

## SwiftView 9 installation for Windows 7

**For the GeorgiaiFIRST model of PeopleSoft 8.9, in order to print Accounts Payable checks, you will need to install Swiftview 9.**

**Requirements: Windows XP or Windows 7, Internet Explorer, Access to PeopleSoft, connection to a check printer**

Using Internet Explorer, navigate to:

<https://fprod.gafirst.usg.edu/swift/swift64.html>



Click on the Install SwiftView 9.0.4.4 button:

Install SwiftView 9.0.4.4

This will take you to the SwiftView download webpage.

**NOTE: The actual version number will be 9.0.4.4 or greater. Due to ongoing updates, the actual version number may be different.**

**Thank You for Downloading SwiftView Viewer**



## Thank you from SwiftView

Welcome to SwiftView Viewer, used by millions worldwide to access their PCL, TIFF, and HPGL documents and drawings.

**Get Started Using SwiftView Viewer**  
(Standard, Pro or Pro+PDF)

**Within the Viewer** you can get FAST HELP: click the **?** button OR on your keyboard, press the **'H'** key ('H' for 'Help')

For further help, see the product's online User Guide...

User Guides		
<a href="#">Standard Viewer</a>	<a href="#">Pro+PDF Viewer</a>	<a href="#">Pro Viewer</a>

For technical support, start with our [technical support FAQ](#).

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**Possible next steps...**

- Purchase a license for [one of the Viewers](#) or [SwiftConvert](#).
- Learn about new [features in the latest version](#).
- [Understand your maintenance coverage](#) for free upgrades and tech support.

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Sales: 800-304-5941 x2

**Learn more about your product and others...**

[Standard Viewer's features.](#)

[Pro Viewer's added features for sophisticated PCL analysis.](#)

[Add batch conversion with SwiftConvert](#) to convert between PCL, PDF, PostScript, TIFF, and other formats.

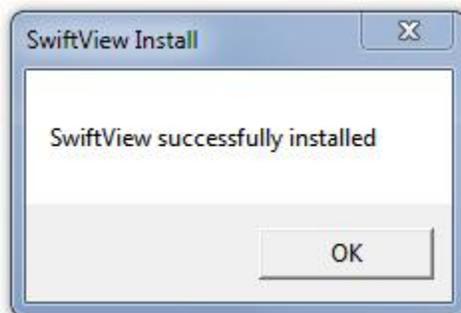
[How customers use SwiftView tools.](#)

Do you want to run or save **svinstall.exe** (2.72 MB) from **swiftview.com**? Run Save Cancel

Click on the Run button:



