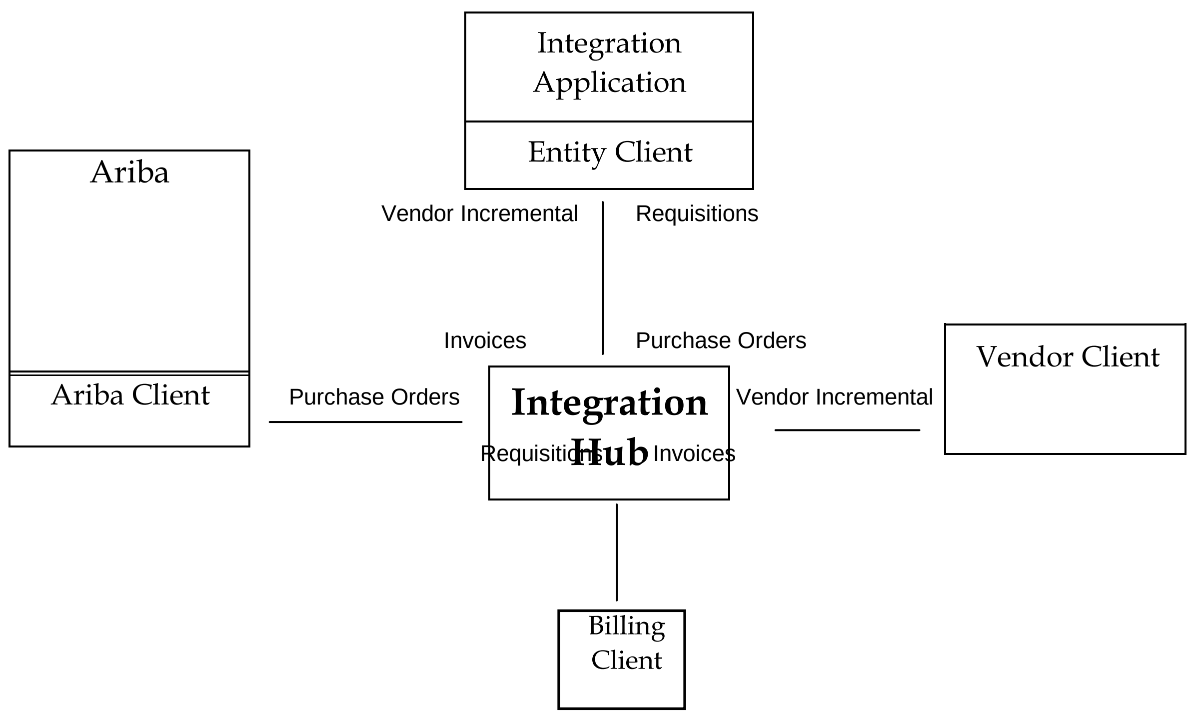
I. Entity Client Overview

The Entity Client is a component of a larger system that integrates the North Carolina EProcurement Service with an Entity's financial system. The Entity Client is a java application that runs as a service on a Windows machine at each LEA Entity. The Entity Client passes requisitions, purchase orders, invoices, and vendors between E-Procurement and the Entity's financial system.

The following diagram describes the high-level architecture:



The Entity Client writes requisition and vendor gXml files to the native file system directory's Requisition/Inbox and the Vendor/Inbox respectively. The Entity Financial System reads the files from these inboxes and deletes each file when processing is complete. If the Entity Financial System cannot process a particular file, it may move the file to the corresponding error directory. The Entity Integration Client does not read or write to the Requisition/Error or the Vendor/Error directories.

The Entity Financial System writes messages to the Order/Outbox and the Invoice/Outbox on the native file system. The Entity Client checks these directories once a minute for files. When a file appears, the Entity Integration Client sends the contents to the Integration Hub and deletes the file. If the file does not validate to the gXml standard, the file is moved to the corresponding errorbox.

