

# Standalone Installation Instructions

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# Introduction

## Overview

Updates to ARTA Deposit, incorporating new features and capabilities, are regularly introduced as part of our continuing service. We strongly recommend that you install all updates immediately to make sure that your program is operating with the most current features.

Customers currently operating any previous version of ARTA Deposit should install and upgrade to Version 2011.2. If you plan to update to Version 2011.2, verify you are operating Version 2011.1 successfully first. If you have errors while running the previous version, please resolve them by contacting SupportLine before you update to Version 2011.2.

We urge you to review the system requirements list and installation prerequisites to ensure you have the required hardware and software before installing any version of the ARTA Deposit Documentation System. This is especially true for Version 2011.2 as there are changes to the prerequisites and subsequent changes to the installation.

It is very important that you read these installation instructions carefully before and during the installation process. A successful installation depends on these instructions being followed as closely as possible.

**IMPORTANT NOTICE:** Review the [Hardware Requirements](#) and [Installation Prerequisites](#) in this guide to ensure proper installation and operation of ARTA Deposit Version 2011.2.

## Software License

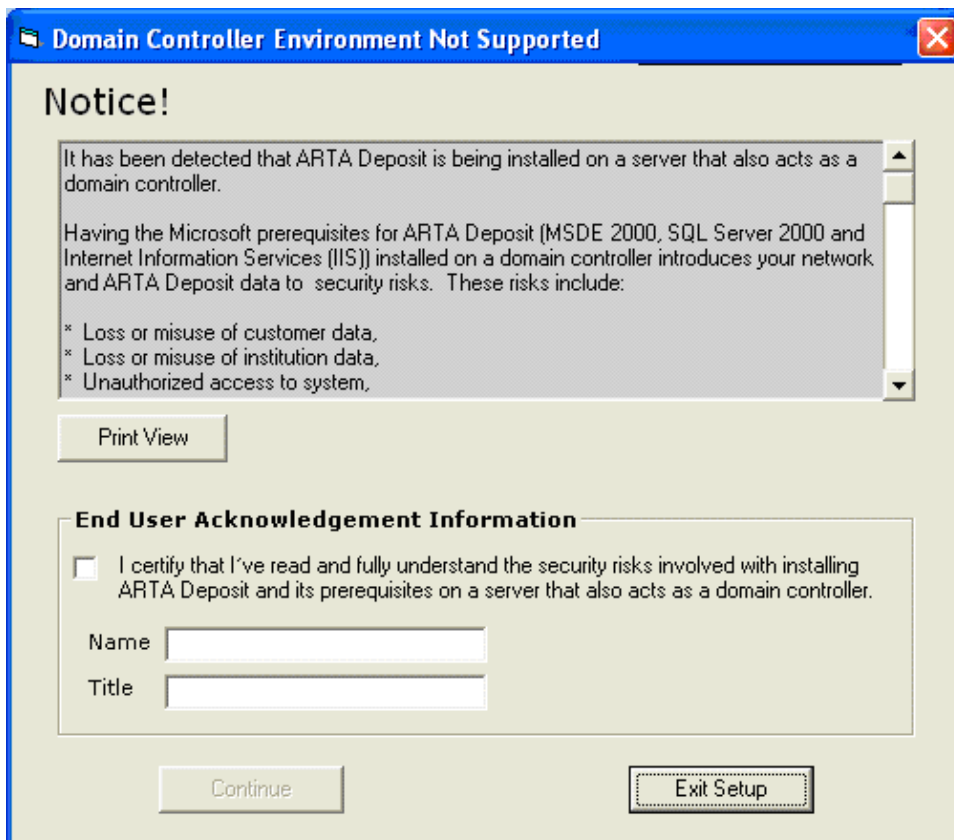
Read your Software Enterprise License Agreement or your Software Single-Seat License Agreement to understand the legal restrictions governing copying and installation.

# Technology News

## Installation on a Domain Controller

With best security practices in mind, Wolters Kluwer Financial Services no longer supports ARTA Deposit and its pre-requisites (SQL Express or SQL Server and Internet Information Services) installed on a computer that also acts as a domain controller. Having SQL Express, SQL Server 2000, SQL Server 2005, SQL Server 2008, and/or IIS installed on a domain controller introduces additional security risks to your network and ARTA Deposit data. In order to properly reduce the risks in these environments, advanced configuration settings may be necessary that are above and beyond the scope of your Wolters Kluwer Financial Services, Inc. standard support contract. Because of these security risks, Microsoft also advises against installing SQL and/or IIS on a domain controller.

As previously indicated, with Version 2011.2 (and subsequent versions) the installation of ARTA Deposit on a domain controller requires a click-through agreement where the financial institution acknowledges the acceptance of the noted security risks in order for the ARTA Deposit installation to complete. The screen below will display during the installation setup. Begin by clicking the **Print View** button to read the entire notice.



The warning message reads:

It has been detected that ARTA Deposit is being installed on a server that also acts as a domain controller.

Having the Microsoft prerequisites for ARTA Deposit (SQL Express, SQL Server 2000, SQL Server 2005, and Internet Information Services (IIS)) installed on a domain controller introduces your network and ARTA Deposit data to security risks. These risks include:

- Loss or misuse of customer data,
- Loss or misuse of institution data,
- Unauthorized access to system,
- Adverse regulatory examination reports, or other regulatory actions.

Because both Microsoft and Wolters Kluwer Financial Services recommend against installing these Microsoft prerequisites on a domain controller, **Wolters Kluwer Financial Services will no longer support this type of installation.** In order to properly reduce the risks in these environments, advanced configuration settings may be necessary that are above and beyond the scope of your Wolters Kluwer Financial Services standard support contract. Wolters Kluwer Financial Services, Inc. will continue to provide product support for ARTA Deposit but will no longer be able to field server related questions if your financial institution chooses to install ARTA Deposit on a domain controller.

By checking the box below and proceeding with installation on a domain controller, your financial institution agrees to assume all risks related to the installation and agrees to indemnify Wolters Kluwer Financial Services, Inc. for any claims arising from the installation. You must have authority to accept this Acknowledgement on behalf of your financial institution or company. (If you do not have authority to accept the terms and conditions of the Acknowledgement or do not understand or agree with all the terms and conditions, you must click **Exit Setup** and you will not be able to proceed with setup of this product).

Please contact the SupportLine at 1-800-274-2711, Ext. 124039 with any questions regarding this Acknowledgement.

This notice will display only on initial installations. Read the notice, then select the check box to acknowledge the warnings, and type the required fields of information to proceed with installation on a domain controller. Once this notice has been read and accepted, future updates will not display the notice again.

## Database File Name

Each version of ARTA Deposit will have a different file name for the database. The database file name for this version of ARTA Deposit is:

**ARTADeposit11\_2**

## Latest Service Packs

Version 2011.2 requires the latest service pack for all ARTA Deposit components and operating systems. These service packs as well as the minimum service packs that are required include:

Components/Operating Systems	Minimum Required
MDAC 2.6	Service Pack 1*
SQL Express 2005	Service Pack 2*
SQL Express 2008 (64-bit only)	Service Pack 2
Windows XP	Service Pack 3
Windows Server 2003	Service Pack 2
Windows Vista	Service Pack 1
Windows 7 Professional	N/A

\* This service pack is included on the ARTA Deposit CD-ROM.

Service packs can be downloaded from the Microsoft web site ([www.microsoft.com](http://www.microsoft.com)) or contact Microsoft Corporation to order.

## Operating Systems Notes

### Vista, Windows XP Service Pack 2/Windows 2003 Service Pack 2

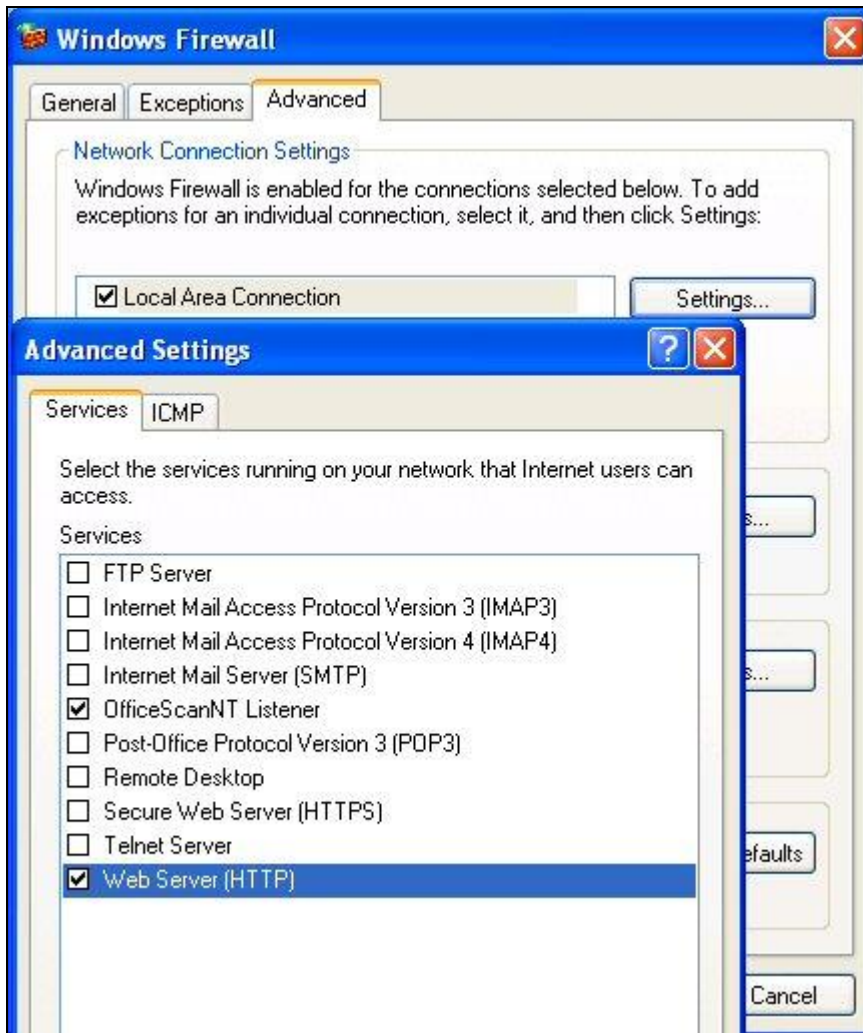
The Windows firewall will default to active and the HTTP/Port 80 will be disabled for Vista and Windows XP operating systems with Service Pack 2 or Windows 2003 with Service Pack 1. This will thereby prevent ARTA Deposit from acting as a small network server. Perform the following steps to enable ARTA Deposit proper server functionality:

*If you are using the Windows XP Classic view:*

1. Select **Start**, **Settings**, and **Network Connections**.
2. Right click **Local Area Connection** and select **Properties**.
3. Select the **Advanced** tab.
4. Click the **Settings** button in the *Windows Firewall* frame.



5. Select the **Advanced** tab on the **Windows Firewall** window.
6. Click the **Settings** button in the *Network Connection Settings* frame.
7. Select the **Web Server (HTTP)** check box to turn on this option.



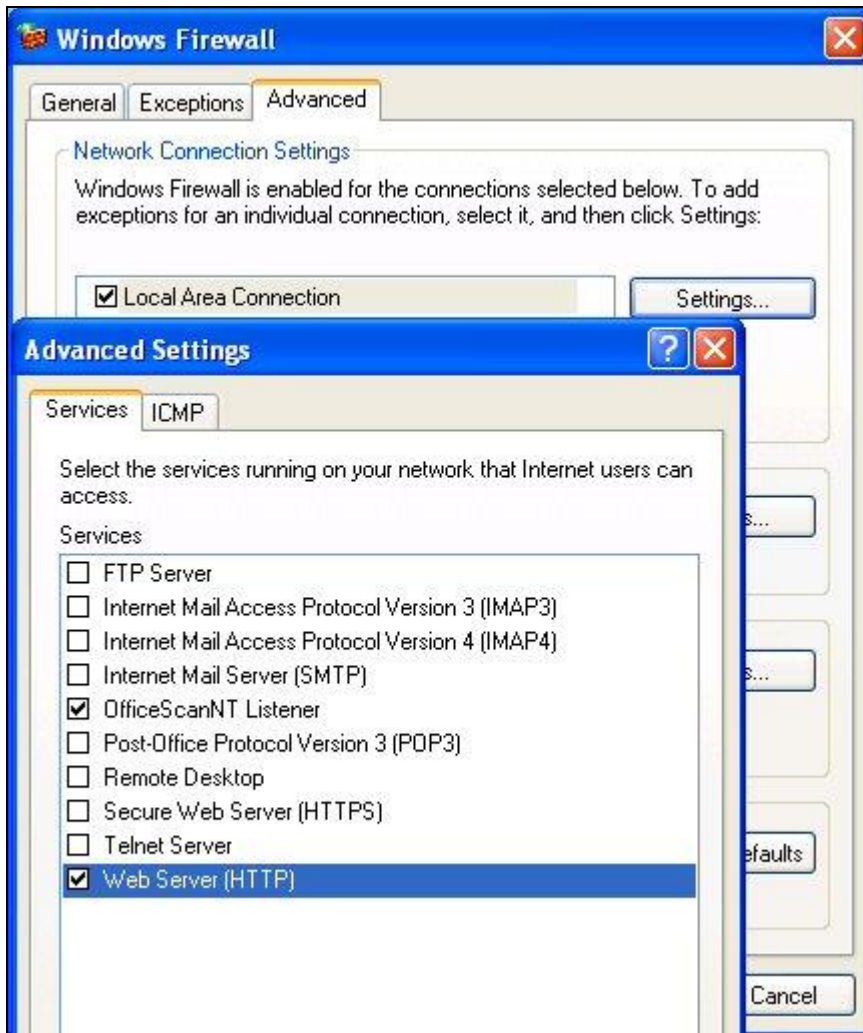
8. Click **OK** to close the **Advanced Settings**, **Windows Firewall**, and **Local Area Connection Properties** windows.

