



# Deposit Accounts Electronic Book

## Installation Instructions and User's Guide

October 2019

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# Introduction

## Overview

Welcome to Wolters Kluwer, Inc. *Deposit Accounts Electronic Book*. This electronic resource is designed to give you a working understanding of federal laws that affect the opening and operation of deposit and share accounts.

The *Deposit Accounts Electronic Book* can be used as a tool to create awareness and understanding of regulations, research deposit-related questions and issues, disseminate information, and train employees. It is a valuable resource for compliance officers, new accounts personnel, and your legal counsel.

The *Deposit Accounts Electronic Book* was developed in the Microsoft Windows environment and provides point-and-click simplicity.

In addition to the initial Electronic Book, you will also receive annual updates. Each year the Administrators will receive an email informing them of the new release on the Product Download Site along with a summary of the changes in a Release Notes document.

The following steps suggest an approach to using the *Deposit Accounts Electronic Book* for the first time:

- Read this User's Guide to familiarize you with the installation process and the program.
- Install the program on your computer.
- Select the BSI program group, and then run the *Deposit Accounts Electronic Book* by clicking on the Deposit Accounts Electronic Book icon.

# Installation Instructions

It is important that you are familiar with the information in this chapter before you install the *Deposit Accounts Electronic Book* software. This chapter contains information and pre-installation considerations you should take into account to help ensure a successful installation.

## Before You Begin

The software is distributed in a compressed format, which means you must follow the installation procedure to properly expand the files and load them on your hard drive or network drive.

The installation program installs files from the Product Download Site quickly and easily. You are guided through the entire process by on-screen instructions.

## System Requirements

Review these minimum requirements to ensure your computer meets the necessary configuration.

### Stand-Alone Implementation

#### Minimum Operating System

- Windows 7 Professional (32-bit or 64-bit)
- Windows 8.1 Professional (32-bit or 64-bit)
- Windows 10 (32-bit or 64-bit)

#### Processor

- 500 MHz minimum

#### RAM

- 512 MB minimum

#### Hard-Disk Space

- 120 MB minimum

#### Internet

- Internet Explorer 11 or later

#### Monitor

- VGA Color, 800x600 resolution (minimum)

## Printer

- Compatible Ink Jet or Laser

## Network Implementation

### Operating System

- Windows Server 2008 (32-bit or 64-bit)
- Windows Server 2012 (32-bit or 64-bit)

### Hard-Disk Space

- 120 MB minimum

### Printers

- Printers supported by Microsoft Windows Server 2008 and 2012.

## Operating Systems Information

### Operating Systems not supported

The following operating systems are not supported for use with any Wolters Kluwer software program.

- Windows 7 Home Edition
- Microsoft Small Business Server

Visit the Microsoft Web site <http://www.microsoft.com> or your hardware vendor for information on upgrading to a new operating system.

## Installation Considerations

### Disk Space Errors

It is important to avoid disk space errors by ensuring your computer has enough free disk space on your hard disk. Once the installation procedure has been initiated, the program will check to ensure enough disk space is available to complete the installation.

If a disk is full and you try to run Setup to install, you will see an error window indicating the cause of the error.

- You must free up 120 MB of disk space before trying to install again.

### Quitting the Installation Process before Completion

You may quit the installation process at any time by pressing **ESC** or clicking the **Cancel** option from the Installation screen. However, all entered data will be lost.

**NOTE:** If you quit the installation process before it has completed, you must reinstall the software from the beginning.

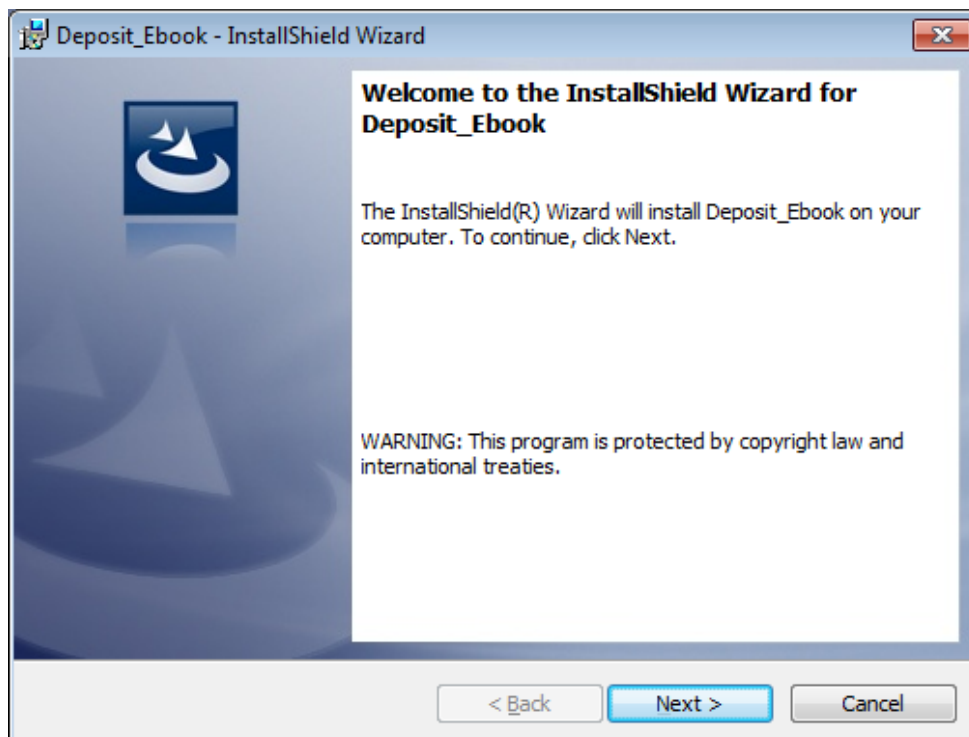
## Installing the Deposit Electronic Book

You will help ensure the success of your installation by following each of the steps listed below.

