

Checking in and Out

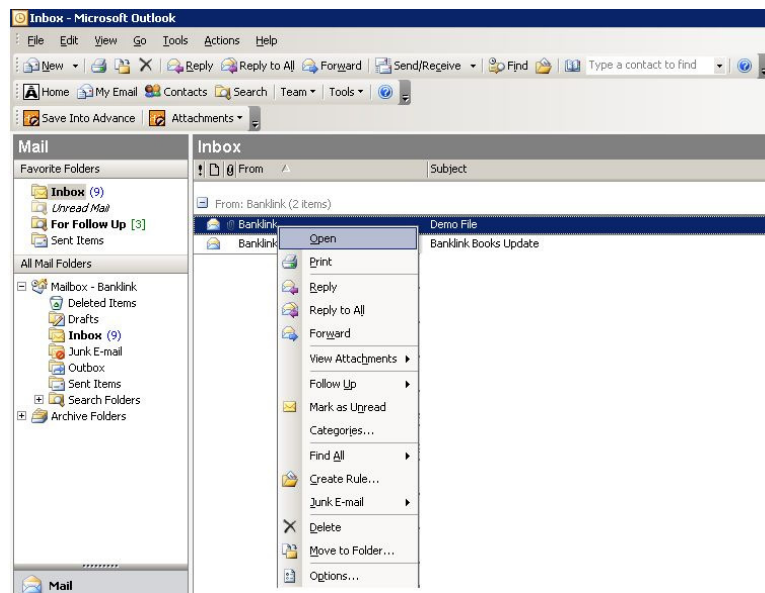
Important notes:

- You must send your Banklink file back to us monthly or two monthly, as we can't send you your new transactions if we have not received this.
- After you have sent Banklink back to us please make sure you have a read only file available. You will be able to tell when you open your Banklink file after you have sent it.

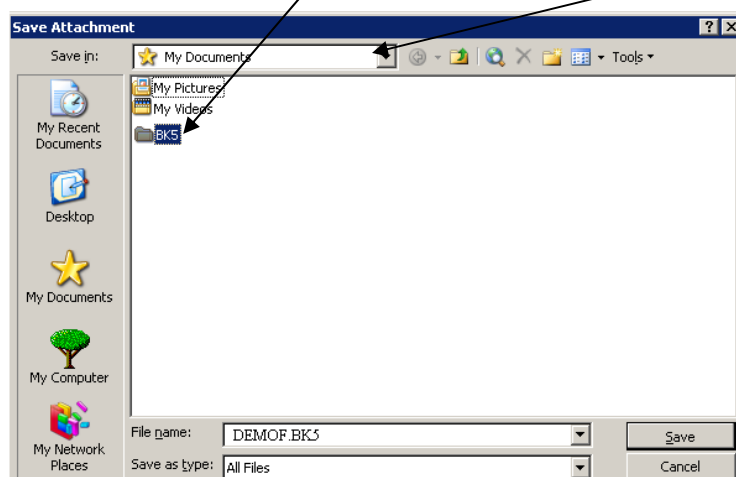
Checking Data In

Receiving transactions via email:

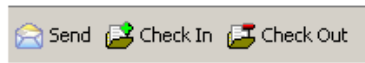
1. Open your email program and open the email from banklink@mmca.co.nz



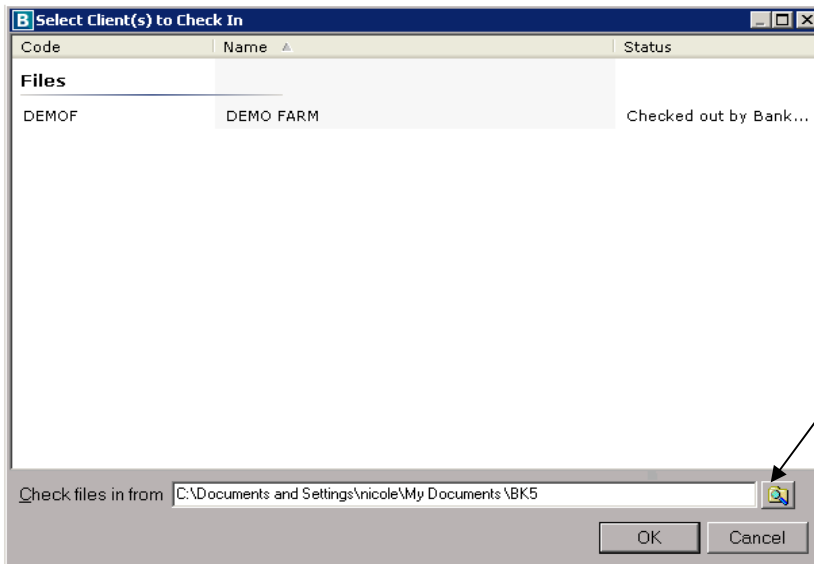
2. Once you have opened the email you will need to save the attachment by selecting "File" then "Save Attachments"
3. Save the attachment to the BK5/BankLink folder. You will find this in "My Documents" or on your desktop.