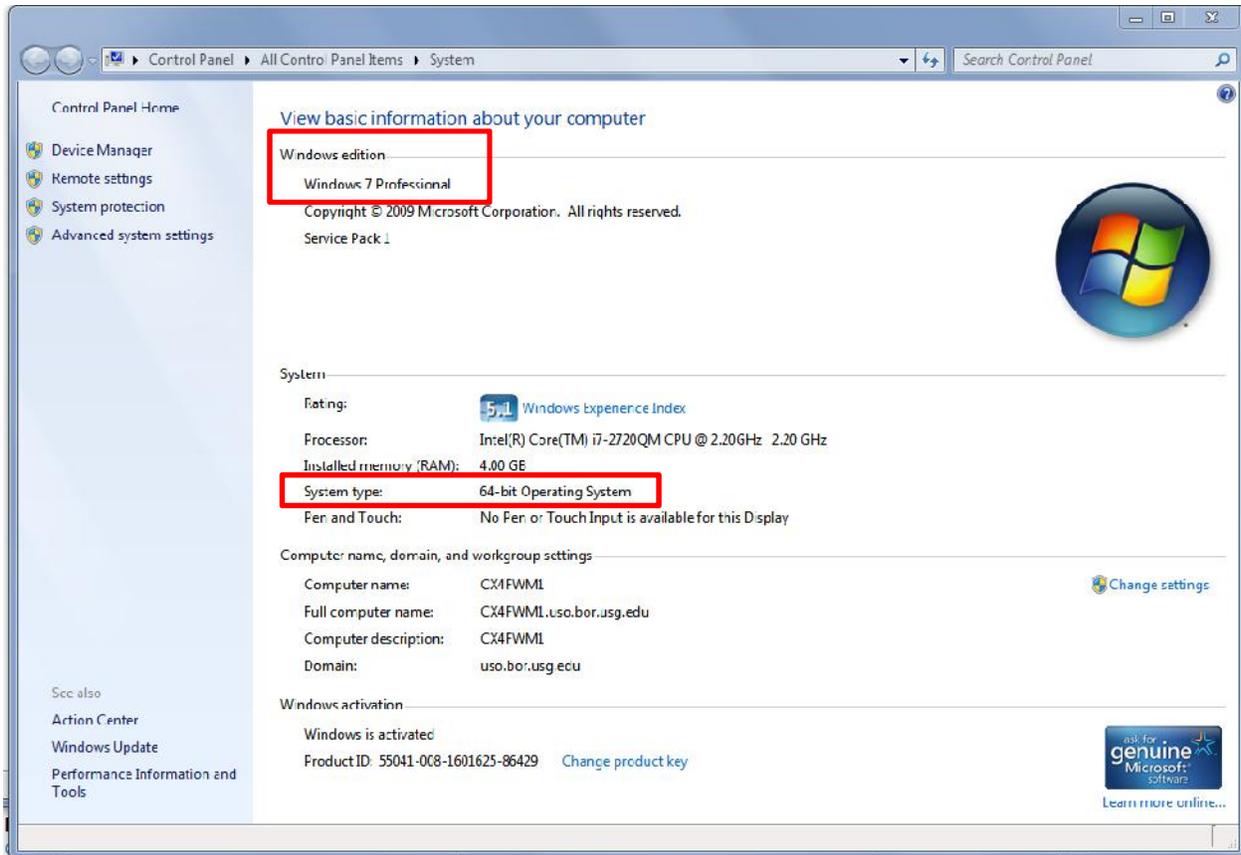
When SwiftView has finished installing this box will display:



Click on OK.

## Register the software

**NOTE: If you have the Windows 7 Operating System you most likely have a 64-bit workstation and you must use the “Register 64-bit SwiftView” link. If you have Windows XP, you may have a 32-bit workstation and need to use the “Register 32-bit SwiftView” link instead. To determine your workstation configuration, go to the Windows Control Panel / System link.**



Return to this URL <https://fprod.gafirst.usg.edu/swift/swift64.html>, and then click on the hyperlink for “Register 64-bit SwiftView” or “Register 32-bit SwiftView” depending on your workstation configuration as shown above.



Board of Regents of the University System of Georgia  
"Creating A More Educated Georgia"

### University System of Georgia SwiftView Quick Installer

- I'm not sure, so don't take over TIFF for now (SwiftView Green) 1.  
Step 1 install SwiftView plugin.

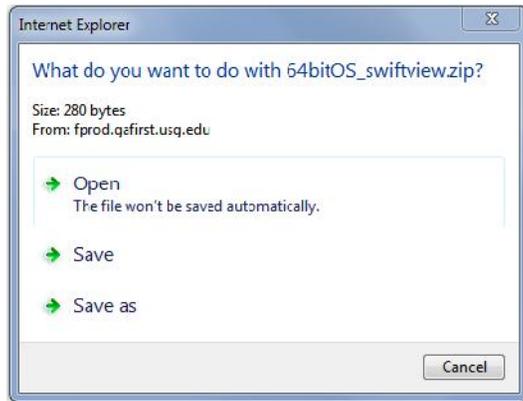
Install SwiftView 9.0.4.4

[Register 32-bit SwiftView](#)

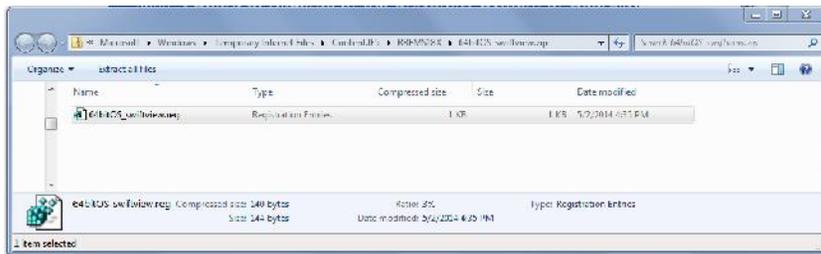
[Register 64-bit SwiftView](#)