1. Quit all programs that may be open. We also recommend disabling any virus protection software that may be running (virus scanners can interfere with the installation process). The following steps assume that only Windows is running.
2. Copy the Deposit Account Manual ISO file you downloaded from the Wolters Kluwer Product Download Site to your stand-alone computer.
3. Double-click the ISO file to mount it. You can also right-click and choose **Mount** from the context menu.

**Note:** Windows 7 and Windows Server 2008 32-bit do not contain native tools for viewing or mounting an ISO file. You will need to use your in-house tools or seek a third-party solution.

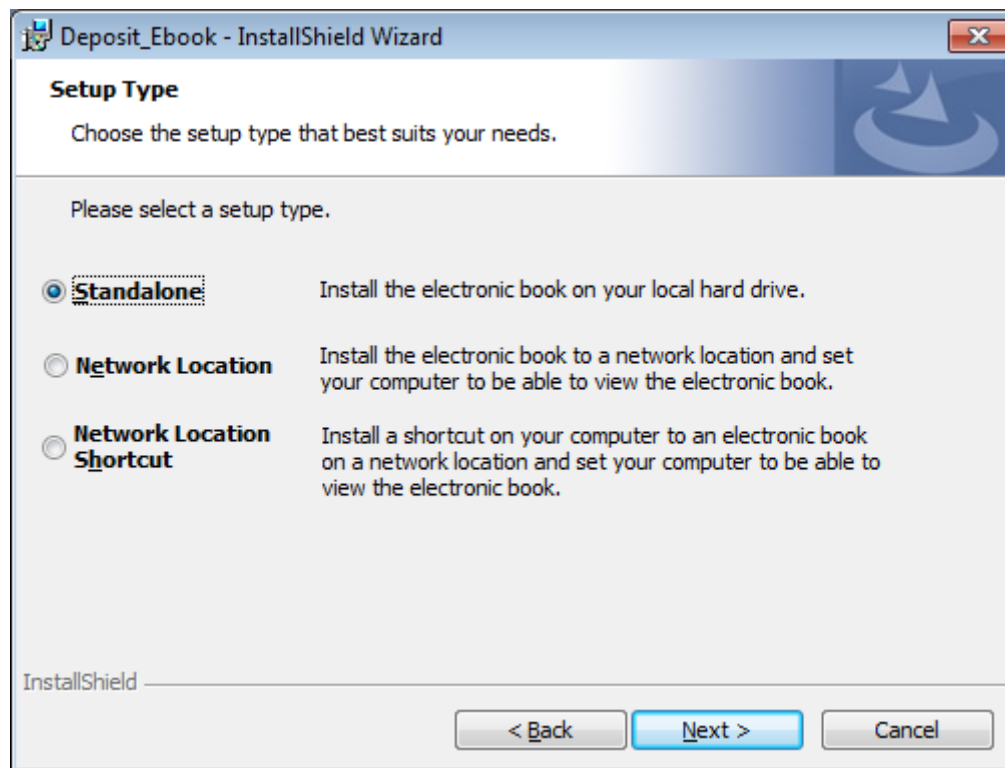
4. Locate and double-click the **Setup.exe** file. The InstallShield Wizard starts the installation process.
5. The *Welcome* screen appears. Click **Next** to continue.



## 6. Setup Type

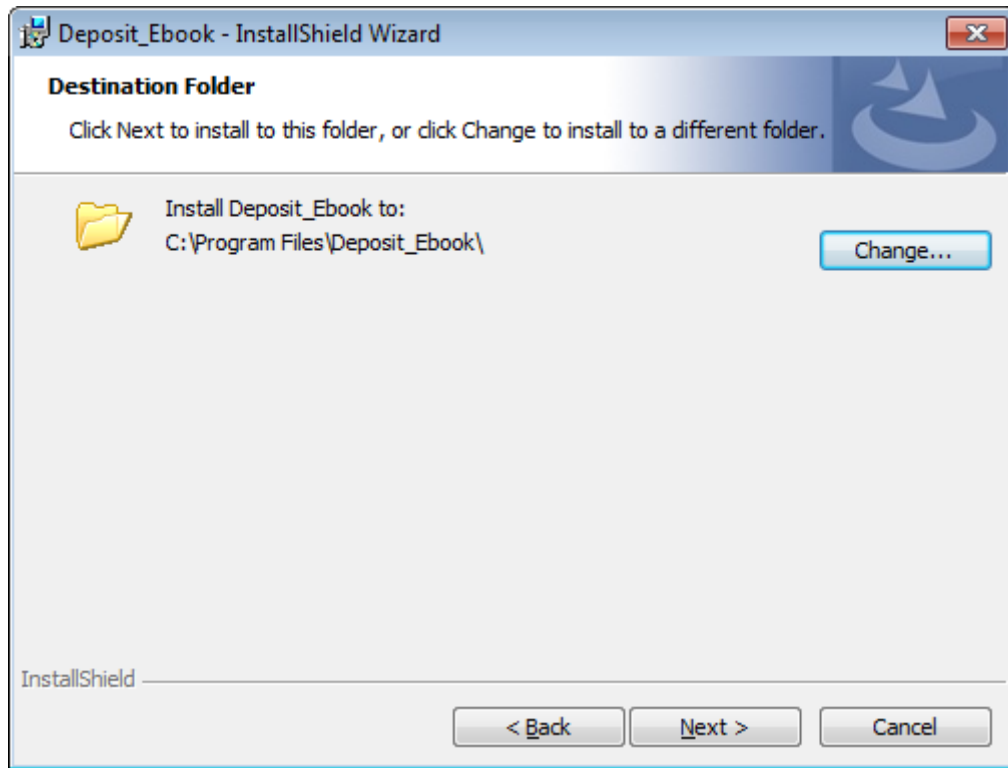
- a. Select **Standalone** to install to your local hard drive. These instructions assume that your hard drive is C. If your drives are designated differently, substitute the appropriate drive designations.
- b. Select **Network Location** to install to a network. This option allows a System Administrator to install the Deposit Electronic Book to a network location and install the product to the computer that the setup.exe is being run from. The setup.exe is also copied to this network location and the system administrator can ask users to run the setup.exe file that is copied to this network location. Users will select the "Network Location Shortcut" option to install shortcuts on their system and make the electronic book accessible on their local workstation.