**If you are using Windows XP view:**

1. Select **Start**, **Control Panel**, and **Network and Internet Connections**.
2. Click the **Windows Firewall** icon.
3. Select the **Advanced** tab.
4. Click the **Settings** button in the *Windows Firewall* frame.



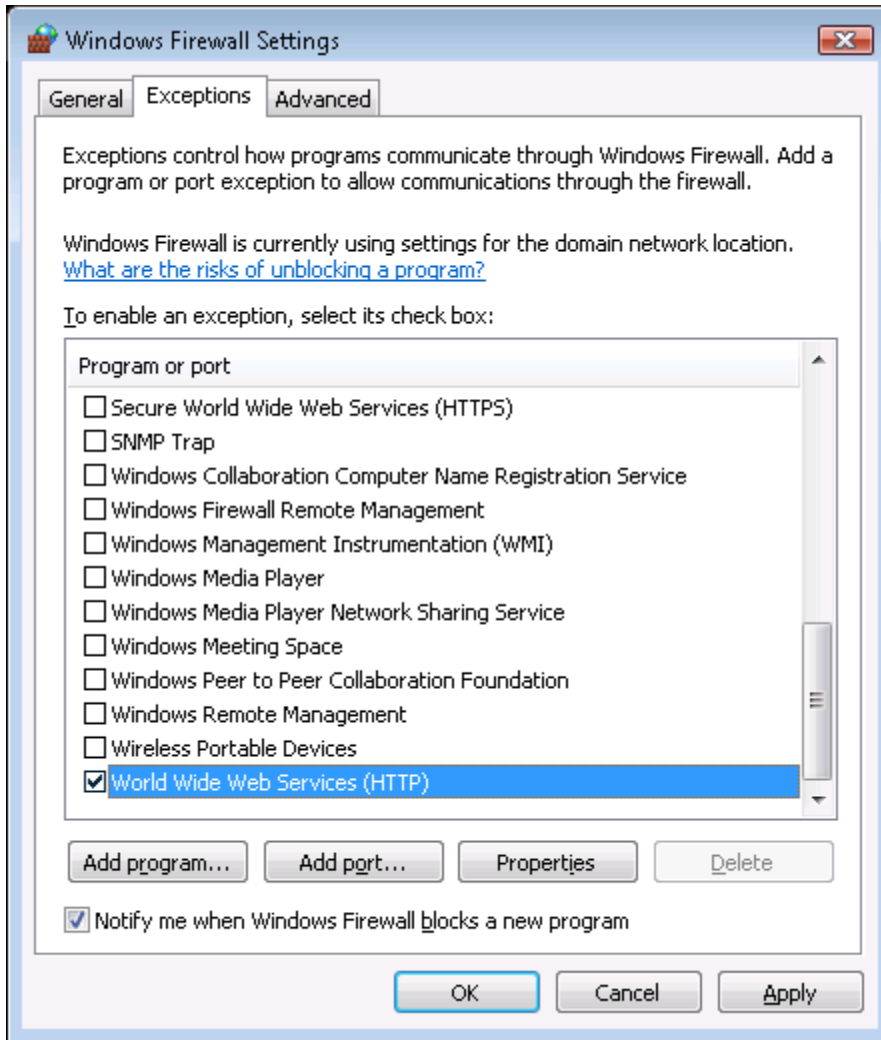
5. Select the **Advanced** tab on the **Windows Firewall** window.
6. Click the **Settings** button in the *Network Connection Settings* frame.
7. Select the **Web Server (HTTP)** check box to turn on this option.



8. Click **OK** to close the **Advanced Settings**, **Windows Firewall**, and **Local Area Connection Properties** windows.

### If using Windows Vista:

1. Select **Start**, **Control Panel**.
2. Click the **Windows Firewall** icon.
3. Click on **Change Settings**.
4. Click on **Continue**.
5. Select the **Exceptions** tab.
6. Select the **World Wide Web Services (HTTP)** check box to turn on this option.



## Not Supported

### Vista

The following editions of Vista are not supported operating systems for use with any Wolters Kluwer Financial Services software program.

- Windows Vista Ultimate
- Windows Home Premium
- Home Basic
- Windows Vista Starter

### Windows 95/Windows 98/Windows 2000/Windows 2000 Server/Windows NT Workstation/Windows NT Server

Windows 95, Windows 98, Windows 2000, Windows 2000 Server, Windows NT Workstation, and Windows NT Server have been retired by Microsoft. Therefore Wolters Kluwer Financial Services does not support ARTA Deposit with these operating systems. If you attempt to install ARTA Deposit on a workstation with either of these operating systems, you will receive a warning message.

### Windows Me

Windows Me (Millennium Edition) was developed for home computer use only, and is not a supported operating system for use with any Wolters Kluwer Financial Services software program.

### Windows XP Home Edition

Windows XP Home Edition was developed for home computer use only, and is not a supported operating system for use with any Wolters Kluwer Financial Services software program.

### Windows 7 Home Edition

Windows 7 Home Edition was developed for home computer use only, and is not a supported operating system for use with any Wolters Kluwer Financial Services software program.

### Microsoft Small Business Server

Microsoft Small Business Server and Microsoft BackOffice are designed for small business applications only, and are not supported operating systems for use with any Wolters Kluwer Financial Services software program nor with any of the components required for ARTA Deposit.

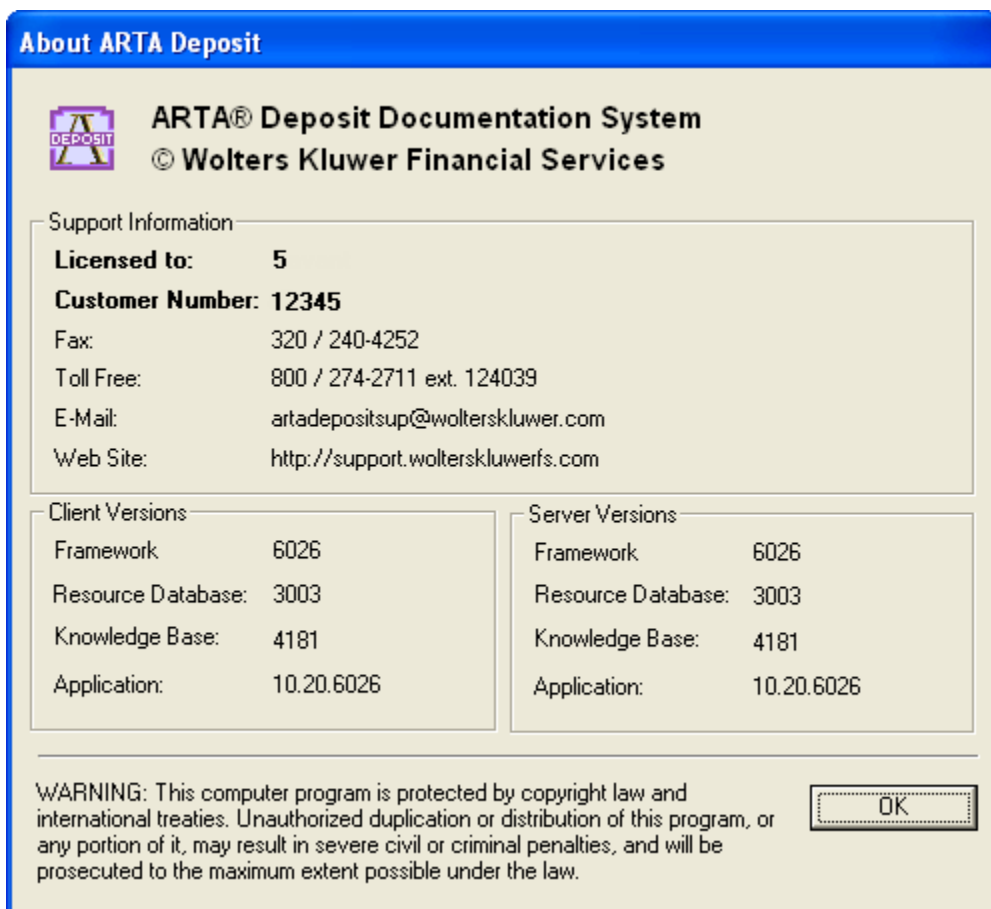
### Microsoft SQL Server Desktop Engine 2000/Microsoft SQL Server 7.0

MSDE 2000 and Microsoft SQL Server 7.0 is not supported for use with any Wolters Kluwer Financial Services software program nor with any ARTA Deposit component.

# Getting Started - Updates

## If you are a current ARTA Deposit 2011.1 user

Verify you are operating ARTA Deposit Version 2011.1. To determine which version of ARTA Deposit is currently running, open ARTA Deposit. Click **Help** in the ARTA Deposit toolbar then click **About ARTA...** The version number is the **Application** number. Refer to the *Client Versions* frame for client workstations; refer to the *Server Versions* frame for stand-alone and server computers.



The installation process converts your data from the previous version (2011.1) to the current version (2011.2) of ARTA Deposit.

## To upgrade to ARTA Deposit Version 2011.2 and change your configuration

It is possible to change configurations. You **MUST** read the instructions carefully and plan your installation time accordingly. Detailed instructions for each of these steps are found in the installation instructions for your configurations.

1. Install and configure ARTA Deposit Version 2011.2. The installation process converts your data from the previous version to the current version of ARTA Deposit.
2. Perform a backup of your data.
3. Uninstall the previous version of ARTA Deposit.
4. Review the system requirements and prerequisites for the new configuration on which you plan to run ARTA Deposit Version 2011.2. This step is very important, especially if you are moving from a network - small implementation to a network - large implementation configuration.
5. Perform the installation of ARTA Deposit Version 2011.2 for the new configuration.
6. Restore your data to the new configuration.

## Configuration Selection during the installation...

If you currently run ARTA Deposit Version 2011.1, the ARTA Deposit Version 2011.2 setup program will detect your current (Version 2011.1) configuration and automatically select that to install Version 2011.2. Therefore, you will not see the *Installation Type* screen at the beginning of the installation. Instead you will proceed automatically to the *Welcome* screen. The installation process converts your data from the previous version (2011.1) to the current version (2011.2) of ARTA Deposit.

## After Installation, Save the Main Institution

After you have installed Version 2011.2, open and save your main institution (in the institution setup area) before accessing APY Checker.

### To Save the Main Institution

1. Choose **Setup** then **Institution** from the navigation menus.
2. Select **Main Institution** and click **Next**.
3. Select the name of the main institution and click **Edit**.
4. No changes are necessary within institution setup. Click **Validation/Exit** on the navigation menu, then click **Exit** when the *Validation* screen appears.
5. Click **Yes** to save the main institution.

# Getting Started

## Know Your Configuration

Select the Stand-alone installation if you want to run ARTA Deposit on a single, local computer. Review the System Requirements and Prerequisites before proceeding to the Stand-alone Installation section.

### Stand-Alone



## Checklist

- Confirm your configuration. Refer to the other installation documents on the ARTA Deposit CD-ROM for other configuration options.
- Review the system requirements noted. Make sure you have the appropriate hardware and operating system to run ARTA Deposit.
- Review the prerequisites listed. The setup program will verify and assist with the installation of these (except TCP/IP and SQL Server) as needed.
- Know the name of the computer you are installing on.
- Proceed to the installation instructions.
- After the setup program is complete, review the [Next Steps](#) section and complete any appropriate permission settings based on your operating system and configuration.

## System Requirements

For system and printer requirements, see [Appendix A: Software and Hardware Requirements](#).

# Installation Prerequisites

Refer to the table below to determine all required prerequisites for your implementation option. The setup program searches and verifies the presence or absence of the software prerequisites (except TCP/IP and SQL Server). If you are missing one, the setup program provides information or a link to help you acquire the prerequisite.

This section provides a summary table and details for checking TCP/IP and configuring Internet Explorer 6.0 settings. While Internet Explorer 7 may be used with ARTA Deposit Version 2011.1, Internet Explorer 6.0 is the minimum requirement and therefore is referenced throughout this document. More information for each prerequisite can be found in Appendix A, *Troubleshooting*.

**Acquiring and installing these prerequisites is the responsibility of your network administrator or technical consultant.** Wolters Kluwer Financial Services, Inc. provides assistance with implementing these prerequisites for a minimal fee. Or you may contact Microsoft Support for assistance, if needed.

Installation Prerequisites	TCP/IP	Internet Explorer	SQL Express
Windows XP Professional	•	•	•
Windows Vista	•	•	•
Windows 7 Professional	•	•	•

## Microsoft Internet Explorer

ARTA Deposit shares many files with Internet Explorer and cannot operate without it. Therefore Internet Explorer 6.0 (minimum) must be installed on every computer that uses ARTA Deposit. There are several ways of obtaining and installing Internet Explorer. Internet Explorer 6.0 or 7 can be downloaded from the Microsoft web site or contact Microsoft Corporation to order. Refer to the documentation you received with Internet Explorer for installation and initial configuration instructions.