To Register with the 64-bit Swiftview, follow the steps in this column

When the following message box appears, click on "Open"



The file should unzip using your default zip utility and Windows Explorer window should open displaying the registration file. Double-click on the file "64bitOS\_swiftview.reg"



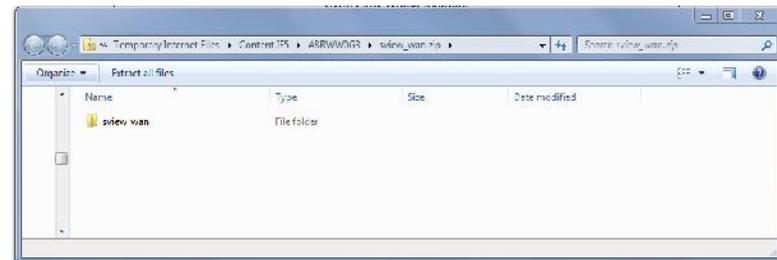
When the following message box appears, click "Run"

To Register with the 32-bit Swiftview, follow the steps in this column

When the following message box appears, click on "Open"

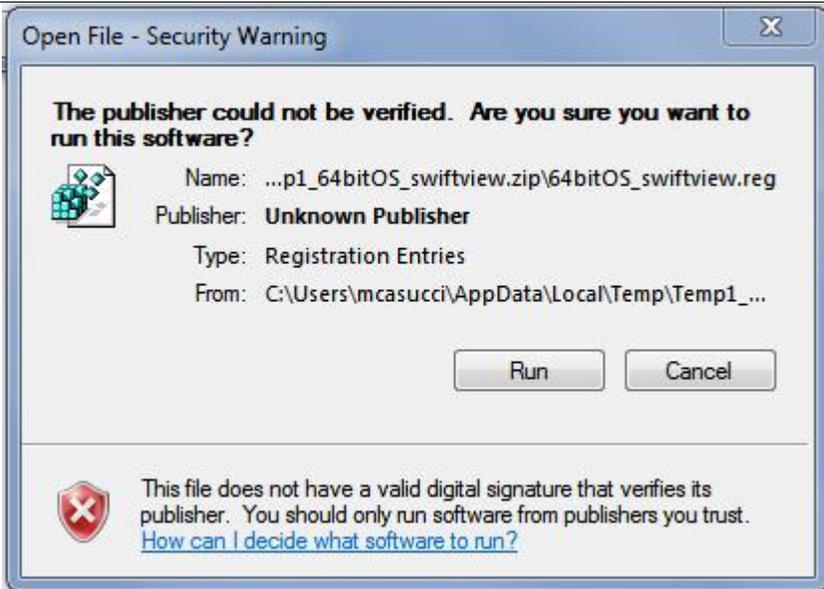


The file should unzip using your default zip utility and Windows Explorer window should open displaying the registration file. Double-click on the file "sview\_wan" folder to display the contents



Then double-click on the file "dfs-fs\_swiftview.reg"

When the following message box appears, click "Run"



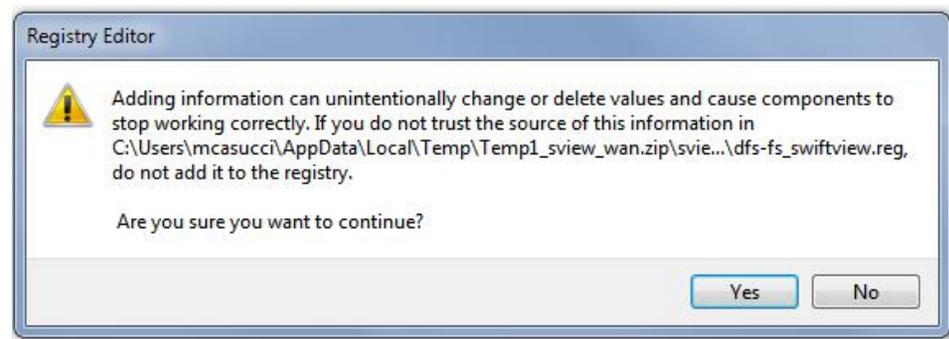
You may get a warning message asking you if you are sure you want to continue, if so, click "Yes"