Click **Next** to continue.

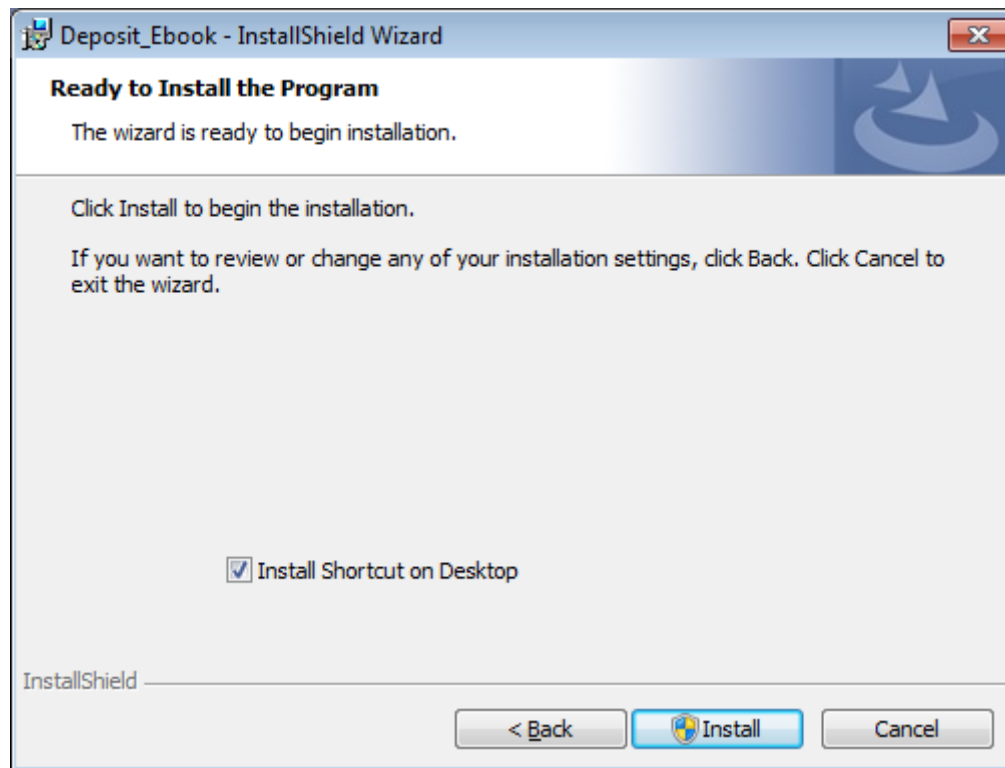


**NOTE:** The **Back** button can be used throughout the installation to return to a previous installation screen.

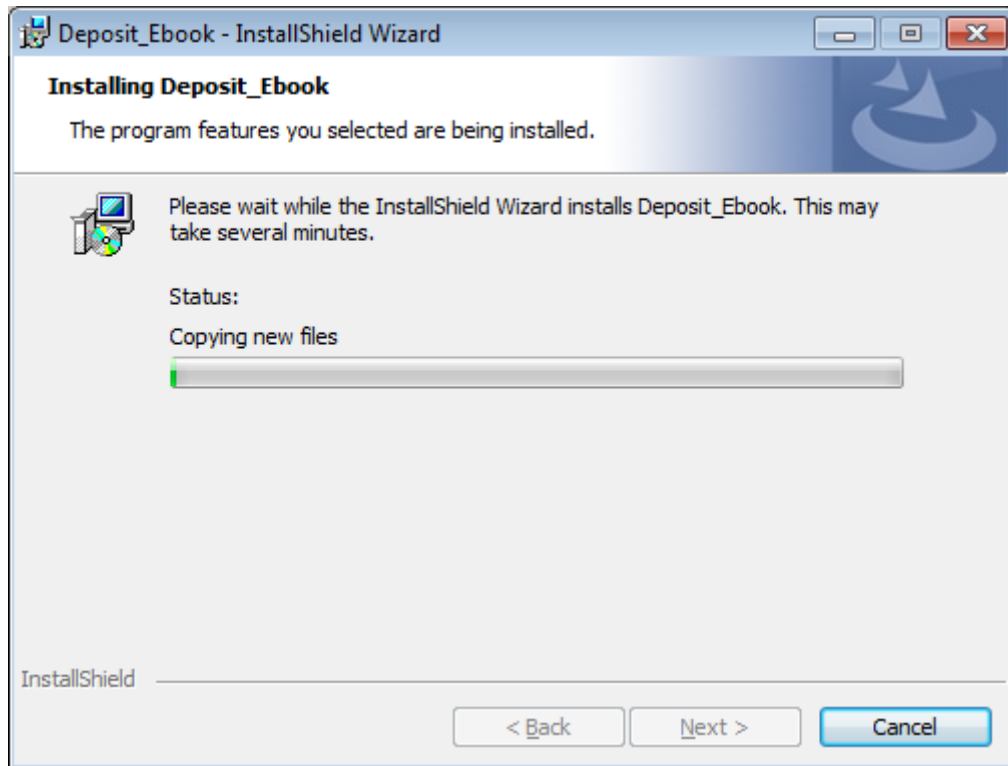
7. **Destination Location** - Select the drive and directory location where the software will be installed. Click **Next** to move to the next installation screen.