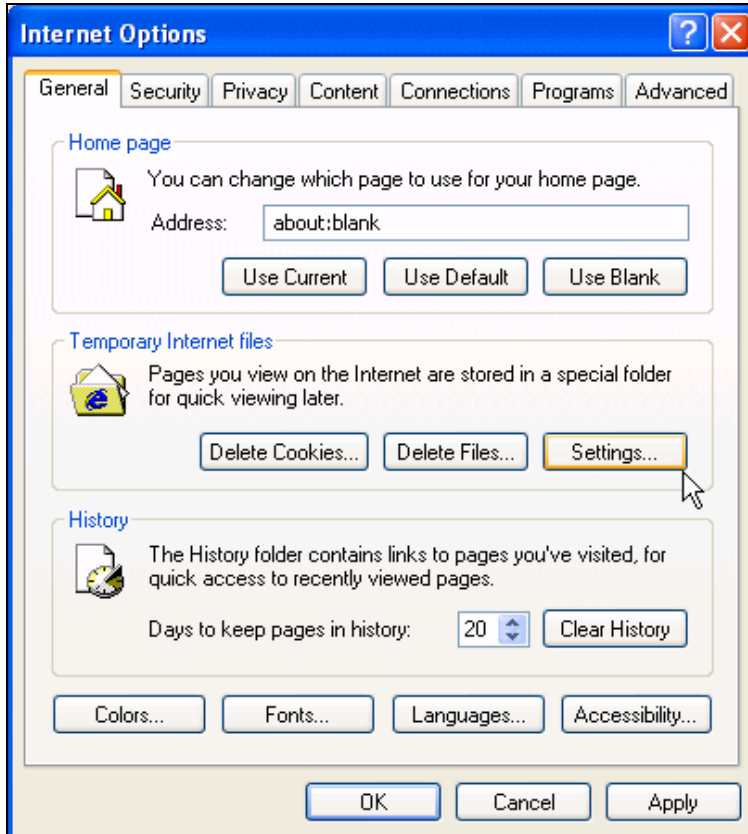
To verify the version of Internet Explorer, open Internet Explorer. Select **Help** then **About Internet Explorer** from the toolbar. The version number is the first item listed on the screen.

Wolters Kluwer Financial Services supports Internet Explorer 7 with ARTA Deposit Version 2011.2. To learn more about this product, visit [http://www.microsoft.com/windows/ie/default.msp?mg\\_ID=10010](http://www.microsoft.com/windows/ie/default.msp?mg_ID=10010).

## Internet Explorer/ ARTA Deposit Settings

After you have installed Internet Explorer 6.0, follow the steps below to configure Internet Explorer settings for use by ARTA Deposit. These steps must be completed **on every computer for each user that will access ARTA Deposit.**

1. Open Internet Explorer 6.0.
2. Select **Tools, Internet Options** from the main menu.



3. Select the **General** tab.
  - Click **Settings**.
  - Click **Automatically** under Check for new versions of stored pages.
  - Click **OK** to return to the **Internet Options, General** tab.
4. Select the **Security** tab.
  - Select **Local intranet**.
  - Click **Custom Level...**
  - Select **Medium-low** in the **Reset to:** box at the bottom of the window.
  - Click **Reset**, then **Yes** to confirm.
  - Click **OK** to return to the **Internet Options, Security** tab.
5. Select the **Content** tab.
  - Select **AutoComplete** in the Personal information frame.
  - If checked, clear the **Forms** checkbox in the Use AutoComplete for frame. Leave all other options as they are.
  - Click **OK** to return to the **Internet Options, Content** tab.
6. Select the **Connections** tab.
  - Click **LAN Settings** in the Local Area Network (LAN) settings frame.
  - Verify whether the **Use a proxy server option** is checked on the LAN Settings page.  
If this option is NOT checked, click **OK** to return to the **Internet Options, Connections** tab.  
If this option is checked, verify that the **Bypass proxy server for local addresses** is also checked.
  - Click **OK** to return to the **Internet Options, Connections** tab.
7. Click **OK** to save all settings and return to Internet Explorer.
8. On the toolbar select **View**, then click **Encoding**.
9. Verify that **Western European (ISO)** is selected.

## Delete Temporary Internet Files

Once you have Internet Explorer configured appropriately, we recommend you delete your temporary Internet files by completing the following steps:

1. Open Internet Explorer 6.0.
2. Select **Tools, Internet Options** from the main menu.
3. Click **Delete Files** in the Temporary Internet Files frame (found in the middle of the **General** tab page).
4. A confirmation dialogue box will display. Click **OK** to delete the Temporary Internet files.
5. Click **OK** to return to Internet Explorer.

Repeat these steps on all computers that access ARTA Deposit.

**NOTE:** We recommend you delete these temporary Internet files from time to time to assist in smooth operation of ARTA Deposit.

# ARTA Deposit Installation

This type of installation installs all files on a local computer and configures ARTA Deposit to run on a single, stand-alone computer.

## Before You Begin

If you are updating from a previous version of ARTA Deposit, make sure to **back up** your existing ARTA Deposit database following the instructions provided with that version!

**A full backup should be performed after the initial installation and setup configuration as well as before and after each update you receive.** If you have a previous version of ARTA Deposit installed, it is recommended that you perform a backup of your current data, before proceeding with the current update.

The process for scheduling database backups uses the Windows Task Scheduler. Refer to the *ARTA Deposit User's Guide* (within the application) for complete information and instructions.

The setup program will require you to know the SQL administrator ID and password.

## Update to .NET Framework 4.0

Before installing 2011.2 your version of .NET Framework might need to be updated to 4.0. The ARTA Deposit installation routine will determine if your machine has 4.0 installed. If not, it will automatically install it for you.

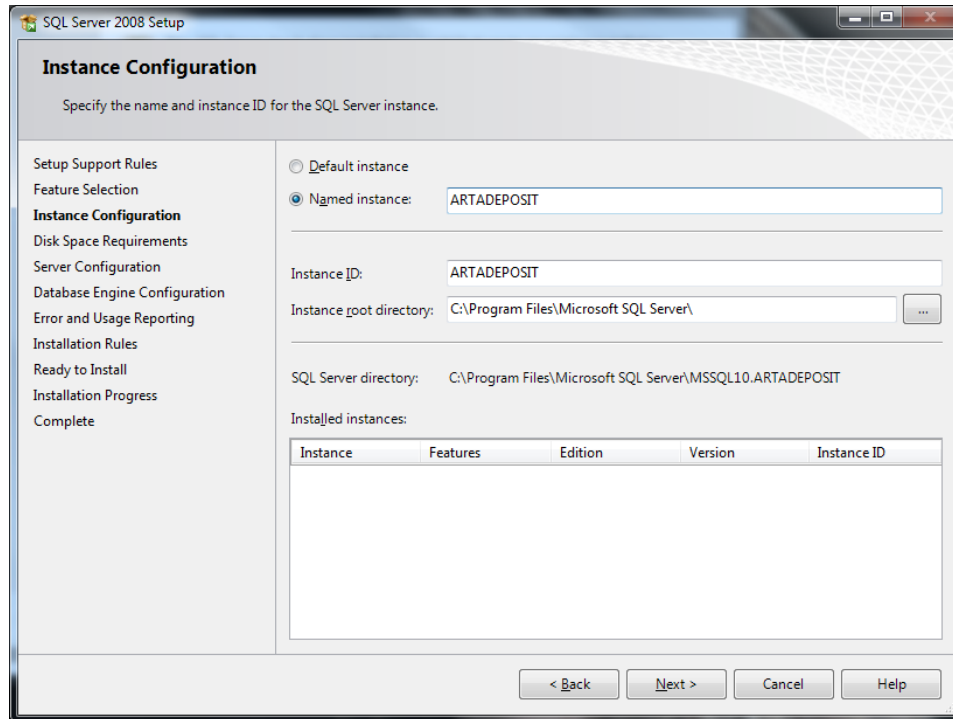
## Prerequisites for 64-Bit Installation

### SQL Server Express 2008 Service Pack 2

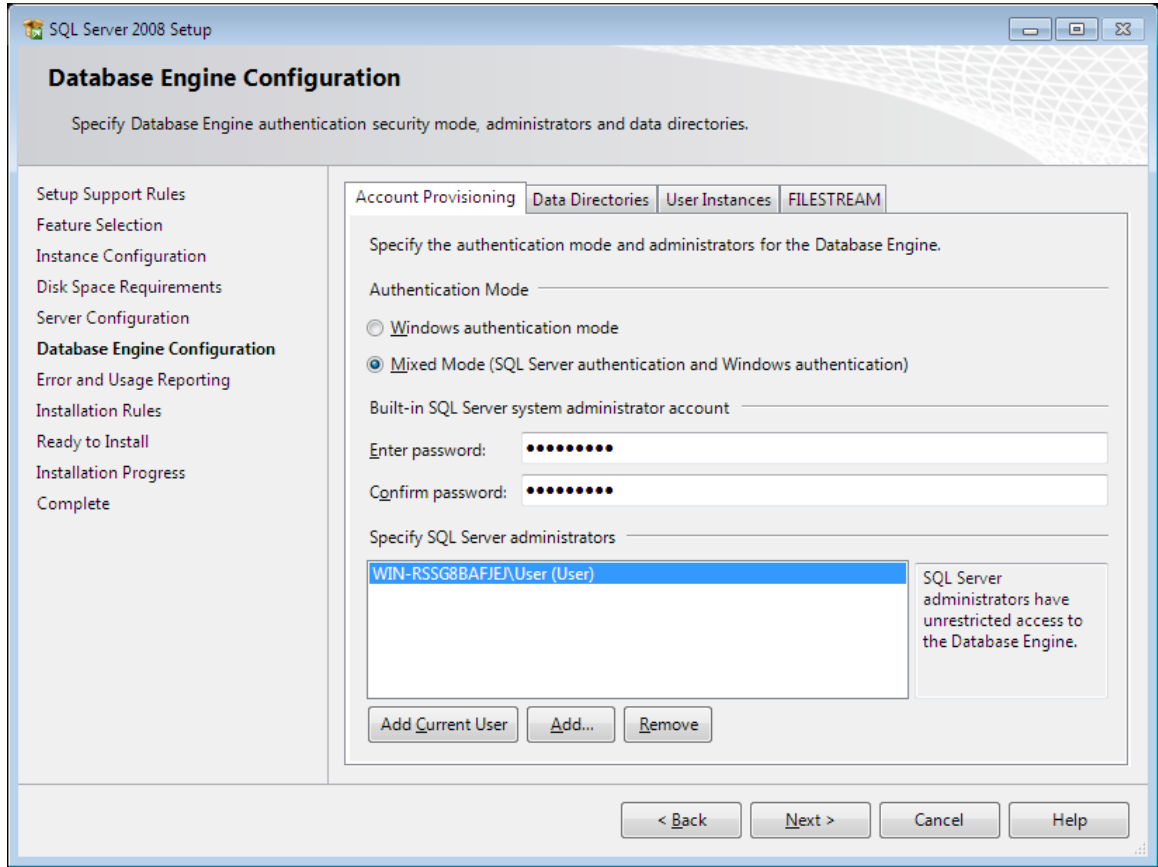
The ARTA Deposit installation has been revised to check and automatically install the appropriate SQL Server Express service pack files for you (i.e., 32-bit or 64-bit).

During the installation of SQL Server Express 2008 SP2 you will need to make a number of configuration changes:

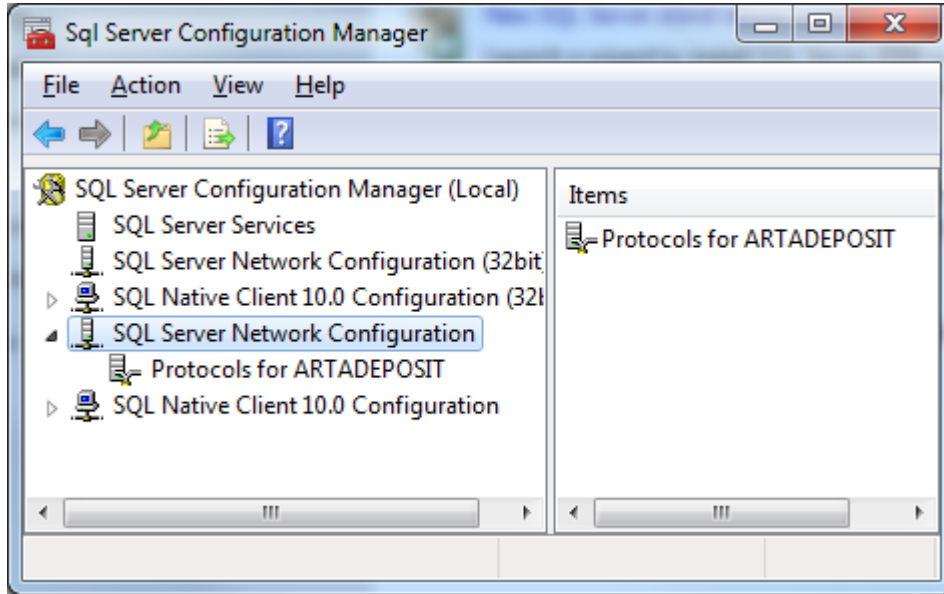
1. Click on Installation in the left hand side menu - Select New SQL Server.
2. Select Database Engine Services on the Feature Selection screen.
3. Type in **ARTADEPOSIT** as an instance name.



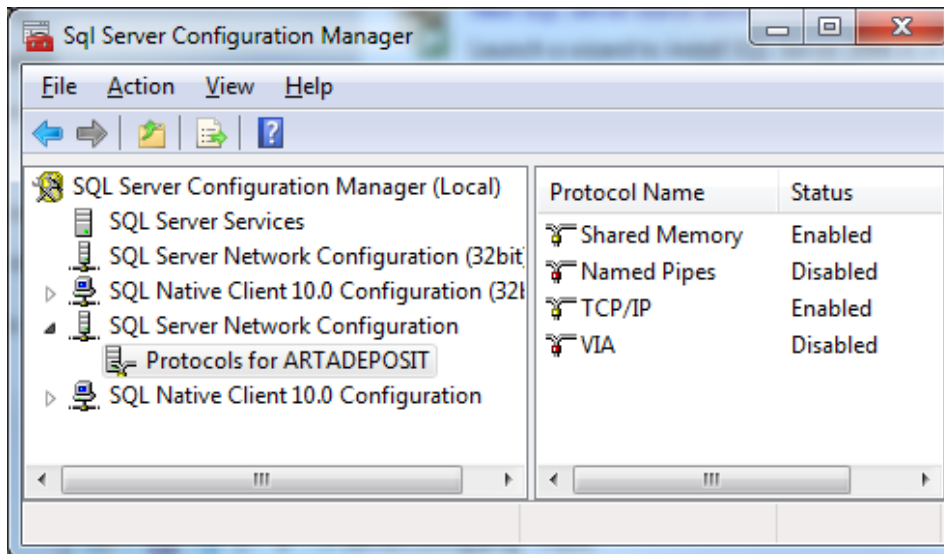
4. On the Server Configuration screen, pick NT AUTHORITY\SYSTEM for the account name for the SQL Server Database Engine.
5. On the Database Engine Configuration screen, pick Mixed Mode. Type in a confirm a password for the Built-in SQL Server system admin account.
6. Add your name to the SQL Server Administrator role by clicking **Add Current User**.