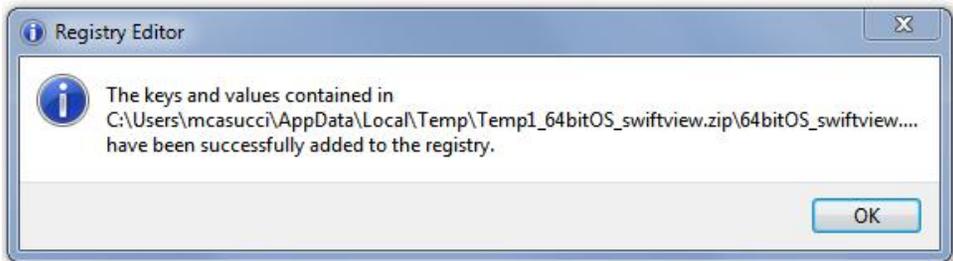
You will then get a confirmation message saying the changes have been successfully added to the registry.



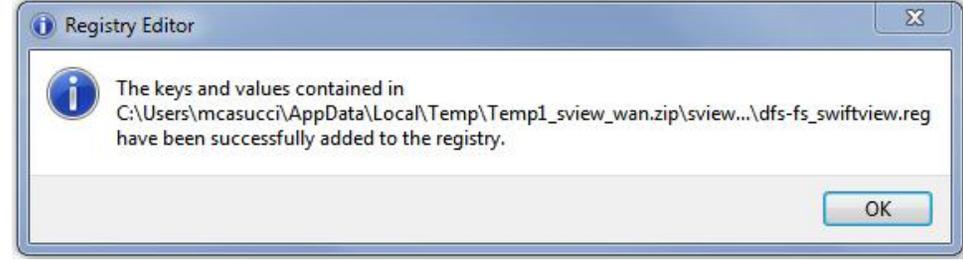
You may get a warning message asking you if you are sure you want to continue, if so, click "Yes"



You will then get a confirmation message saying the changes have been successfully added to the registry.



Click OK.



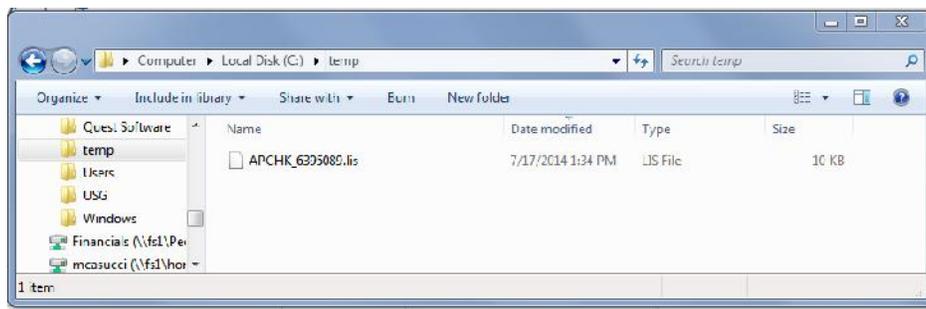
Click OK.

## Set SwiftView to be the default program for .LIS files

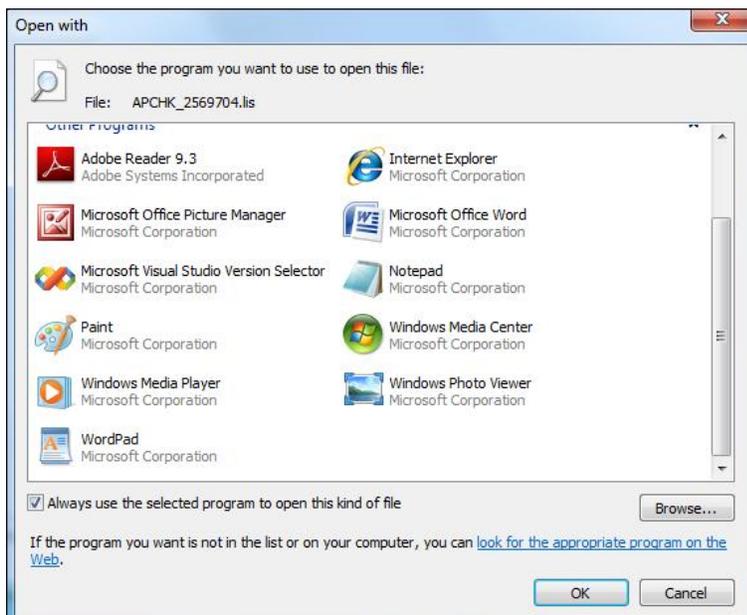
You will need to save a check file to a folder on your workstation. Check files named like this: APCHK\_4517890.lis. You can retrieve a copy of a check file from the PeopleSoft process monitor.