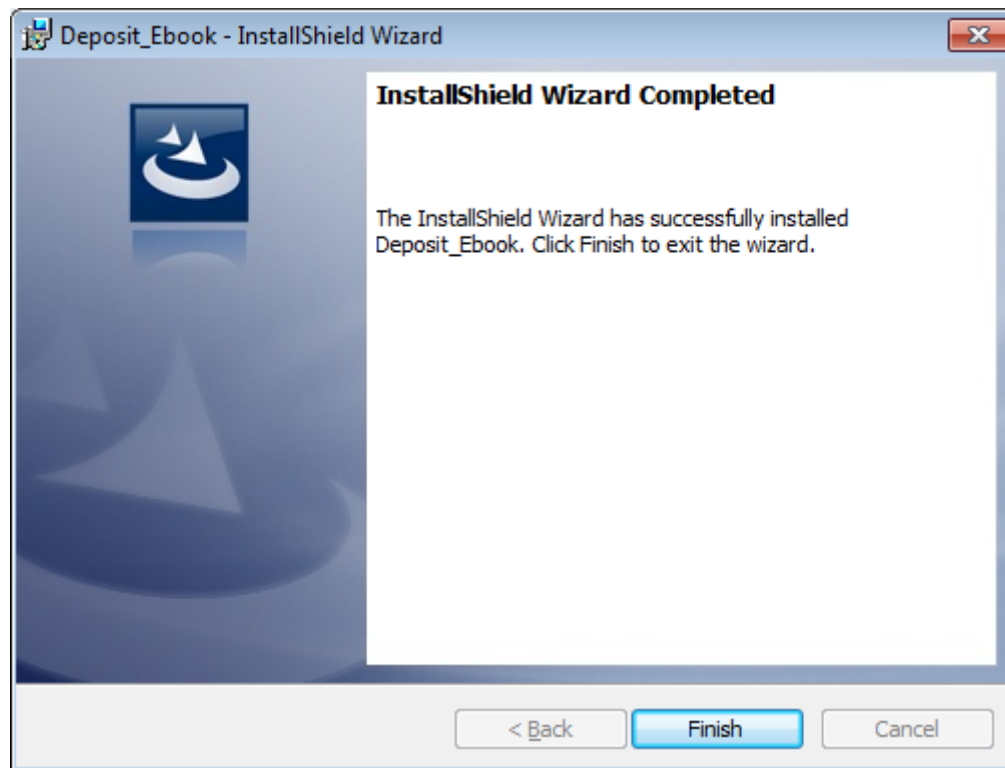
8. Ready to Install the Program - Click **Install** to begin the installation.



9. Installing Deposit\_EBook - The initialization and expansion procedures will continue.



10. **InstallShield Wizard Complete** - A status screen indicates the installation is complete. Click **Finish** to exit the process.



## Installing as a Network Location Shortcut

This procedure explains how to install a shortcut on your computer to the Deposit Electronic Book that has been installed on a network location by another user (System Administrator).

Note the following:

- The setup.exe file can be run from the network location where another user (system administrator) has previously installed the network version of the electronic book.
- 1. Quit all programs that may be open. We also recommend disabling any virus protection software that may be running (virus scanners can interfere with the installation process). The following steps assume that only Windows is running.

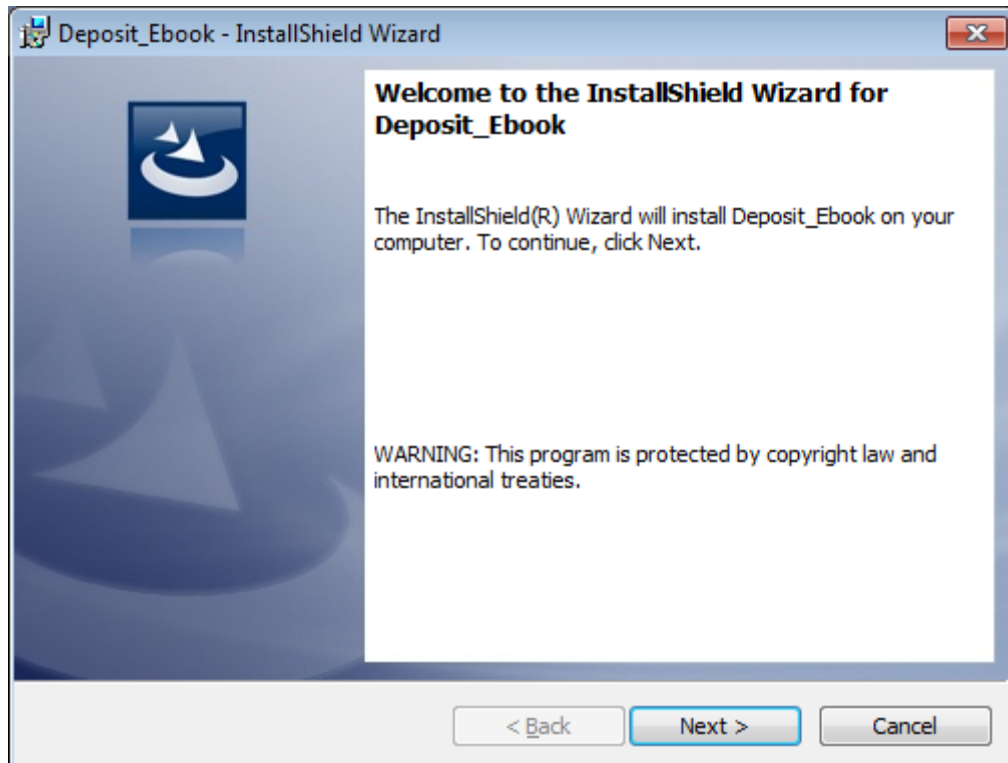
**NOTE:** These instructions assume that your hard drive is C. If your drives are designated differently, substitute the appropriate drive designations.