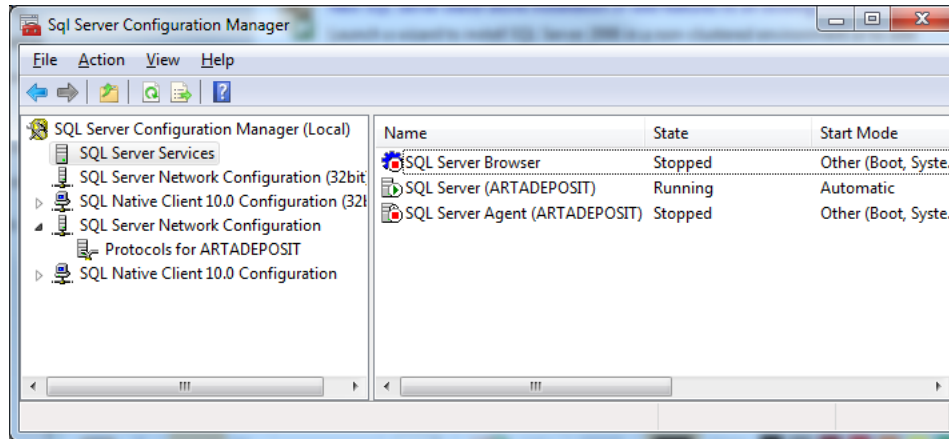
7. After completing the installation, go to Start, All Programs, Microsoft SQL Server 2008, Configuration Tools, SQL Server Configuration Manager.
8. Expand the **SQL Server Network Configuration**.



9. Double-click **Protocols for ARTADEPOSIT** and enable TCP/IP.



10. Select **SQL Server Services**, stop, and restart the **SQL Server (ARTADEPOSIT)** service.



Note: You might find it easier to manage databases and users with the Microsoft® SQL Server® 2008 Management Studio Express tool. It is available for free download at <http://www.microsoft.com/downloads/en/details.aspx?familyid=56AD557C-03E6-4369-9C1D-E81B33D8026B&displaylang=en>

### Backwards Compatibility

After installing and configuring SQL Server Express 2008 and before using ARTA Deposit you will need to install the backwards compatibility so that the SQL DMO required by ARTA Deposit is installed. The backwards compatibility can be downloaded from Microsoft at <http://www.microsoft.com/downloads/en/details.aspx?FamilyID=50b97994-8453-4998-8226-fa42ec403d17&displaylang=en>. Download **SQLServer2005\_BC\_x64.msi** for 64-bit systems. To install, right-click on the filename and choose Install from the context menu.

### For 64-Bit Operating Systems Only - Install MSXML 4.0 SP3

If you are doing a new installation of ARTA Deposit on a supported 64-bit operating system, you will need to install MSXML4.0, Service Pack 3 before beginning your ARTA Deposit installation. The file **msxml.msi** can be found in the COM\MSXML4SP3 folder of the product CD. Right-click the file and choose **Install** from the context menu to begin the installation.

## Stand-alone Installation

Follow these instructions to install the ARTA Deposit Documentation System on a stand-alone computer.

1. Log on as the Administrator.
2. Exit all programs that may be open. The following steps assume that no other programs are running and the virus checker has been disabled.
3. Insert the ARTA Deposit CD-ROM into the CD-ROM drive.

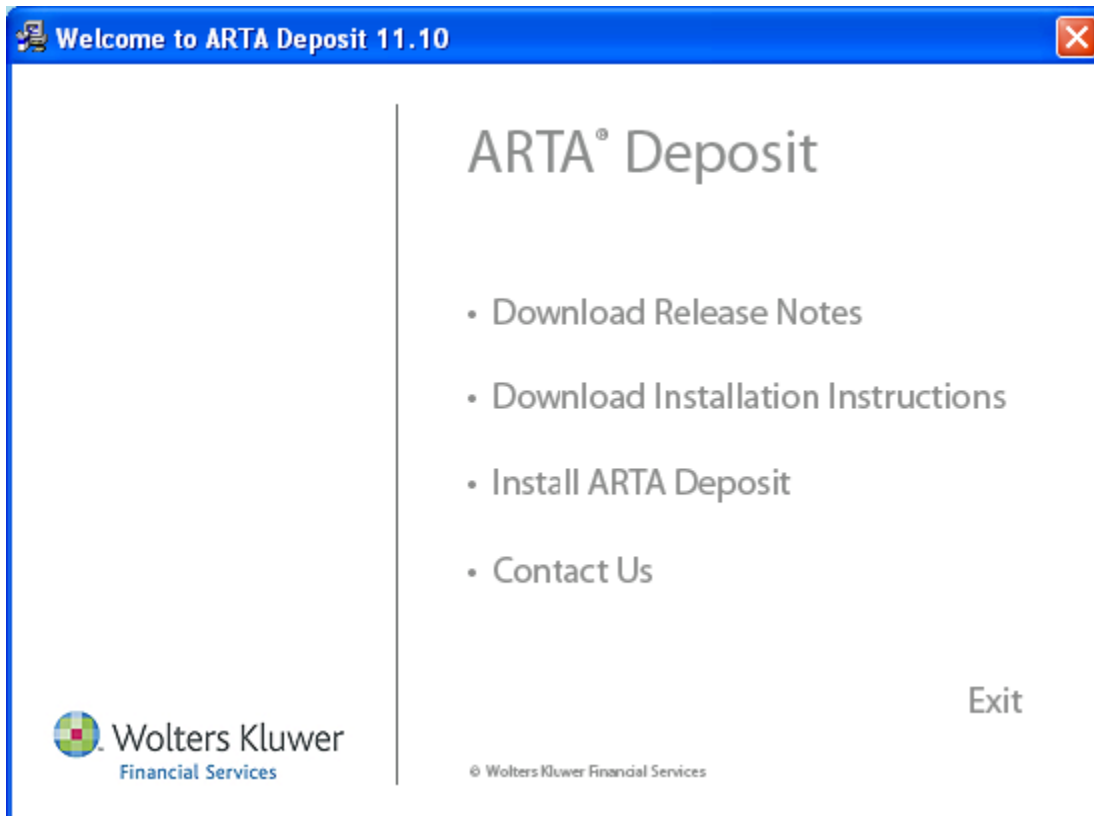
4. Select **Start, Run** from the Windows main menu.
5. Select **Browse** to locate the CD-ROM. Double-click **Setup.exe** unless you are doing a new installation on a supported 64-bit operating system. The **Setup.exe** program is located in the root directory (For example, D:\Setup.exe).
6. Click **OK** to run the Setup program.

The Setup program will display this series of windows:

### Welcome to ARTA Deposit 2011.2

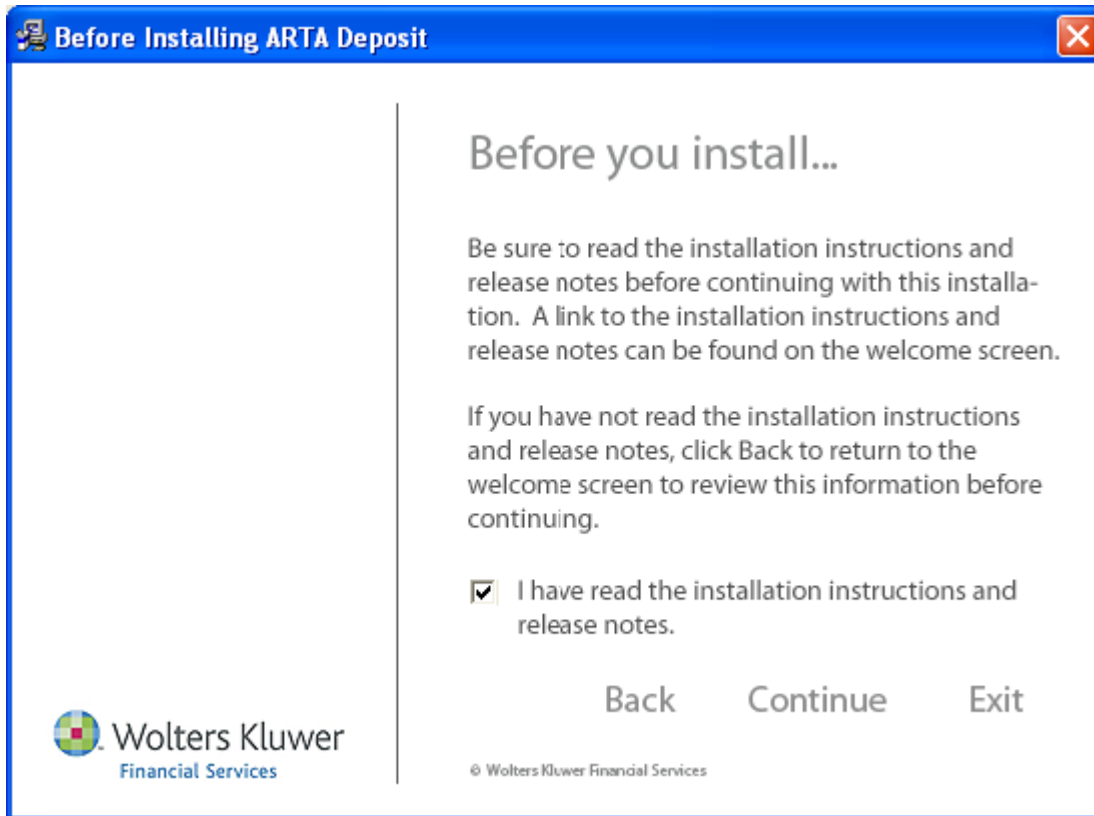
The *Welcome* screen provides links to obtain documentation and contact support, as well as begin the installation. Specific downloading instructions can be found as part of the Contact information in this document.

**NOTE:** The ARTA Deposit Installation Instructions and Release Notes are provided on the ARTA Deposit CD-ROM in PDF format.



## Before Installing ARTA Deposit

This screen ensures you have received and read the ARTA Deposit documentation. Check the box then click **Continue**.



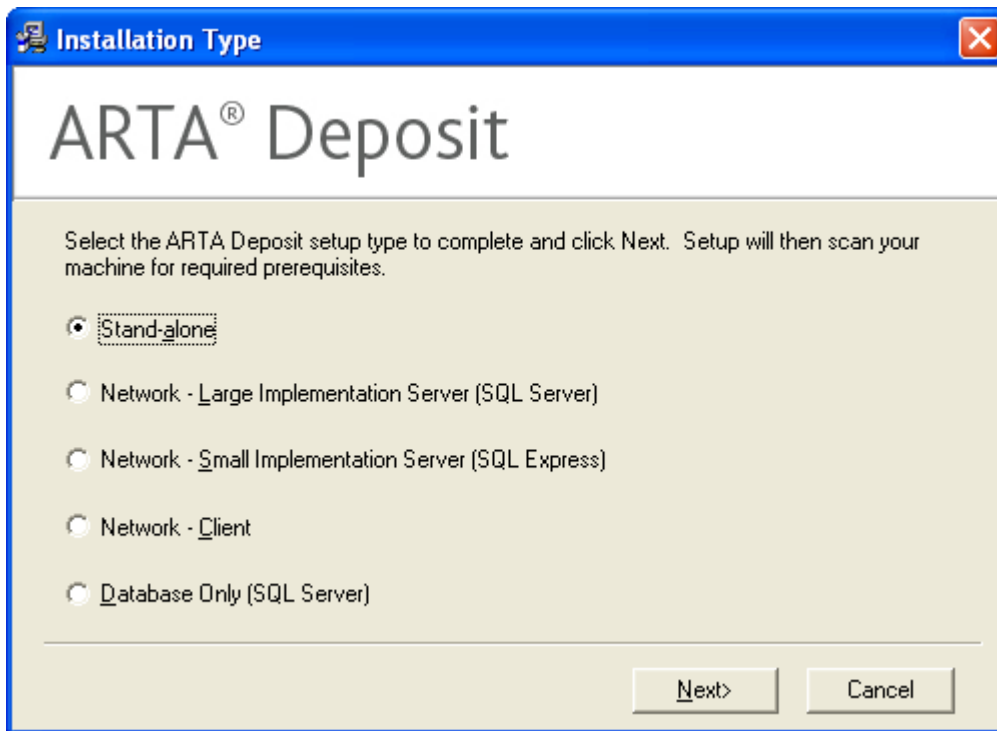
## Program Update (Update only)

If the setup program detects the previous version of ARTA Deposit already installed, a warning message will appear to be sure that you have backed up all data files. Options are to continue updating or quit the installation.

## Installation Type (New Install Only)

This screen will display only on a new installation (i.e., a previous version of ARTA Deposit is not detected by the setup program). The stand-alone option is the default for new installations. Click **Next** to accept this default.

When updating or reinstalling, the setup program will skip this screen and automatically use the previously selected installation type.



## Prerequisite Check

After selecting the installation type, the setup program will check your computer for the prerequisites.

- If all of the prerequisites are installed, the setup program will continue to the *Welcome* screen.
- If any of the prerequisites are missing, the setup program provides information or a link (similar to the screen shown below) to help you acquire the prerequisite.