- Navigate to the process monitor in PeopleSoft. Locate a process instance where the Process Name is BORIF030 (PeopleSoft Financials Check Printing and Interface).
- Click on the Details link, then View Log/Trace.
- Right-click on the .lis file (APCHK\_#####.lis) and select 'Save Target As'. Choose a location on your local workstation and click SAVE.

Using Windows Explorer, navigate to the location where you saved the above file.



Right click on the .lis file and choose “**Open With**” from the menu.

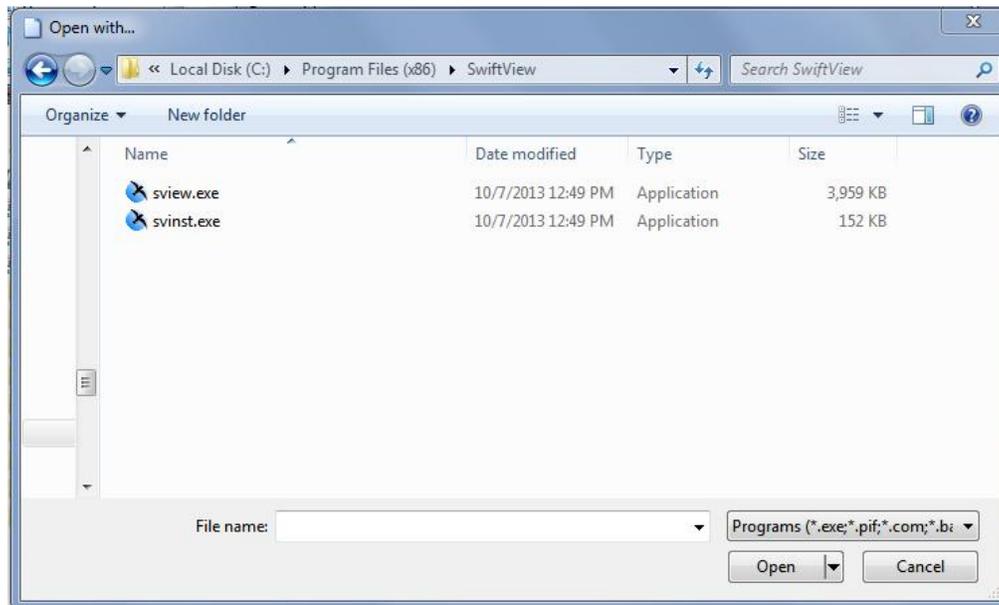
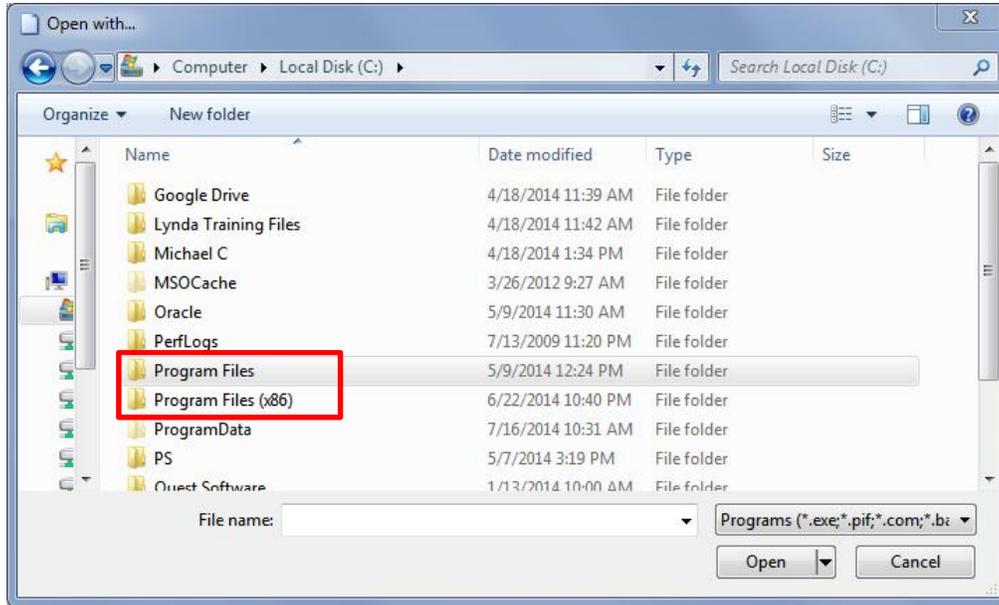