2. Copy the Deposit Account Manual ISO file you downloaded from the Wolters Kluwer Product Download Site to your stand-alone computer.

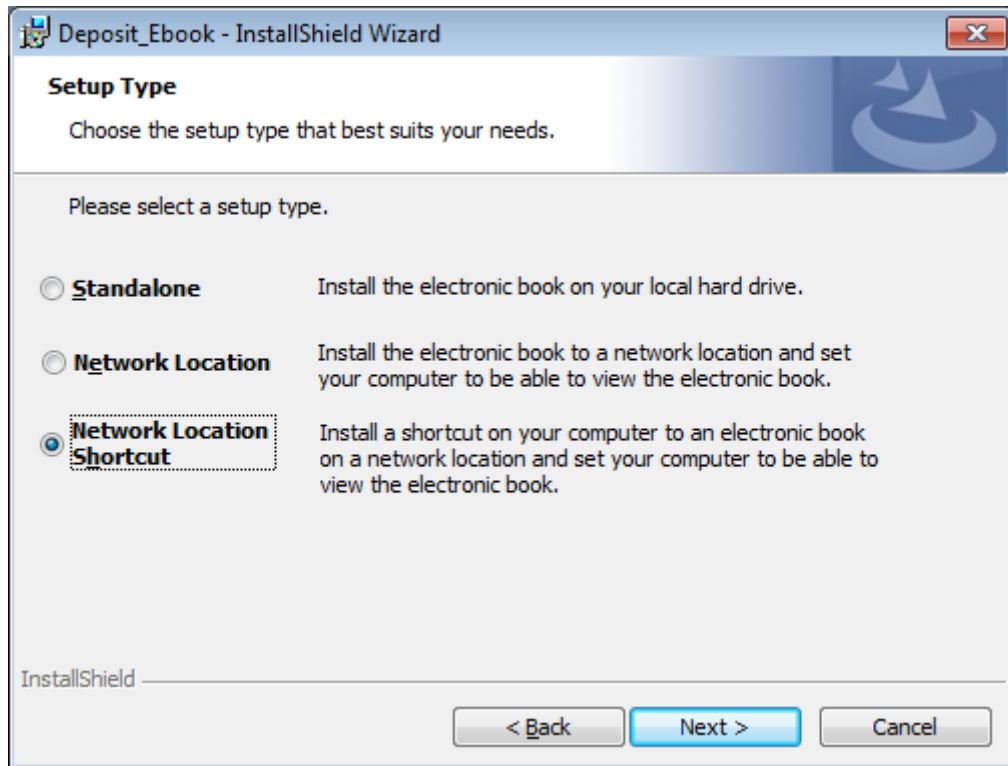
3. Double-click the ISO file to mount it. You can also right-click and choose **Mount** from the context menu.

**Note:** Windows 7 and Windows Server 2008 32-bit do not contain native tools for viewing or mounting an ISO file. You will need to use your in-house tools or seek a third-party solution.

4. Locate and double-click the **Setup.exe** file. The InstallShield Wizard starts the installation process.
5. The *Welcome* screen appears with instructions on what you need to do before you begin the installation process. Click **Next** to continue.

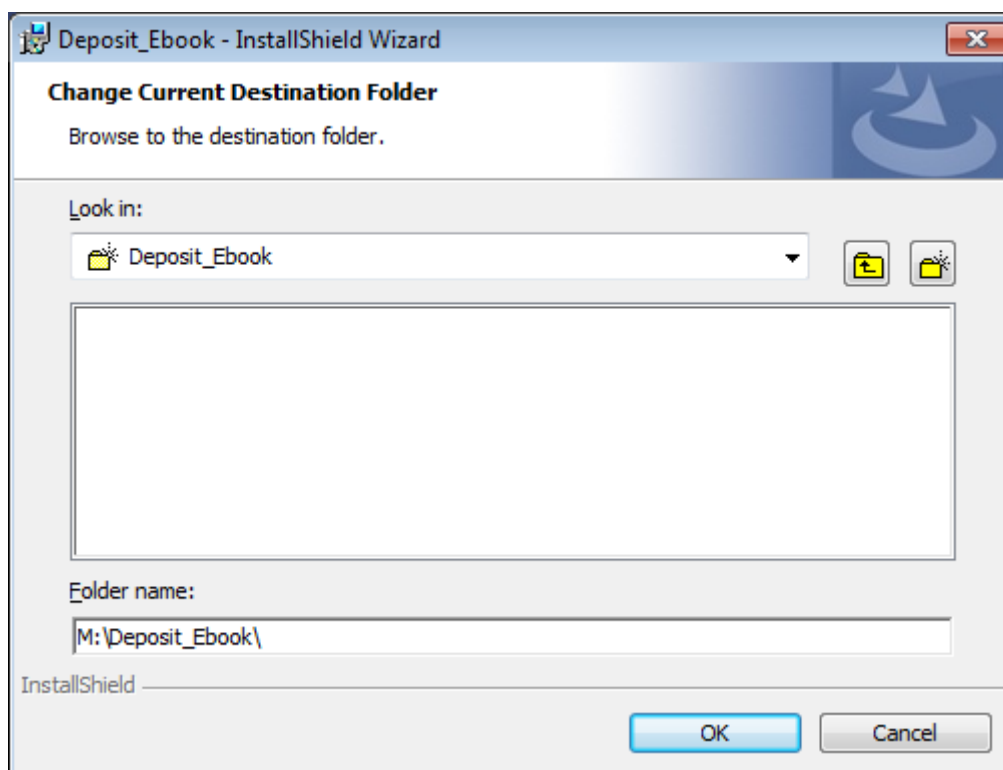


6. **Setup Type** - Select **Network Location Shortcut** from the available installation types. Click **Next** to continue.