Click on the prerequisite listed to obtain the information or access the link. Upon selection, setup will exit. If a link has been provided, click **Next** to begin that install. Once the install of that prerequisite is complete, your computer may reboot and you will need to restart the setup program.

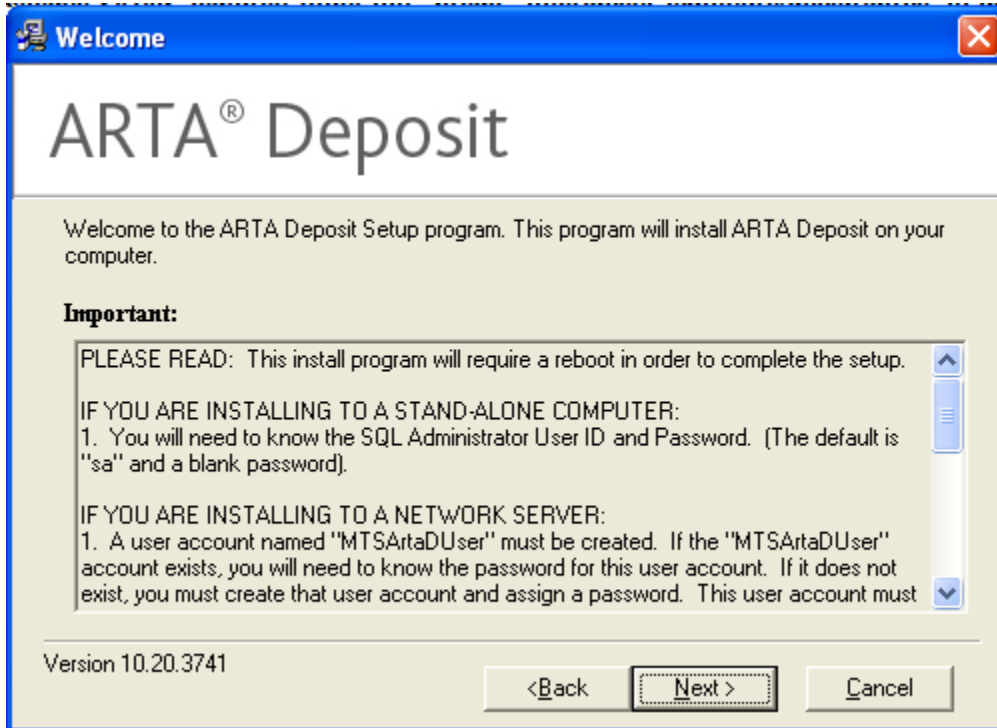
The *Required Prerequisite* screen will display with each restart of the setup program until all prerequisites have been installed. The prerequisite(s) will be listed on the screen in the order in which they need to be installed. In some cases, a prerequisite will not display until the previous prerequisite has been installed. For example, if both Windows Installer and the .NET

Framework are missing, only Windows Installer will display the first time as it is a prerequisite to .NET Framework. Once Windows Installer is detected, then the .NET prerequisite will be listed.



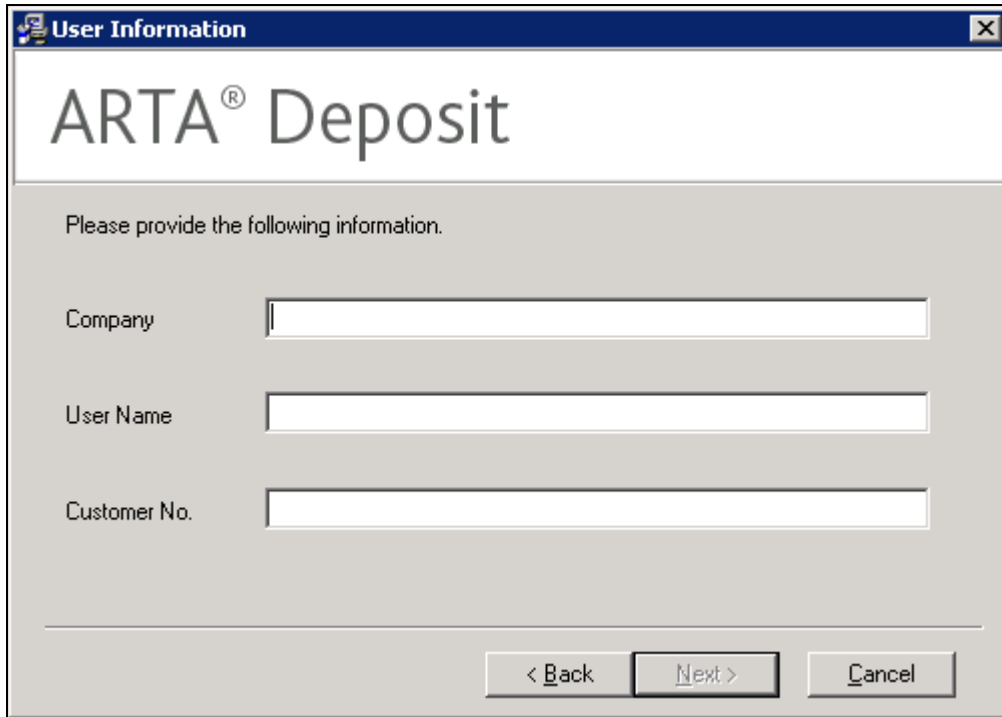
## Welcome

This screen verifies the installation program is ready to begin. After you have read the Important: information, click **Next** to continue.



## User Information

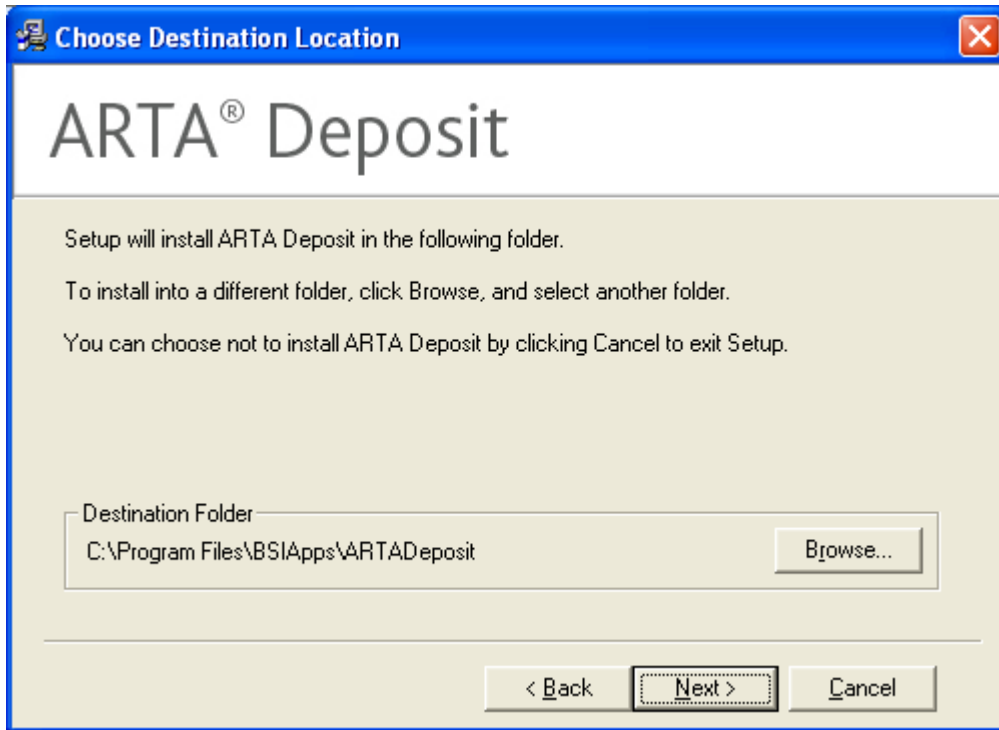
Type in or verify your company name, your user name and your current Wolters Kluwer Financial Services customer number. Contact SupportLine if you are unsure of your current customer number. Click **Next** to continue.



The screenshot shows a Windows-style dialog box titled "User Information" with a close button (X) in the top right corner. The main heading inside the dialog is "ARTA<sup>®</sup> Deposit". Below the heading, the text "Please provide the following information." is displayed. There are three input fields: "Company", "User Name", and "Customer No.", each with a corresponding text box. At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

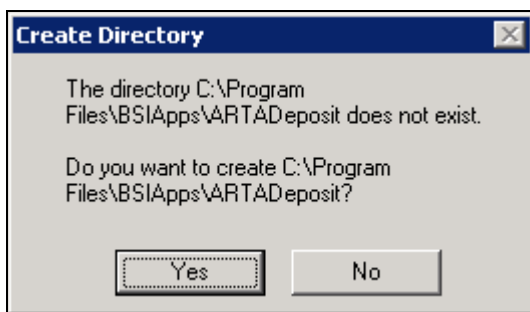
### Choose Destination Location (New Install Only)

Accept the default path of C:\Program Files\BSIApps\ARTADeposit (recommended) or use the **Browse** button to select another local drive and directory where you want to install the ARTA Deposit files. Click **Next** to continue. The original installation path will be used for updates and reinstallations.



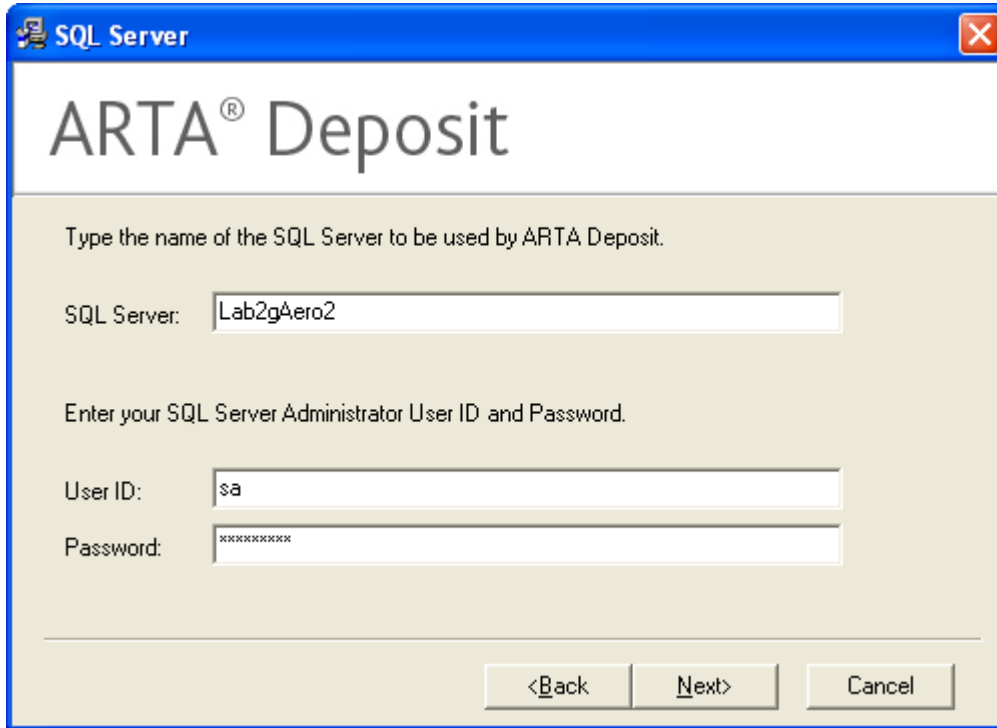
### Create Directory

The *Create Directory* dialog box appears if the default destination folder designated on the *Choose Destination Folder* screen does not exist. Click **Yes** to create the destination folder.



## SQL Server

The SQL Server name and user ID will be defaulted into this screen for you. Enter the SQL Server administrator password. Click **Next** to continue.



The screenshot shows a Windows-style dialog box titled "SQL Server" with a close button in the top right corner. The main heading is "ARTA® Deposit". Below the heading, there is a prompt: "Type the name of the SQL Server to be used by ARTA Deposit." The "SQL Server:" label is followed by a text box containing "Lab2gAero2". Below this, there is another prompt: "Enter your SQL Server Administrator User ID and Password." The "User ID:" label is followed by a text box containing "sa". The "Password:" label is followed by a text box containing a series of asterisks. At the bottom of the dialog, there are three buttons: "<Back", "Next>", and "Cancel".

The SQL Server Administrator account password is required; it cannot be blank.

## Database Login Password (New Install Only)

Type and confirm a new password that allows ARTA Deposit to interact with the SQL database.

## Start Installation

Click **Next** to continue.

## System Restart Required

Click **Yes** to restart the computer. The computer must be restarted to continue the installation routine. The setup program will begin automatically after the restart and the status bar will display again.

**IMPORTANT:** If you are presented with a login screen, it is important to wait 3 to 5 minutes for processing before logging back in. When that time has passed, you must log in using the same user name as used previously when the ARTA Deposit installation process was started.

## Installing

A status bar is displayed as the setup program installs ARTA Deposit files.

## Institution Administration (New Install Only)

Click **Add**, enter the name and description of your main institution, then click **Continue**.