- Open the Banklink programme and click the “Check in” button located along the top of the screen.

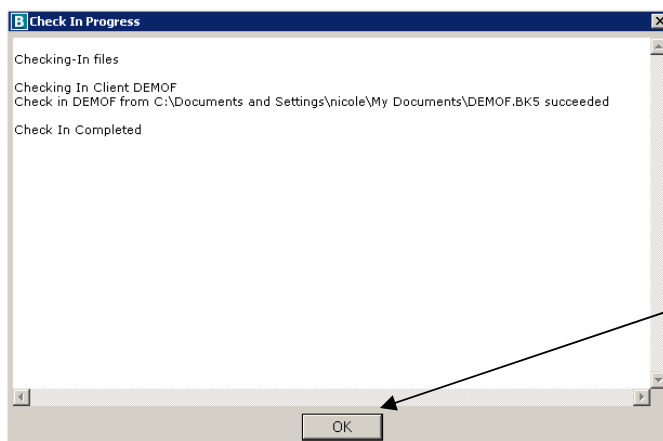


- The “select client(s) to check in” screen will now appear



If the “check files in from line” does not read identical to where you have saved the email attachment your file name will not appear in the screen. You can browse for the correct folder by clicking on the small button at the end of the line.

- Now that your file name is in the check in box you can highlight it (click on it) and then click the OK button.

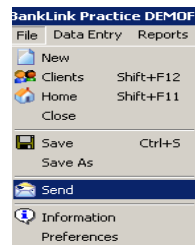


On the Check in Completed Screen Click on the OK button to complete the check in process.

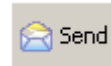
Checking Data Out for Clients Using non Web Based Mail (ie Outlook, Outlook Express, Windows Mail, Windows Live)

Checking Data out:

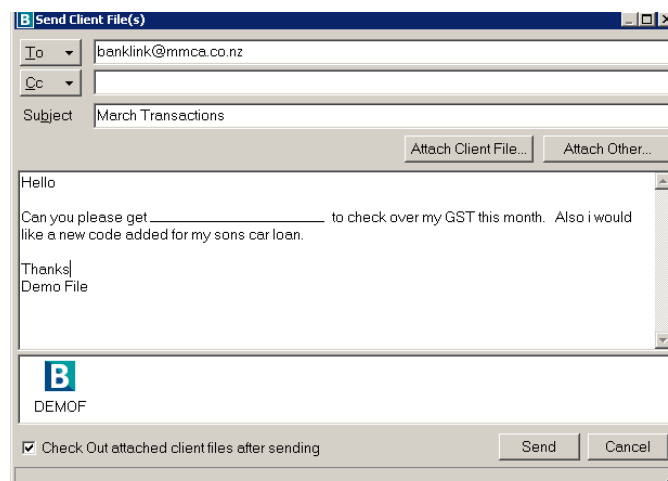
1. Open Banklink and make sure you are on the home page of the file you wish to send.
2. Click on the send button displayed next to the check in button (at the top of the screen).



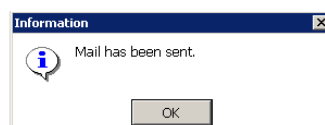
Or



3. Banklink will now display a send client file(s) window. The address to send the email to should automatically default to banklink@mmca.co.nz. You do not need to put a subject or message unless you want to have your file looked at or have a query.



4. You will see your file has been attached to the email. The small check box at the bottom of the screen "check out" attached client files after sending should **always** be ticked so it will leave you with a "read-only" copy.
5. You can now click the send button.
6. If your computer has antivirus software you may get prompts or warnings from the software to let you know that Banklink is trying to send an email. You will need to click yes to the messages to allow the email to send.