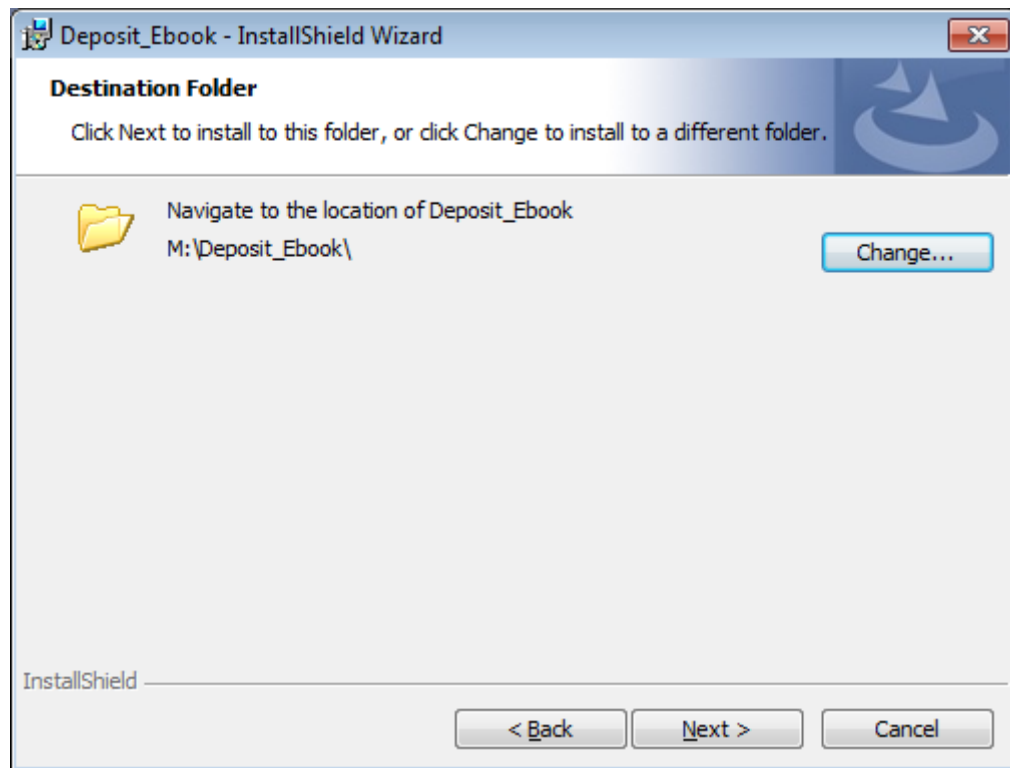


**NOTE:** The **Back** button can be used throughout the installation to return to a previous installation screen.

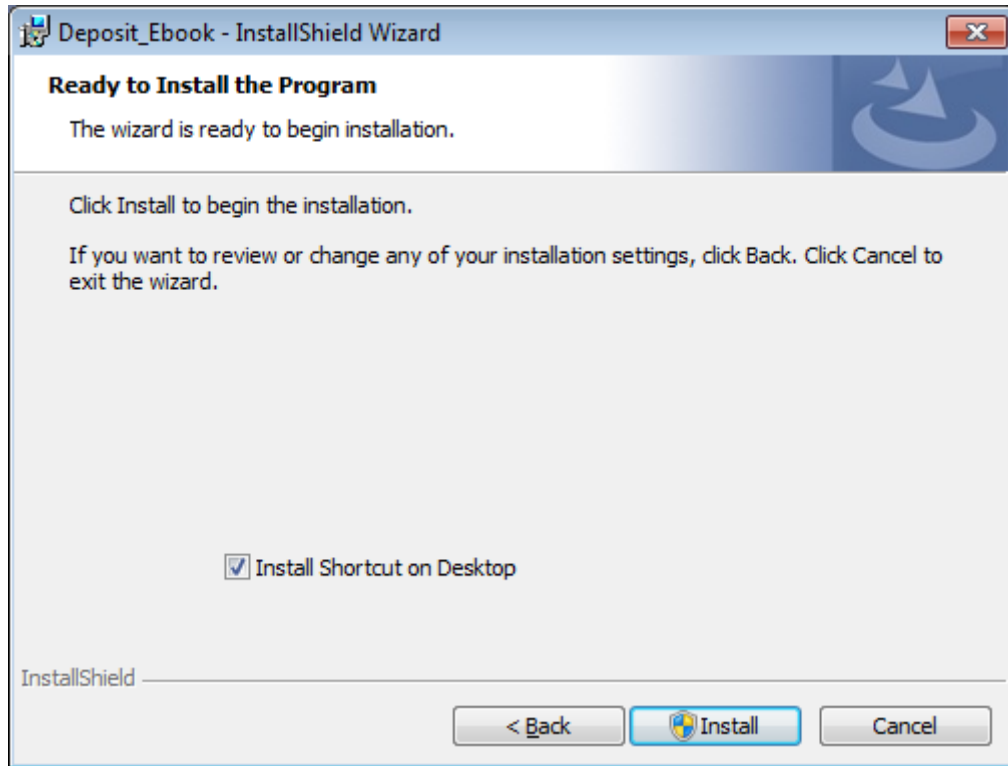
7. **Destination Location** - Click **Change** and browse to the directory location where the software is installed (e.g. [\\servername\Deposit\\_Ebook](#) or mapped drive).