**Main Institution Administration**

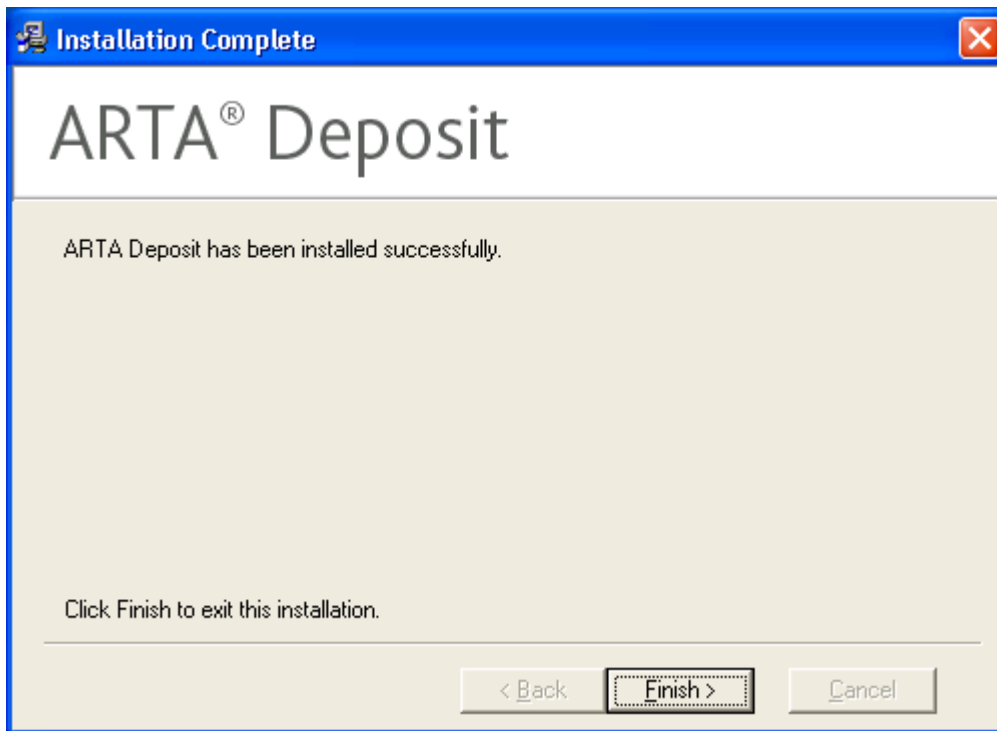
Select Add to add a main institution name and description.

Main Institution/Description

Add Delete Password Continue

## Installation Complete

Click **Finish** to close the installation program.



**NOTE:** After the Stand-alone Installation is complete, continue to the [Next Steps](#) section.

## Next Steps

After ARTA Deposit is installed, continue with the following:

### Reboot

With the completion of any new software installation, it is a good practice to reboot your computer. We suggest you do this to each computer on which you installed ARTA Deposit.

### Windows XP/Vista Permissions

If you have ARTA Deposit installed on a computer formatted to use the NT file system (NTFS) additional security settings are needed. You should involve your network administrator or technical specialist if you are uncomfortable or unfamiliar with Windows security settings. Examples of Windows operating systems that use NTFS are: Windows XP Professional and Windows Server 2003.

### All ARTA Deposit installations:

On all ARTA Deposit installations, users must be granted permission to the ARTADeposit program folder and all sub-folders. Also, users must be granted permissions to the C:\Documents and Settings\All Users\WoltersKluwer folder and sub-folders. Failing to do so may produce errors in the program. This can be accomplished easily by granting the group Everyone full control to the ARTADeposit program folder and all sub-folders.

All ARTA Deposit installations:

**Everyone = Full Control**

### Prepare for Institution Setup

Before setting up the ARTA Deposit Documentation System for your institution, gather all the information you need to fully integrate ARTA Deposit into your operations. Refer to the ARTA Deposit *User's Guide* for more details. This is available through the Help Menu within ARTA Deposit.

### Default Login

The default login information for ARTA Deposit is:

**User ID: Supervisor**

**Password: Password**

We recommend a supervisor establish user security as soon as possible.

The user that logs into ARTA Deposit should be made a member of their Local Administrators group.

## Plan Data Backups

Before you use ARTA Deposit, plan your data backup and system maintenance strategies. If your computer system is equipped with backup and archiving utilities, you will need to understand these systems for proper integration with ARTA Deposit.

We recommend you set up a frequent, routine data backup program to make sure your ARTA Deposit data files are always protected. See the *ARTA Deposit Version 2011.2 Release Notes* for more information.

## Deluxe Certificate Settings

As of ARTA Deposit Version 2011.2 users can connect instantly to DeluxePort™ Plus, Deluxe's online check/share draft ordering and account verification solution. This connection is FREE to all ARTA Deposit users. As part of the setup process, Deluxe issues a digital certificate that allows ARTA Deposit and Deluxe to communicate or recognize each other. This certificate must be exported from its original location, then imported to a new location in order for this recognition to occur and have the integration work properly.

It is suggested that your network administrator complete the required export and import of the digital certificate, as detailed below.

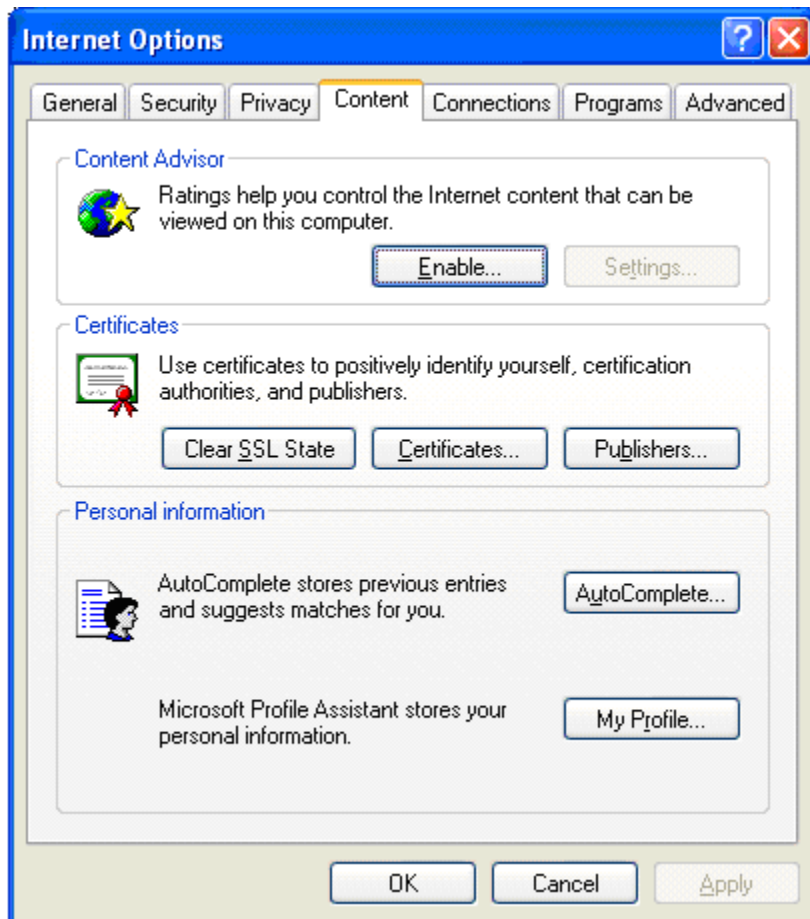
When you install the digital certificate from Deluxe's Web site, by default, the digital certificate is automatically placed directly into the web browser's Content file of the machine that installed it. The digital certificate then needs to be exported to a network location so that all client machines that require access to DeluxePort™ Plus can access a copy of the digital certificate.

**IMPORTANT:** The digital certificate should only be exported to a network location once by the user who installs the digital certificate from Deluxe's Web site. All other users who wish to utilize the DeluxePort™ Plus integration only need to complete the import to a local workstation, as instructed below. Prior to importing the digital certificate you must be logged in as the user who will be using (running) ARTA Deposit or the digital certificate will not be associated with the correct user account.

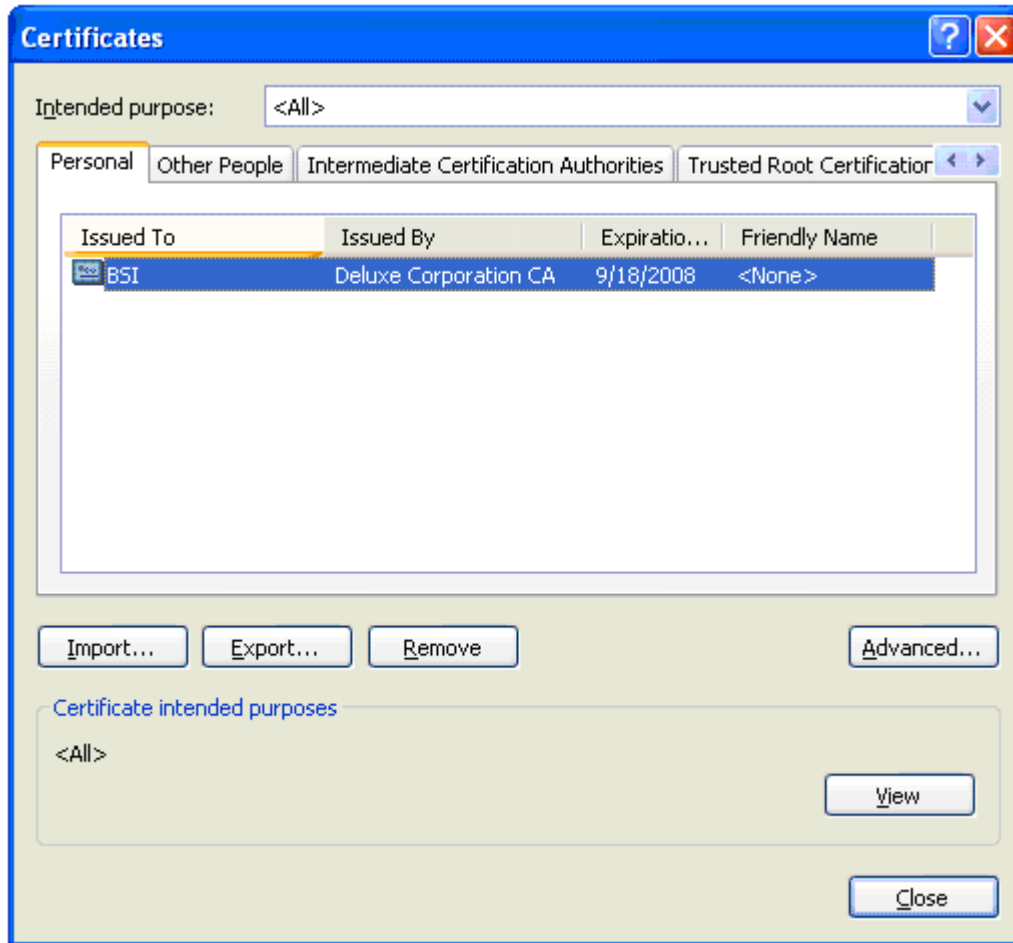
## Exporting the Digital Certificate

Complete the following steps to export the digital certificate from the Content file. This export only needs to be completed once, regardless of the configuration.

1. In Internet Explorer, open the **Tools** menu and select **Internet Options...**
2. Click the **Content** tab, then click the **Certificates...** button in the *Certificates* frame.