II. Installing the Entity Client

The following instructions outline the steps that need to be taken to in order to install the Entity Client. The steps will cover the following:

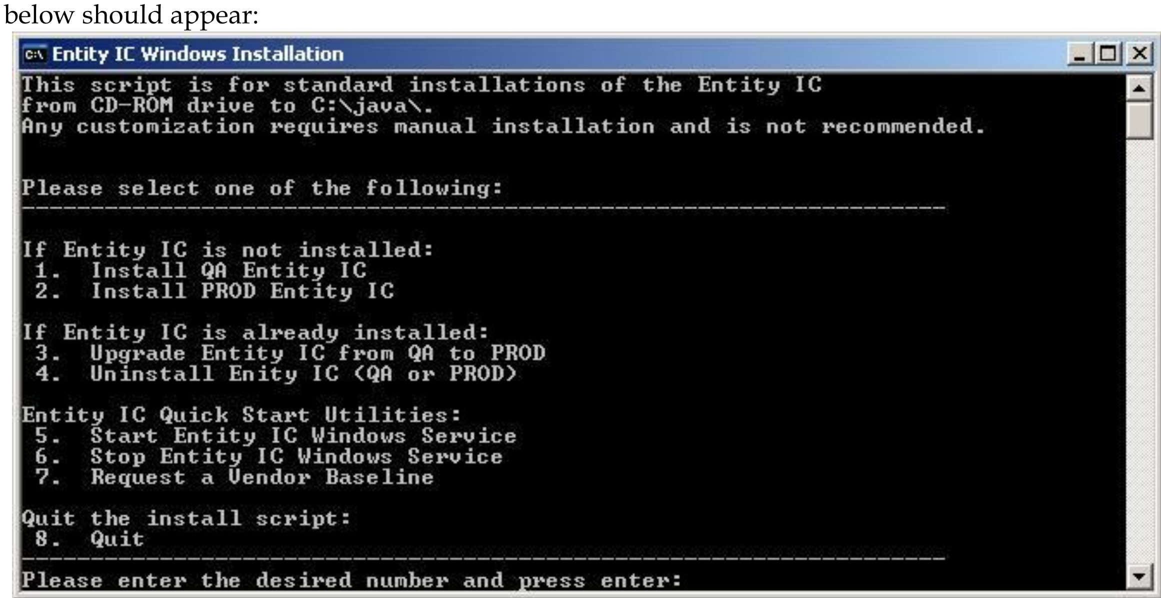
- Installing the Entity Client using the CD
- Creating a Windows user to run the Entity Client service
- Assigning the Windows user to the Entity Client service
- Starting the Entity Client service
- Requesting the vendor baseline

These instructions assume the following:

- The share on the AS/400 is called 'messages'
- A user on the AS/400 has already been set up for this integration

Installing the Entity Client using the CD:

1. Place the installation CD into the CD-ROM drive.
2. Using Windows Explorer, run install.bat. To do this, open a Windows Explorer window and navigate to the CD-ROM drive (usually D: drive). After opening the CD-ROM drive, double click on the "install.bat" file. After you double click on the file, the window below should appear:



3. Select the Install for destination environment. Select 1, since this will be a production (PROD) installation. After making the selection, press enter. The installation script will attempt to install the EntityIC, initialize the client and register the program as a Windows Service. When the installation is complete, the main menu will appear.

Once the Entity Client installation is complete, a Windows user will need to be created. Create a new Windows user using the same username and password of the user created earlier on the AS/400 by completing the following steps:

1. Go to the desktop of the computer.
2. Alternate click on My Computer and select "Manage"
3. On the left-hand side expand "Users and Administrative Groups"
4. Alternate-click on Users and select "New."
5. Create the user with the same user name and password as the user created on the AS/400.
6. Uncheck the "User must change password at next logon" box.
7. Check the "Password never expires" box.