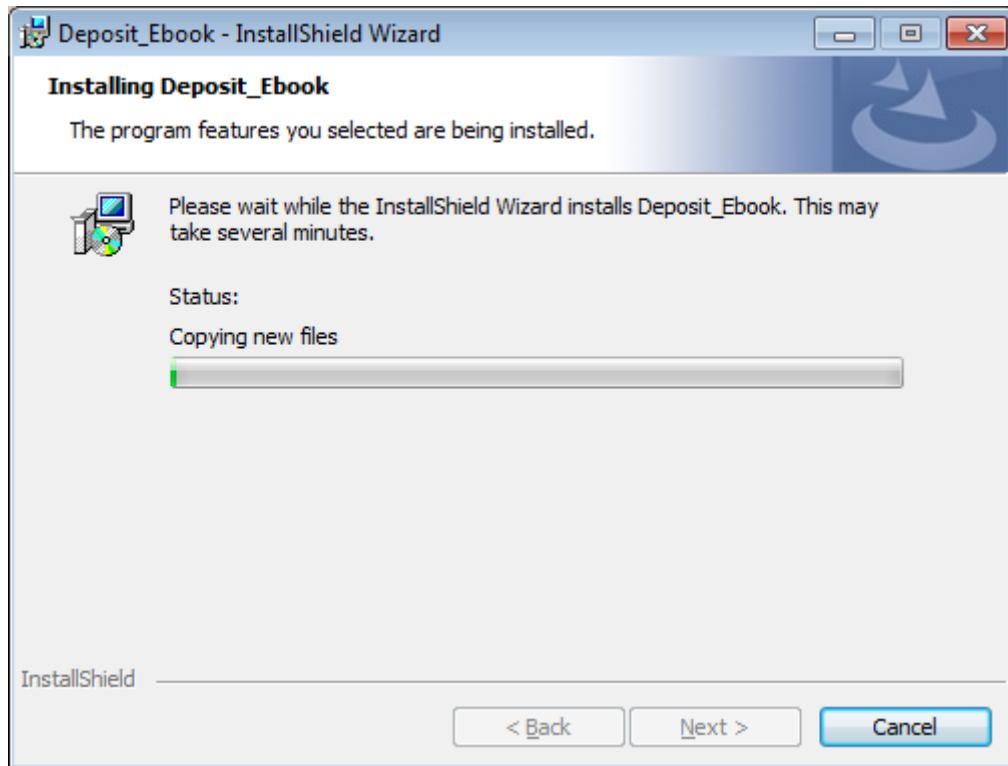
8. Click OK to return to the Destination Location screen.



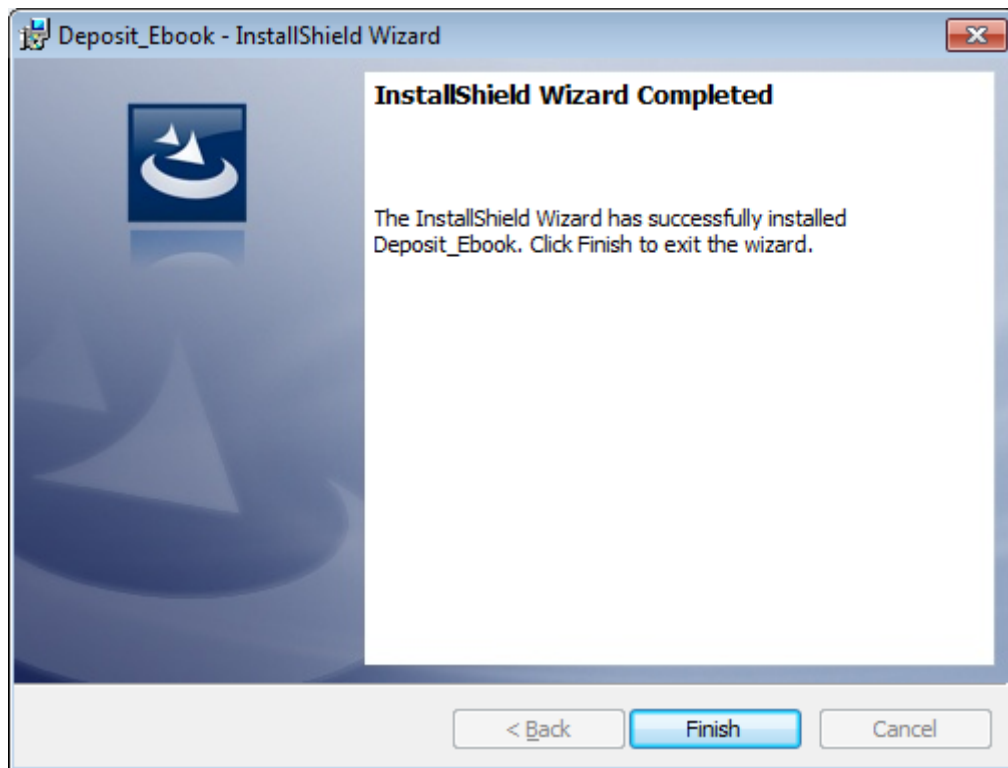
9. Click **Next** to move to the next installation screen.
10. **Ready to Install the Program** - Click **Install** to begin the installation.