Make sure the checkbox for “**Always use the selected program to open this kind of file**” is checked.

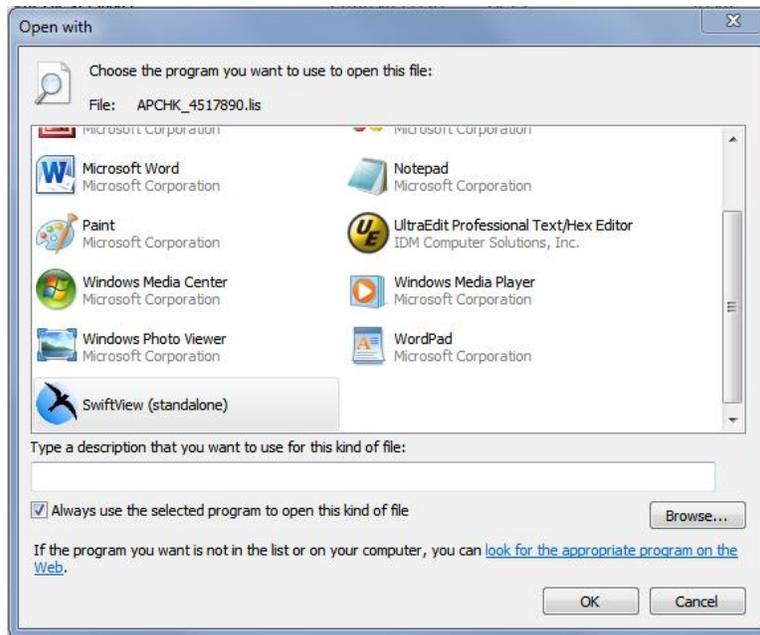
Click “**Browse**”

This will open the **Program Files** folder (see image below).

Locate the SwiftView program folder. It may be located in C:\Program Files or C:\Program Files (x86) depending on your workstation configuration.



Open the **SwiftView** folder, and double click on **svview.exe** file. This is the executable file for SwiftView. This will take you back to the Open With box.



Select OK.

Now, anytime you choose to open a .lis file on your workstation, it should open with SwiftView.