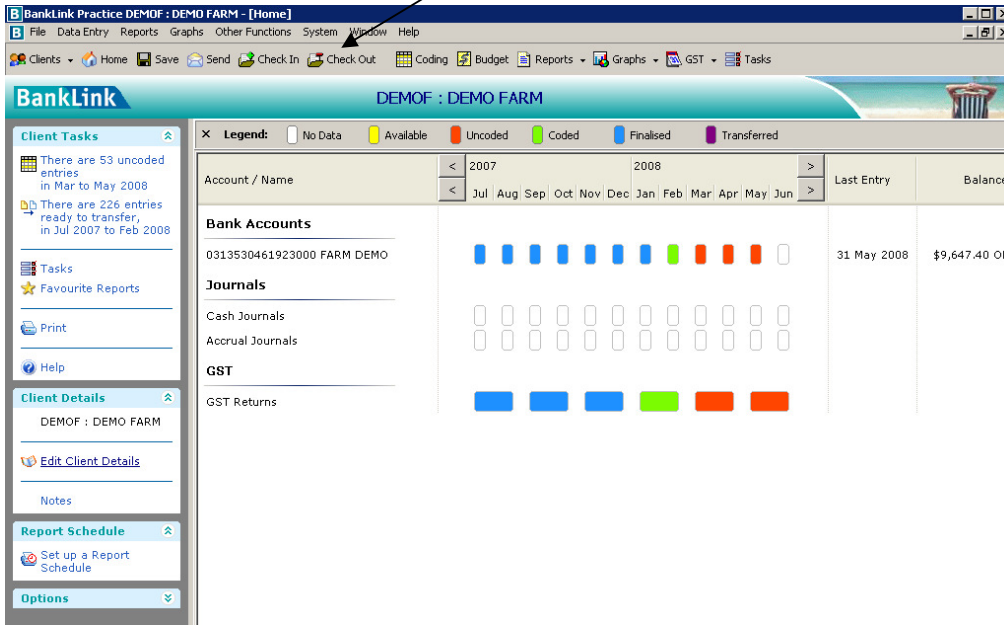


7. Once your email has sent a confirmation box will appear saying "Mail has been sent".

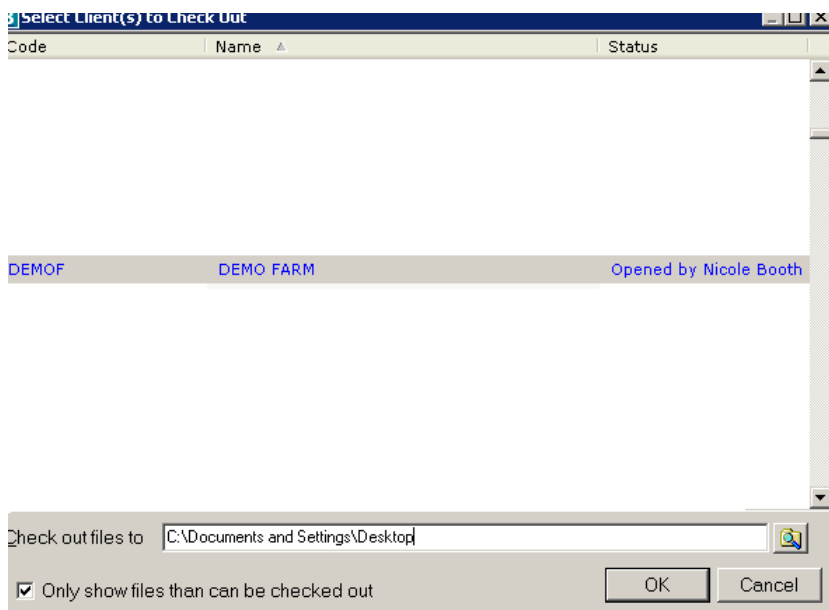
Checking Data Out for Clients Using Web Based Mail (ie Woosh, Farmside, Gmail, Yahoo etc)

Checking out your BankLink file and emailing it to Malloch McClean

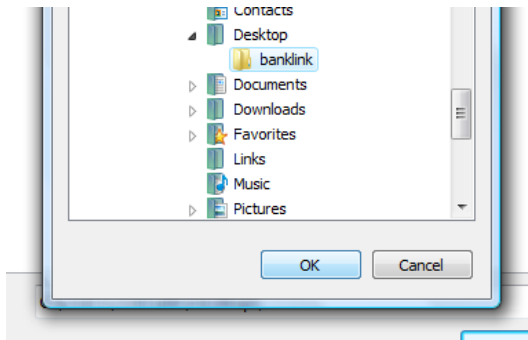
1. Open BankLink and make sure you are on the home page of the file you wish to send. Select the "Check Out" button.



2. You will now see the screen shown in the picture below, if you need to change where the files are going to be checked out to, click on the icon of the folder with the magnifying glass.



3. You will need to find the BK5 or BankLink folder located in your documents folder on the desktop. Highlight this file and select OK.



4. Make sure your file names are highlighted and Select OK. You should get a message saying "Check out complete".
5. Close BankLink.
6. Open your email account and choose create mail.
7. Type in the BankLink email address `banklink@mmca.co.nz` and anything else in the subject line or main body of the email.
8. Click attach.
9. A "browse for folder" window (or similar) should now be open. You will need to select "My Documents" or "Desktop" from the left hand side of this window and then the BankLink or BK5 folder.
10. Locate the BK5 file, highlight this and press open/attach.
11. Your email should now have an attachment on it, hit send.

When you have received and checked in your next lot of transactions please open the BankLink folder on your desktop and delete any .BK5 files in there, this will reduce the chance of any old files accidentally being sent into us.