



Select OTC Endpoints

To select OTC Endpoints, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage OTC Endpoints** and click **Select OTC Endpoints**. The *Online User ID and Online Password* dialog box appears.



Application Tip

The **Select OTC Endpoints** function allows you to select which OTC Endpoint(s) will be retrieved from the hierarchy. You must first select the OTC Endpoints you want to retrieve from the hierarchy before you can download to the OTCnet Endpoints.

3. Enter your **Online Password** and click **Login**. The *Select OTC Endpoint Downloads* dialog box appears.



Application Tip

Enter your password that you use to access OTCnet Online.



Application Tip

The system retrieves the Short Name, Description and ALC+2 for all OTC Endpoints that you have access to in OTCnet Online.

4. Click **Close**. The *Step 1 of 2 Select OTCnet Endpoint(s) page appears with Select OTC Endpoint* message.



Application Tip

It is highly recommended that the **Cancel** button is not clicked instead wait for the **Close** button to ensure the OTC Endpoints (CHK) display on the *Select OTC Endpoints* page.



Application Tip

When the *Select OTC Endpoints Task dialog box* appears the system downloads the OTC Endpoint information (CHK) (Short Name, ALC+2, and Description).

5. Select the OTC Endpoint(s) that you want to download the OTC Endpoint information to the OTCnet Offline Check Capture application by checking the check box(es) under the **Select** column.



Application Tip

Only active OTC Endpoints (CHK) that a user has access will be listed. OTC Endpoints (TGA) will not be displayed.

6. Click **Next**. The *Step 2 of 2 Review OTC Endpoint(s)* page appears.
7. Verify the following OTC Endpoints should be saved to the database and click **Submit**.
8. A *Confirmation* page appears showing the OTC Endpoints have been successfully saved into the local offline database.



Application Tip

Additional button on the page that help you perform other tasks:

- Click **Return Home** to the OTCnet Home Page.