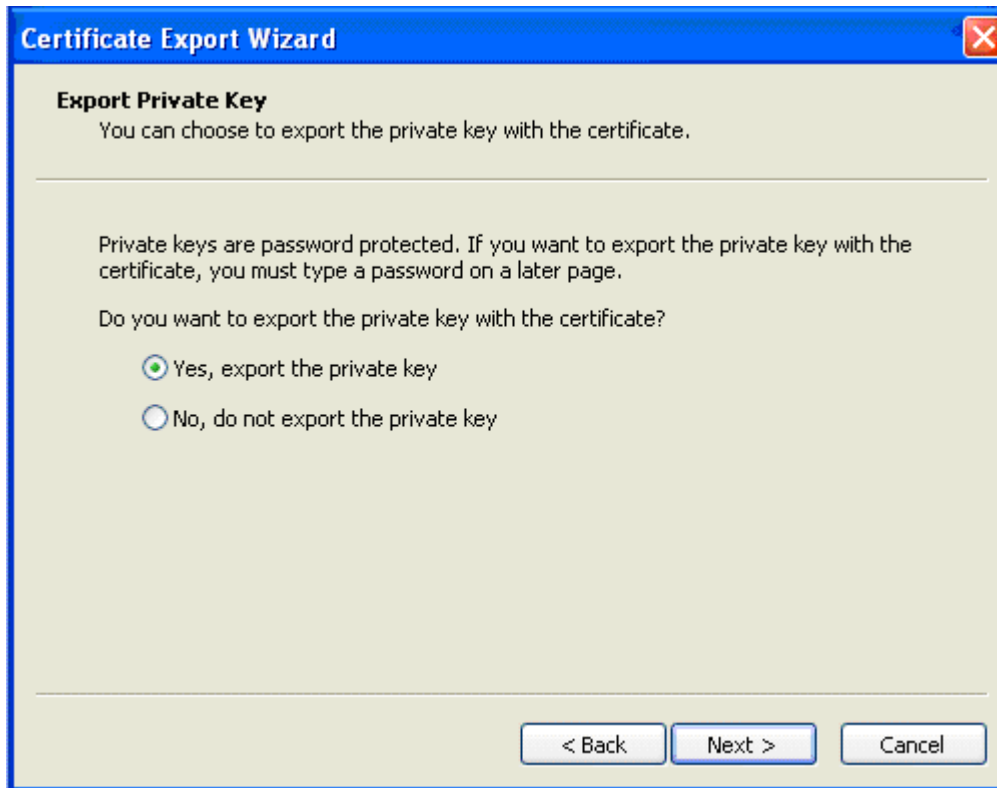


3. Select the digital certificate issued by Deluxe Corporation then click **Export...**

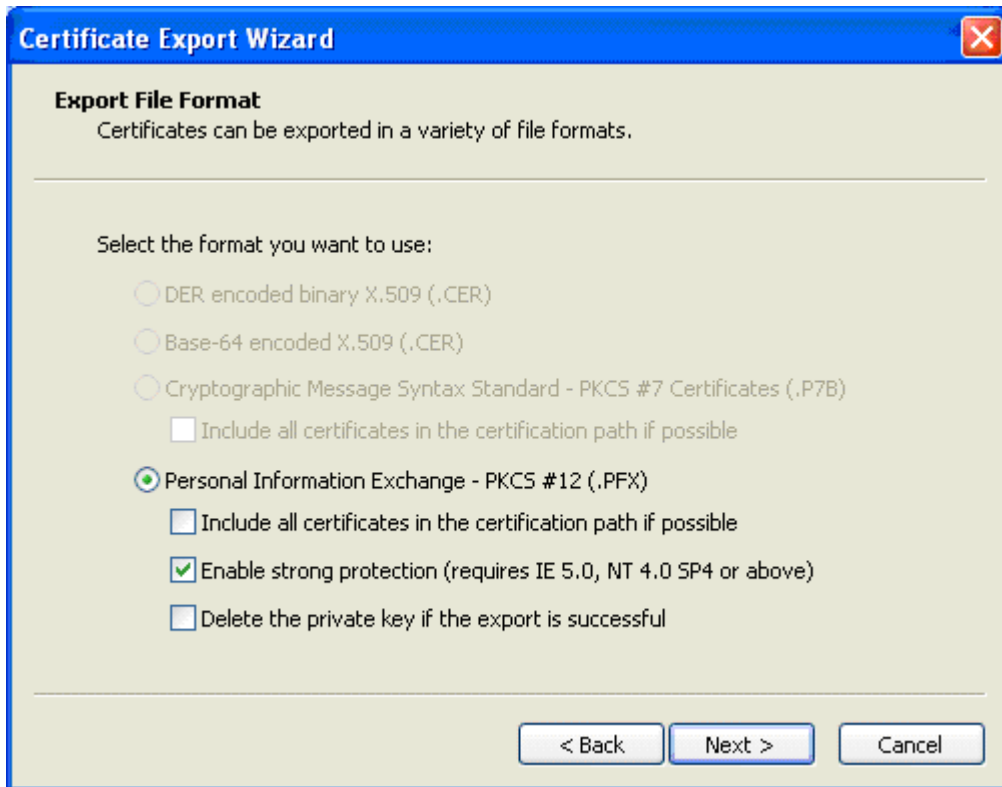


4. The Export Wizard will appear. Click **Next >** to continue with the Wizard.

5. Select **Yes, export the private key** on the *Export Private Key* screen and click **Next >**.



6. Select **Personal Information Exchange - PKCS #12 (.PFX)** and check **Enable strong protection (requires IE 5.0, NT 4.0 SP4 or above)**.

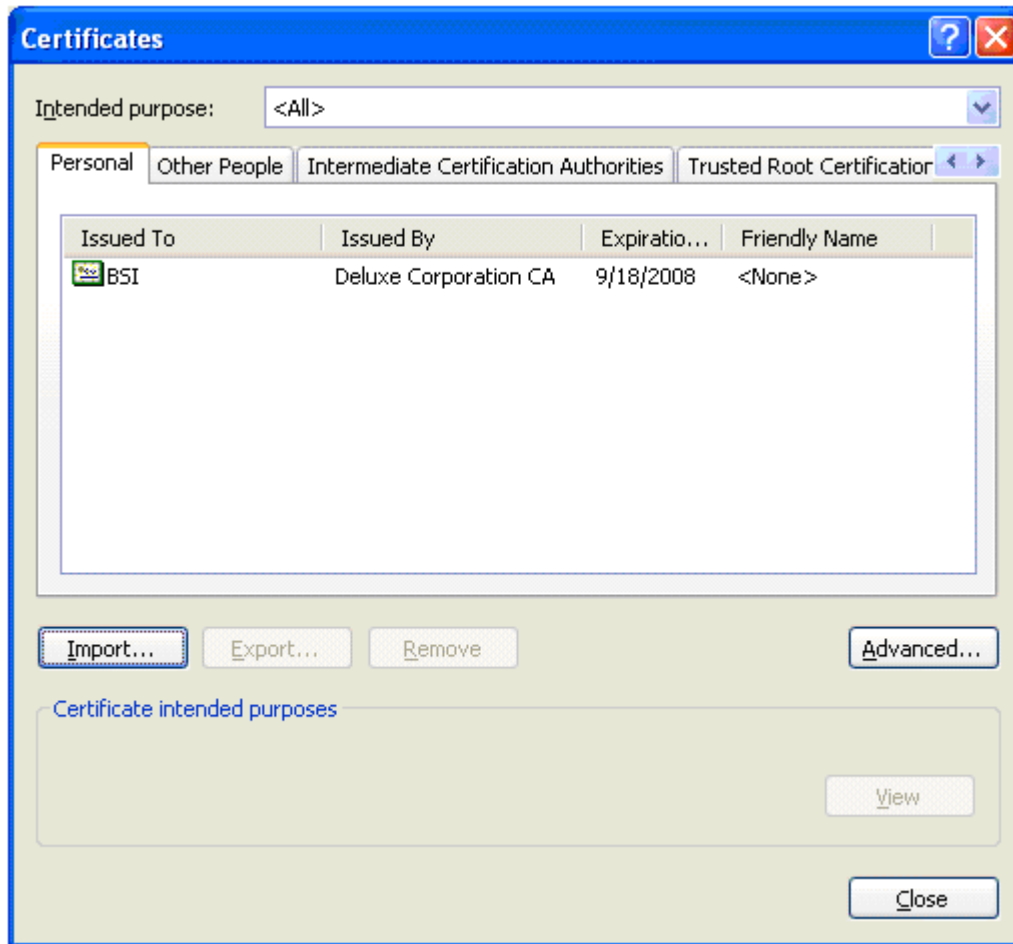


7. Enter a password for the digital certificate and confirm the password, then click **Next>**.

**NOTE:** Remember this password as it is required during the digital certificate import process.

8. Click the **Browse...** button and navigate to the directory to which the digital certificate will get exported. Enter a file name for the digital certificate and click **Save**. No particular file name is required for this step. Click **Next >** after the file is saved.

9. Click **Finish**, **OK**, then **Close** to complete the export process and close the **Certificates** dialog box. Click **OK** to close the **Internet Options** dialog box.

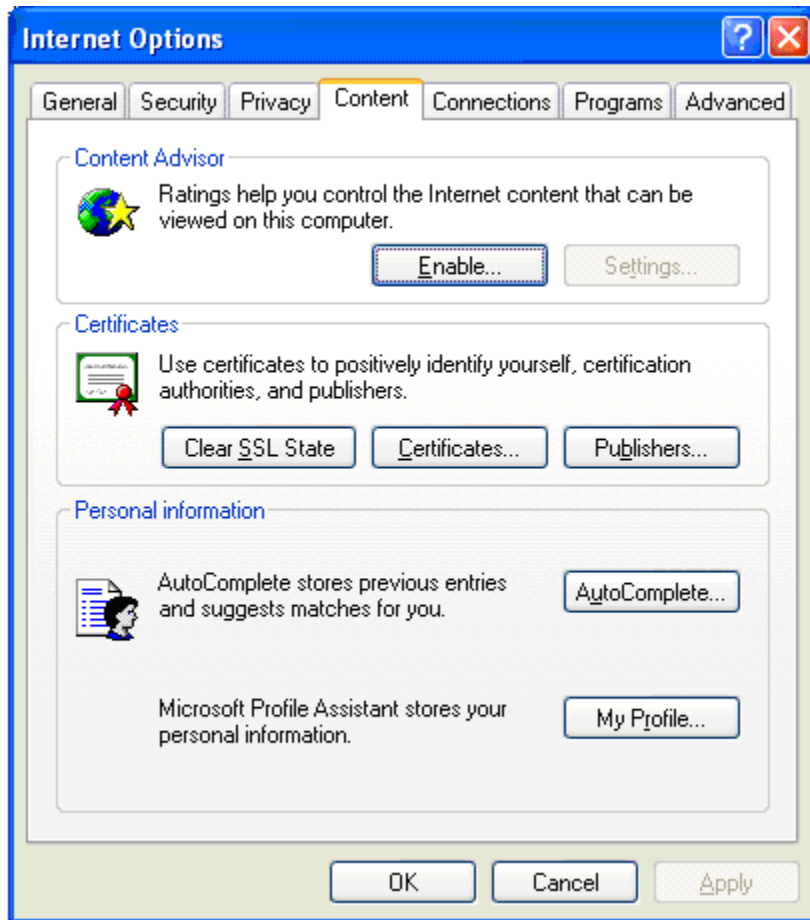


### Importing the Digital Certificate

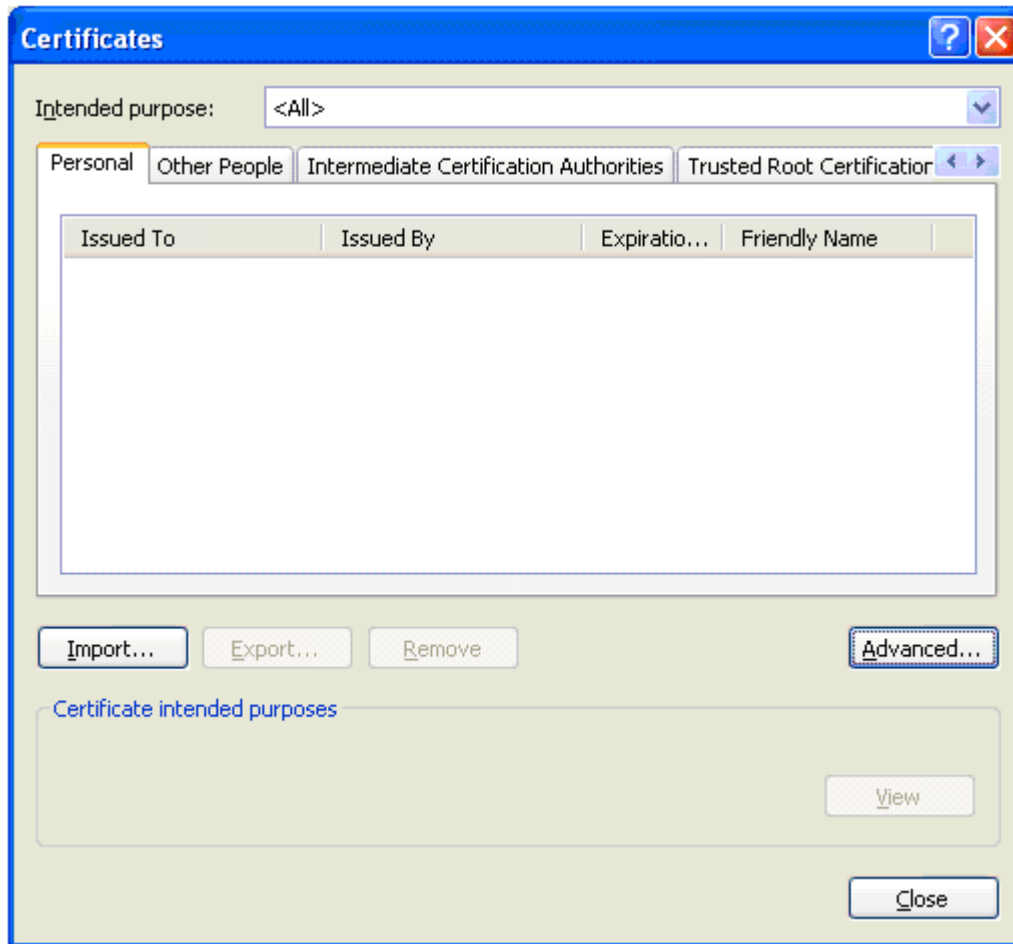
Complete the following steps for each workstation (stand-alone, server, and client) that will be utilizing the Deluxe feature.