Once the user has been created, set the Windows Service to run under the newly created Windows user:

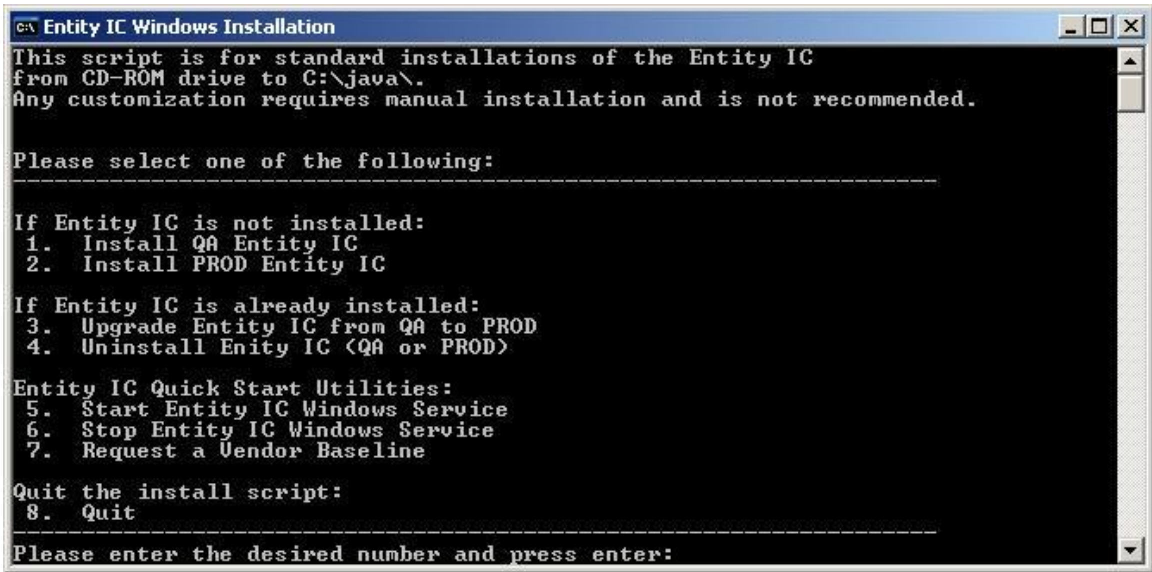
1. Go to the desktop of the computer.
2. Alternate-click on My Computer and select "Manage."
3. Double-click on the Services and Applications category on the left-hand side.
4. Double-click on the Services category on the left-hand side.
5. Alternate-click on the EntityIC service located on the right-hand side and select "Properties."
6. Select the 'Log On tab'. Select the tab that says 'Log On' and select the radio button next to 'This account:"
7. Enter Username and password. Enter the newly created account and password. Press Ok.

Now that a user is assigned to the service, start the Windows Service:

1. Alternate-click on My Computer and select "Manage."
2. Double-click on the Services and Applications category on the left-hand side.
3. Double-click on the Services category on the left-hand side.
4. Highlight the EntityIC service located on the right-hand side.'
5. Press the Play button at the top of the screen, or alternate-click on the EntityIC Service and select "Start."

A baseline request needs to be sent when first installing the Entity Client. This process will move all the vendors to the Entity Financial System.

1. Place the Installation CD into CD-ROM drive.
2. Using Windows Explorer, run install.bat. Open a Windows Explorer window and navigate to the CD-ROM drive (usually D: drive). After opening the CD-ROM drive, double click on the "install.bat" file. After you double click on the file, the window below should appear:



3. Select "Request a Vendor Baseline" by selecting option 7 and press enter. The installation CD contains a full vendor baseline.
4. Press y and enter when asked "There is a local baseline on CD. Load this local copy?" This process may take up to 45 minutes.

