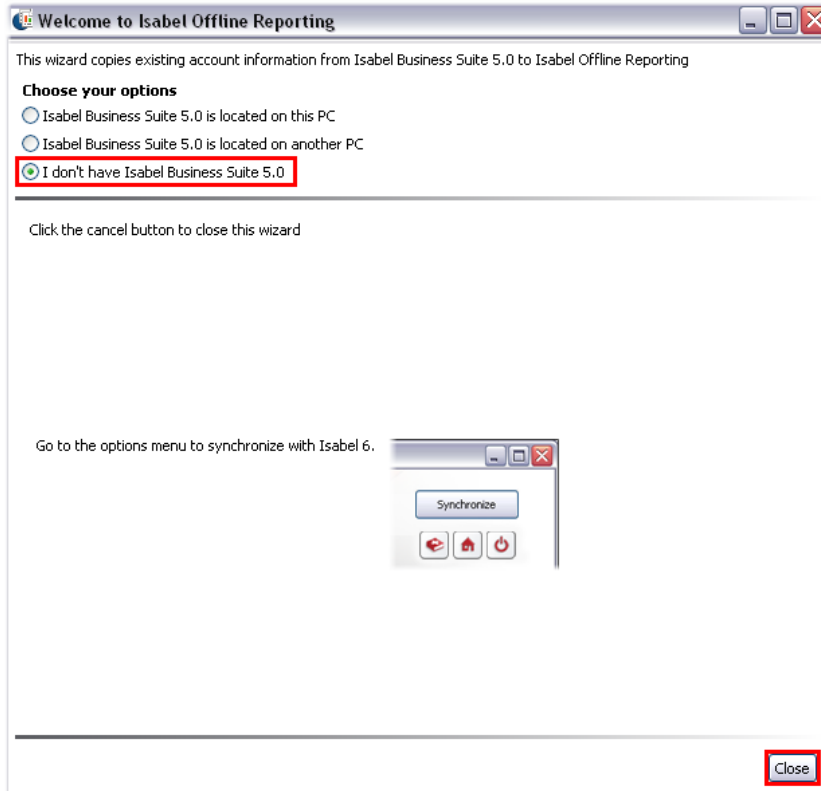


After that, the Isabel reporting application will be launched automatically. Next it is preferable that you first synchronize with Isabel 6.

### 2.3.3 I don't have IBS5

If you are a new user of Isabel 6 and in advance never have used IBS5, then close the wizard by selecting the last option **I don't have IBS5** and then clicking the **Close** button.

After that, the Isabel reporting application will be launched automatically. It is preferable that you first synchronize with Isabel 6.



## 2.4 Start-up

### How to access?

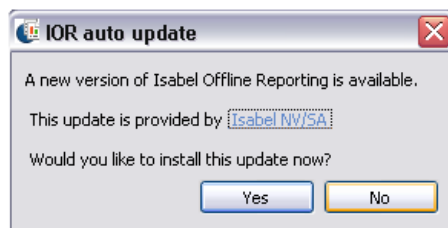
*Start > All Programs > Isabel Services > Isabel Offline Reporting; or  
Use the program icon on the desktop.*



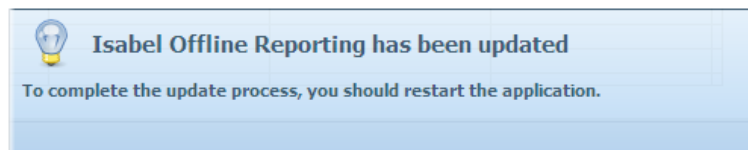
### Note

*The Isabel Offline Reporting application contains an auto update feature. The following actions are performed if new update information is available:*

- *If you're logged on to Windows as an administrative user:
  - 1) A popup window appears when starting up the application:*

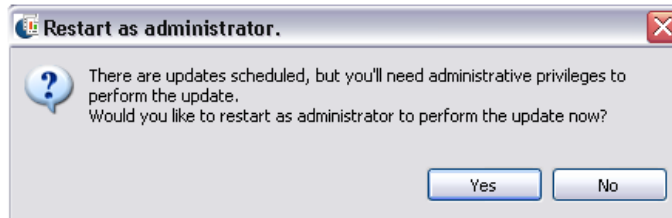


- *The popup window contains a link to a webpage (with release note).*
  - *The **Yes** button enables you to perform the update.*
- 2) *The auto updates are performed in the background*
  - 3) *A blue popup window appears in the right down corner to notify that **"To complete the update process, you should restart the application"**.*

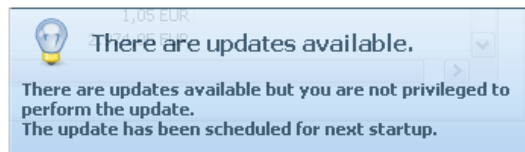


- If you're logged on to Windows as a non-administrative user (e.g. as a general user on the PC of your company):



1) A popup window appears when starting up the application:



- The **Yes** button enables you to restart as an administrative user to perform the update.
- The **No** button continues to start the application; a blue popup window appears in the right down corner to notify that **“There are updates available but you are not privileged to perform the update. The update has been scheduled for next startup”**.



## 2.5 Exit

Simply exit the application by using the  close button or the  close button of the window.



The exit dialogue window with the questions **“Do you want to close Isabel Offline Reporting?”** will be displayed. Click on the **OK** button to effectively exit the application (or click **Cancel** to remain in the application.)