11. Installing Deposit\_EBook - The initialization and expansion procedures will continue.

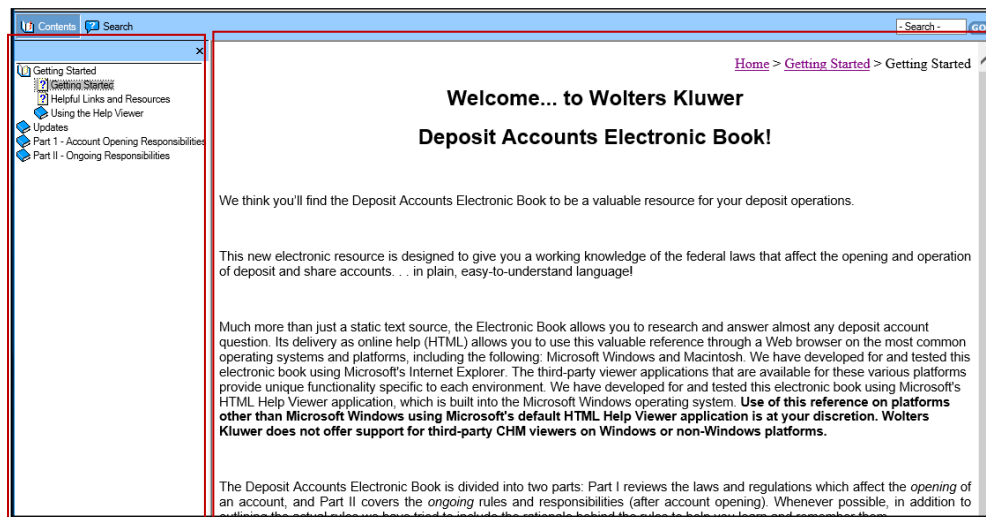


12. InstallShield Wizard Complete - A status screen indicates the installation is complete. Click **Finish** to exit the process.



# User's Guide - Deposit Accounts Electronic Book

## Welcome



Navigation Pane

Contents Pane

When you open the *Deposit Accounts Electronic Book*, you will be taken to the main screen where you should see two panes; the **Navigation** pane (with the table of contents) on the left, and the **Viewing** pane (with the content and text) on the right.

If the Navigation pane does not display right away, press **F5** and allow the Active X controls.

## Navigation Pane

The Navigation pane is the left pane in the eBooks window and has two options for finding specific information:

- Contents
- Search

Each option is accessed by clicking the corresponding button above the Navigation pane.

## Contents

The contents of the Deposit Accounts Electronic Book are divided into four main books:

- **Getting Started** has some basic information on how to use the electronic book.
- **Update** has the release notes for the current release and two previous releases.
- **Part I - Account Opening Responsibilities** has several sections about the account opening process and responsibilities of financial organizations.
- **Part II - Ongoing Responsibilities** has several sections about the responsibilities financial organizations have to accounts and account owners after the initial account opening and throughout the account's cycle.

Each book can be expanded to view its contents simply by clicking on the book and title.

To view a specific topic, click on the title in the Navigation pane.

## Search

The Search function allows you to perform a basic search of topics consisting of desired words or phrases.

### To perform a full-text search

1. Click the **Search** button then type the word or phrase you want to find.
2. Click **Go** next to the search text box. A list of topics that include the text entered will display.
3. When reviewing your results, the first occurrence to match your search term will display first. You can scroll through the list of results by using the appropriate scroll bar or pressing the **PgDn** key.
4. Click the topic title to open it in the Contents pane.

### Search Syntax

The basic rules for formulating queries are as follows:

- Searches are not case-sensitive, so you can type your search in uppercase or lowercase characters.
- You can search for any combination of letters (a-z) and numbers (0-9).
- You cannot search for single letters (a, b, c, etc.) and the following reserved words: an, and, as, at, be, but, by, do, for, from, have, he, in, it, not, of, on, or, she, that, the, there, they, this, to, we, which, with, you.
- Punctuation marks such as the period (.), colon (:), semicolon (;), comma (,), and hyphen (-) are ignored during a search.

### Operators: AND, OR, NOT, and NEAR

The AND, OR, NOT, and NEAR operators allow you to refine your search. The following table shows how to use each of these operators.

Search For	Example	Results
Both terms in the same topic	compounding AND yield -or- compounding & yield	Topics containing both the words "compounding" and "yield."
Either term in a topic	compounding OR yield -or- compounding   yield	Topics containing either the word "yield" or the word "compounding."
The first term without the second term	compounding NOT yield -or- compounding ! yield	Topics containing the word "compounding," but not the word "yield."
Both terms in the same topic, close together	yield NEAR compounding	Topics containing the word "yield" within eight words of the word "compounding."

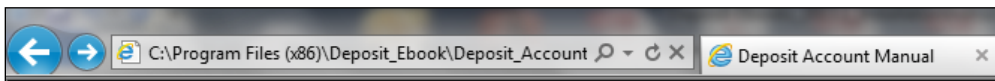
## Printing the current help topic

Display a topic in the Content pane and press Ctrl+P then click **Print**.

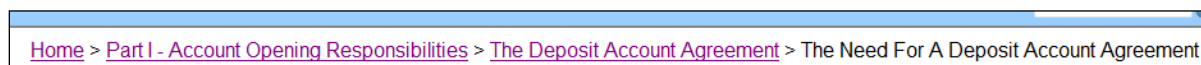
## Contents Pane

When a topic is selected for viewing, the content of that topic will display in the Contents pane.

You may use your Windows controls of the back and forward arrows to navigate to previous topics.



You may also go back to previous topics by selecting the breadcrumb topic in the top right corner of the Contents pane.



# Product Support

If you need technical support or have any questions about the content of the Deposit Accounts Electronic Book, contact SupportLine Monday through Friday from 7:00 a.m. to 7:00 p.m. Central Standard Time:

SupportLine

1-800-274-2711, extension 1124030

Email: [WKFSOnlineSupport@wolterskluwer.com](mailto:WKFSOnlineSupport@wolterskluwer.com)

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For easy reference in the future, you may want to record your **customer number** here:

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