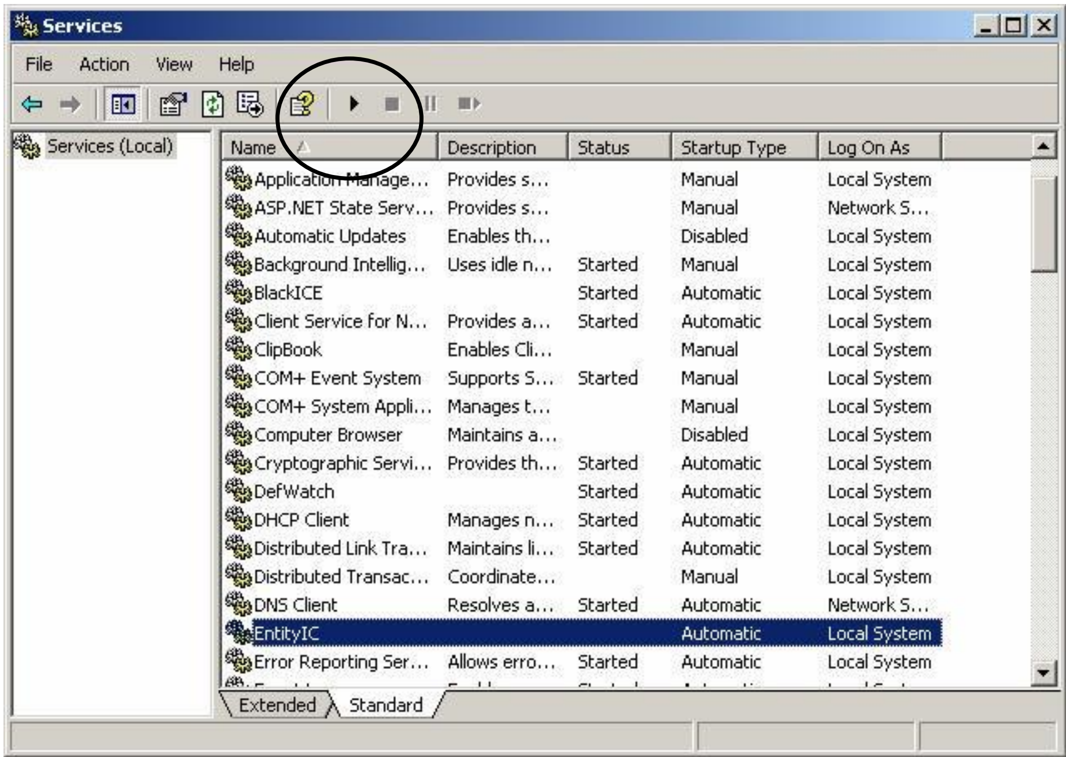
III. Maintaining the Entity Client

Once the Entity Client has been installed, there should be little maintenance by the System Administrator. However, there will be times when the System Administrator will be requested to perform some actions on the Entity Client. The following are the types of requests that the System Administrator may get concerning the Entity Client:

- Starting the Entity Client
- Stopping the Entity Client
- Requesting a partial baseline
- Sending logs to the North Carolina E-Procurement Team

To start the Entity Client:

1. Go to the desktop of the computer.
2. Alternate-click on My Computer and select "Manage."
3. Double-click on the Services and Applications category on the left-hand side.
4. Double-click on the Services category on the left-hand side.
5. Highlight the EntityIC service located on the right-hand side.'
6. Press the play button at the top of the screen.



To stop the Windows Service:

1. Go to the desktop of the computer.
2. Alternate-click on My Computer and select "Manage."
3. Double-click on the Services and Applications category on the left-hand side.
4. Double-click on the Services category on the left-hand side.
5. Highlight the EntityIC service located on the right-hand side.
6. Select the "EntityIC" service from the list of services.
7. Press the "Stop" button to start the service. Allow a few seconds for the Entity Client service to stop completely.

To request a vendor baseline (full or partial):

1. Place the Installation CD into CD-ROM drive.
2. Using Windows Explorer, run install.bat. Open a Windows Explorer window navigate to the CD-ROM drive (usually D: drive). After opening the CD-ROM drive, double click on the "install.bat" file. After you double click on the file, the window below should appear:
3. Select "Request a Vendor Baseline" by selecting option 7 and press enter. The installation CD contains a full vendor baseline.
4. If a full baseline is needed, press y and enter when asked "There is a local baseline on CD. Load this local copy?" This process may take up to 45 minutes.

5. If a partial baseline is needed, press n and enter the date for the partial baseline. This request will be processed that evening.

To send logs to the E-Procurement team:

1. Go to the desktop of the computer.
2. Alternate-click on My Computer and select "Explore."
3. Navigate to the C:\java\hubclient\logs folder.
4. Inside this folder will be several logs (iclient.log, iclient.log.1, iclient.log.2, etc). The EProcurement team will specify which of these logs will need to be sent.

IV. NC@YourService Helpdesk

If you have questions about the Entity Client please call the NC@YourService Helpdesk at 888211-7440 (7:30 am - 5:00 pm, weekdays).