## Using SwiftView 9 to Open and Print a Check File

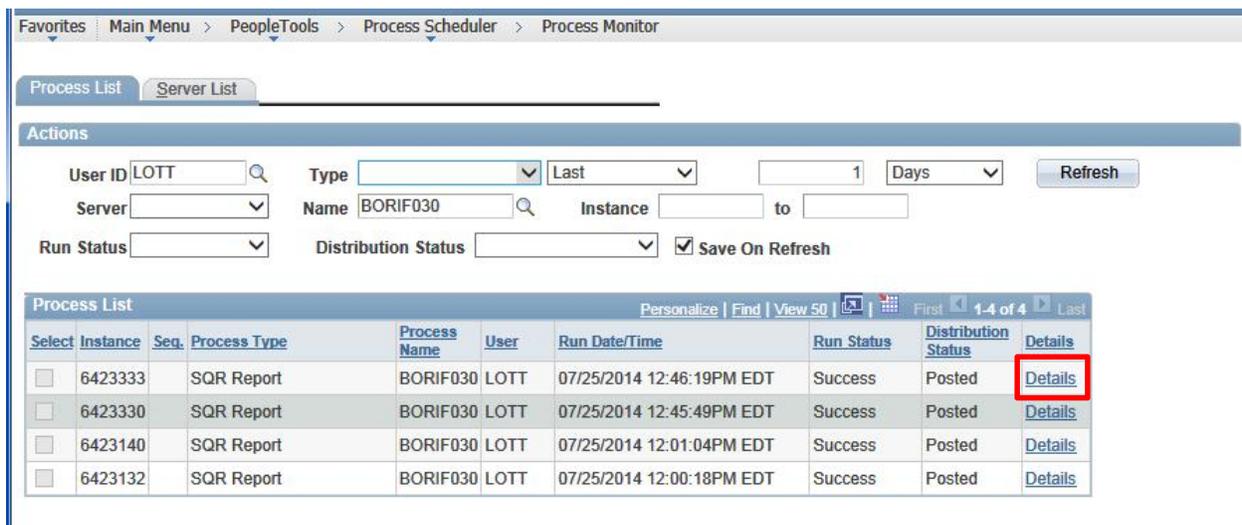
**NOTE:** With this version of Swiftview, opening a check file (.lis) directly in the PeopleSoft process monitor may no longer work. You will need to first save the check file from the process monitor to your workstation or any network location. Then open and print the file using Swiftview 9.

**Check Files may contain sensitive information!**

After printing the checks you should delete the check file or move it to a secure location.

Navigate to the Process Monitor and locate the BORIF030 Check Print Process

Select the Details link.



The screenshot shows the PeopleSoft Process Monitor interface. The breadcrumb trail is: Favorites > Main Menu > PeopleTools > Process Scheduler > Process Monitor. The 'Process List' tab is selected. The 'Actions' section includes filters for User ID (LOTT), Type, Last (1 Days), Server, Name (BORIF030), Instance, Run Status, and Distribution Status, with a 'Save On Refresh' checkbox checked and a 'Refresh' button. The 'Process List' table below shows four instances of the BORIF030 process, all with a 'Success' status and 'Posted' distribution status. The 'Details' link for the first instance (Instance 6423333) is highlighted with a red box.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6423333		SQR Report	BORIF030	LOTT	07/25/2014 12:46:19PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6423330		SQR Report	BORIF030	LOTT	07/25/2014 12:45:49PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6423140		SQR Report	BORIF030	LOTT	07/25/2014 12:01:04PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6423132		SQR Report	BORIF030	LOTT	07/25/2014 12:00:18PM EDT	Success	Posted	<a href="#">Details</a>

## Select View Log/Trace

### Process Detail

Process	
Instance 6423333	Type SQR Report
Name BORIF030	Description Check Print BOR
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID 57DLY	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input type="checkbox"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 07/25/2014 12:46:19PM EDT	<a href="#">Parameters</a> Transfer
Run Anytime After 07/25/2014 12:46:19PM EDT	<a href="#">Message Log</a>
Began Process At 07/25/2014 12:46:25PM EDT	<a href="#">Batch Timings</a>
Ended Process At 07/25/2014 12:46:40PM EDT	<a href="#">View Log/Trace</a>

**Right-Click** on the APCHK\_#####.lis file and select SAVE LINK AS from the context menu.

### View Log/Trace

Report	
Report ID: 5741107	Process Instance: 6424527 <a href="#">Message Log</a>
Name: BORIF030	Process Type: SQR Report
Run Status: Success	
Check Print BOR	

Distribution Details	
Distribution Node: DNODE	Expiration Date: 10/23/2014

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">APCHK_6424527.lis</a>	19,701	07/25/2014 5:35:32.898385PM EDT
<a href="#">SQR_BORIF030_6424527.log</a>	1,781	07/25/2014 5:35:32.898385PM EDT
<a href="#">borif030_6424527.out</a>	2,534	07/25/2014 5:35:32.898385PM EDT

Distribute To	
Distribution ID Type	*Distribution ID
User	JNIGHTINGALE

Save the file to a secure location on your workstation or local network.

Open the file using SwiftView 9.