1. In Internet Explorer, open the **Tools** menu and select **Internet Options...**

2. Click the **Content** tab, then click the **Certificates...** button in the *Certificates* frame.

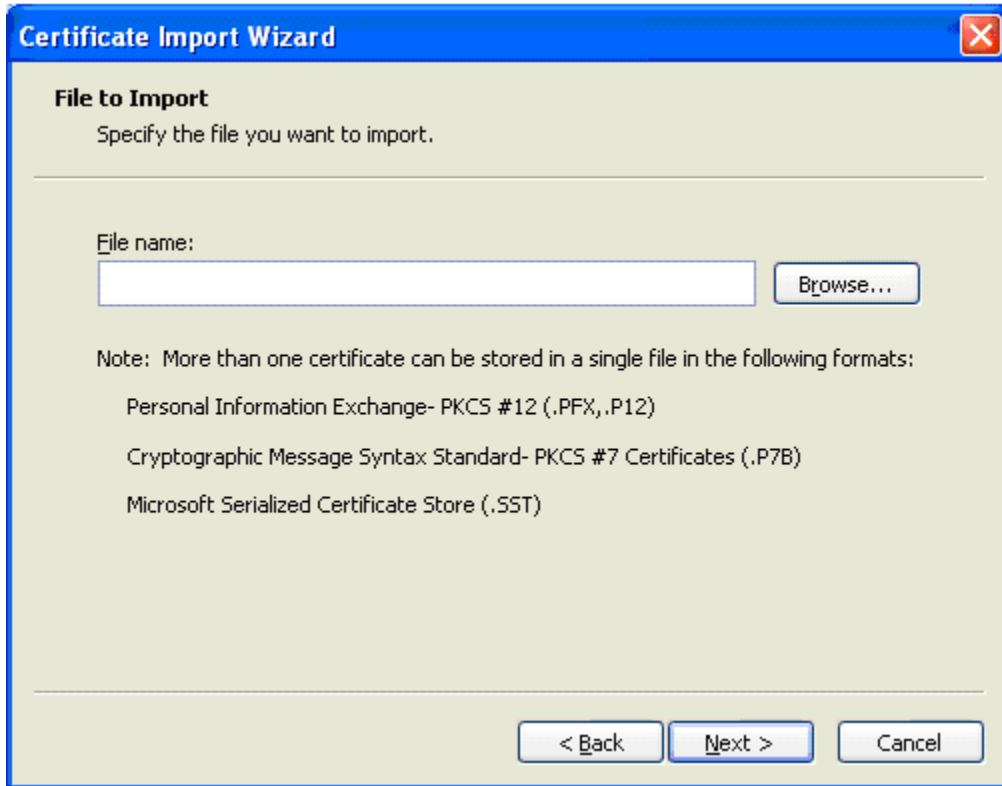


3. Click the **Import...** button.

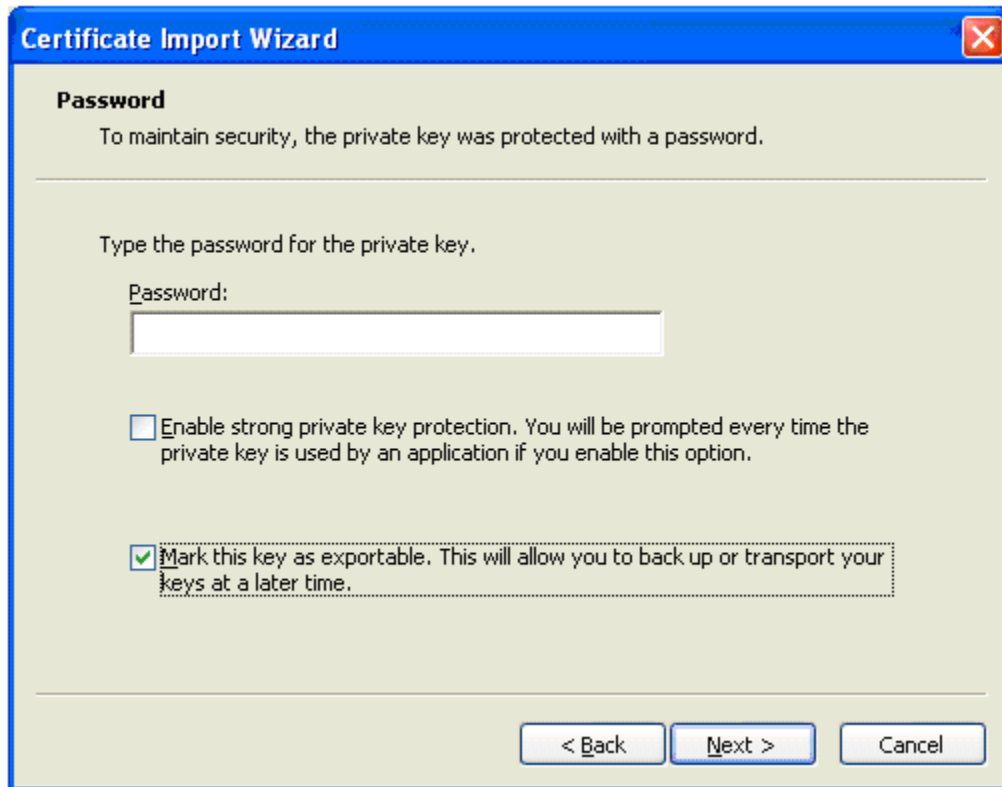


4. The Export Wizard will appear. Click **Next >** to continue with the Wizard.

5. Click **Browse...**, navigate to the directory where the digital certificate resides, as saved in Step 8 of the Export procedure above. In the **Files of type:** list box, select **Personal Information Exchange (\*.pfx;\*.p12)**, then select the certificate to import and click **Open**. Click **Next >**.

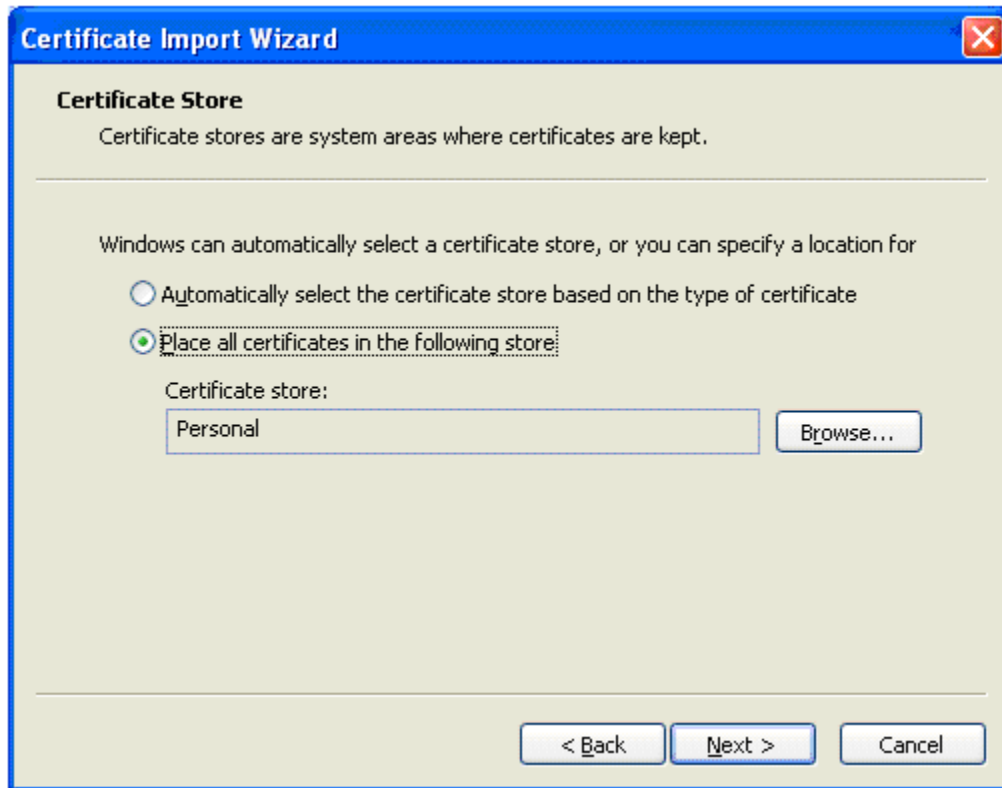


6. Check the **Mark this key as exportable...** check box, then enter in the password assigned in Step 7 or the Export procedure above. Click **Next >**.



The image shows a Windows dialog box titled "Certificate Import Wizard" with a red 'X' close button in the top right corner. The dialog has a light beige background and a blue title bar. The main content area is titled "Password" and contains the following text: "To maintain security, the private key was protected with a password." Below this is a horizontal line, followed by the instruction "Type the password for the private key." and a label "Password:" next to an empty text input field. There are two checkboxes below the input field. The first checkbox is unchecked and is followed by the text "Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option." The second checkbox is checked and is followed by the text "Mark this key as exportable. This will allow you to back up or transport your keys at a later time." At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

7. Select **Place all certificates in the following store** and click **Next >**.



8. Click **Finish**, **OK**, and **Close** to complete the import process and have the imported digital certificate appear as an issued certificate within the **Personal** tab.
9. Click **Close** and **OK** to close out as needed.

# Final Notes

New versions of ARTA Deposit, incorporating new changes and capabilities, are regularly produced as part of our continuing service. We strongly recommend that you install all updates immediately to verify that your program is operating with the most current functions and features.

Reasonable efforts were made to ensure that the information in this documentation is complete and accurate at the time of printing. We invite you to visit our Software Support Web site for the latest and most current documentation, downloads, and technical support information.

# How to Contact Us

## Support Web Site

Visit our Software Support Web site for documentation downloads, frequently asked questions, training, or support information at the following location:

<http://support.wolterskluwerfs.com>

We believe you will find this to be a valuable and convenient source of support information as well as links to beneficial industry sites.

## Downloading

To access the documentation as noted above and in the installation, go to our Software Support Web site, <http://support.wolterskluwerfs.com>. Select **Documentation** in the upper menu. Enter your login ID and password. If you are new to this site, register for a login ID and password. Once you are logged in, follow the links for ARTA Deposit Documentation.

## Internet

Also you can visit us on the Web at [www.WoltersKluwerFS.com](http://www.WoltersKluwerFS.com).

## E-Mail

E-mail questions or issues to: [artadepositsup@wolterskluwerfs.com](mailto:artadepositsup@wolterskluwerfs.com)

## Call

You can telephone our SupportLine technicians at 1-800-274-2711, ext. 124039. Our support staff is available Monday through Friday, 7 A.M. to 7 P.M. CST. Voice mail operates continually, allowing you to leave us a message after hours and on weekends.

To help us handle your question as quickly as possible, have these items available before you call:

- product name and version number
- customer number
- operating system and version number; service pack numbers, if installed

## Fax

You may fax us at 800-860-0694.

## Write

If you prefer, write a letter detailing your question and send it to:

**SupportLine**

**Wolters Kluwer Financial Services, Inc.**

P.O. Box 1457

St. Cloud, MN 56301

## Additional SupportLine Services

We have always provided industry-leading support for our software products. Now we are providing even greater value with expanded support services beyond our standard application support. These services are outside your standard support agreement and there is an additional charge.

Listed below are some of the types of service issues that fall into this category, as they relate to your Wolters Kluwer Financial Services Software.

- Installation of software and/or software updates
- Operating system performance/tuning/maintenance
- Database related (backups, installations, configuration assistance)
- Windows XP server operating system support
- Network data backups
- Network connectivity/performance issues/security issues/permissions
- Terminal Services /Citrix Metaframe support

We understand your desire to turn to one support area for the answers to your questions. This fee-based support offering allows us to bring this added value to you without detracting from support services.

Our goal is to continue to offer the quality support of our software applications, while providing the additional services you expect from Wolters Kluwer Financial Services, Inc. To find out more, talk to a SupportLine Specialist.

# Appendix A: Software and Hardware Requirements

## Standalone and Client System Requirements

### Software Requirements

#### Operating Systems

- Microsoft Windows XP Professional SP2 (32-bit)
- Microsoft Windows Vista Business Edition (32-bit)
- Microsoft Windows Vista Enterprise Edition (32-bit)
- Windows 7 Professional (32-bit or 64 bit)

**NOTE:** For Client only, you can use either Microsoft Windows 2003 or Microsoft Windows 2008 Server Terminal Services with or without Citrix.

#### Components

##### *Standalone only*

- Microsoft SQL Server 2005 Express Edition
- Microsoft SQL Server 2008

##### *All of the following*

- Internet Explorer 6 or greater, with latest service pack installed

### Hardware Requirements

- 2.66 GHz Intel Pentium 4 Processor
- 512 MB RAM (minimum) 1 GB (recommended)
- CD ROM Drive
- Hard drive with ample free space for software installation (500 MB initial install, with an additional 50 MB free space for each added state. 4.0 GB free space for a full 51 jurisdiction install)
- Monitor/Video card capable of 800 x 600 pixel display resolution (minimum)

**NOTE:** To use Microsoft Windows Vista, the PC must be Windows Vista Capable.

## Printers

- PCL5 or PCL6 compatible laser printer (Example: HP 4000 Series, 8000 Series, and Lexmark Optra Series)
- Two programmable paper trays, one for letter size paper and one for legal size paper. ARTA Deposit does not require legal-size paper but may print disclosure documents on legal size paper. Due to the large variety of printers, environments and printer drivers, ARTA Deposit may have difficulty printing to a specified (non-default) paper tray. We recommend utilizing the Manual Feed paper tray if use of special paper is desired.
- Printer memory:
  - 8 MB installed for 300dpi resolution
  - 16 MB installed for 600dpi resolution
  - 32 MB installed for 1200dpi resolution

**NOTE:** Due to the large variety of printers available in the market today, we are unable to test our programs with every printer.

Printers that are NOT supported include, but not limited to: HP L Series, HP1000 Series, HP2000 Series, Okipage Series, Brother HL 1000 Series.

## Additional Notes

- These requirements are subject to change without notice. Refer to our Support Web site at <http://support.wolterskluwerfs.com> for the most current and complete list of requirements.
- A higher megahertz (MHz) processor and/or more random access memory (RAM) can increase performance of ARTA Deposit.
- These requirements are for ARTA Deposit only. Consult with your technical staff if you will be running additional applications, such as Microsoft Outlook, Microsoft Word, etc.
- A writable CD-ROM drive (CD-R/RW) will facilitate the data backup and restore process easily, though it is not required.

# Appendix B - Troubleshooting for Stand-alones

ARTA Deposit has five prerequisite software programs and several messages that may appear during the setup and installation process. This appendix includes the information for installing the prerequisites manually and troubleshooting messages received during setup and installation.

## Prerequisites

### Microsoft SQL Server Express

With Version 2011.2, the setup program will check for SQL Server Express Service Pack 1. If Service Pack 1 is not installed, the setup program will allow you to install Service Pack 2 directly.

## Setup/Installation Messages

### ARTA Deposit Installation Messages

Depending on your system's configuration, the following messages may appear during installation. Read the message carefully to determine what steps are needed to proceed.

#### Unable to Locate Software Support Web Site

This message may display after selecting to download either the release notes or the installation instructions on the first welcome screen in the ARTA Deposit Setup program. An Internet connection is required in order to access the web site and acquire these documents. Check for your Internet connection or if the server is temporarily unavailable.

#### Windows 95/Me Not Supported

If the setup program detects Windows 95 or Windows Me as the operating system, the setup will exit. ARTA Deposit can only be installed on operating systems noted under System Requirements.

#### Client Setup

The setup program does not allow for a client installation on a workstation previously set up as a stand-alone configuration. Uninstall the previous instance of ARTA Deposit, then begin the client installation to resolve this error.

#### Version Conflict

If the Setup program detects a newer version of ARTA Deposit already installed, a warning message will appear. Click **OK** to exit the setup.

### **MSXML 4.0 is Missing**

If MSXML has not been installed on your ARTA Deposit machine, you might receive the following error:

Automation server can't create object

Close down ARTA Deposit and install MSXML 4.0.

