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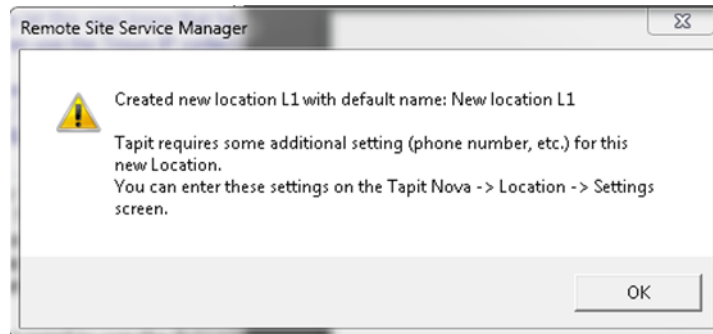
**Note:** The main site, which is generally the local site, L0, is controlled by the SMDR Service Manager. Because of this, all remote sites will start at L1.

Locations must be created first in **Remote Site Service Manager** before being created in IP Collector. This is to ensure the data folders match up with the correct locations.

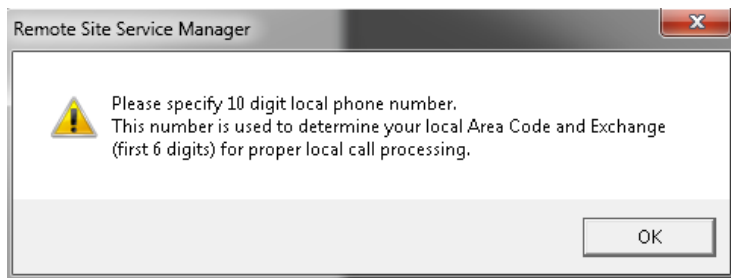
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**INSTRUCTIONS:**

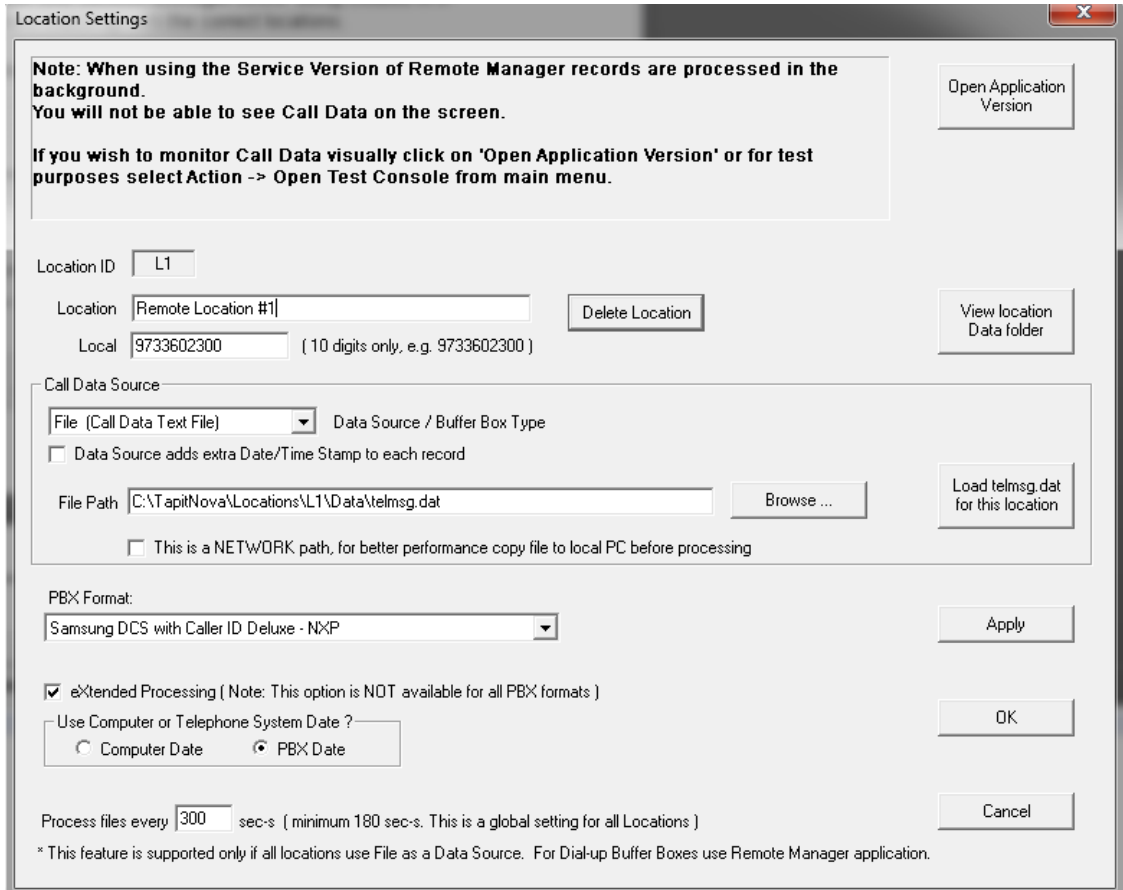
1. Start > Programs > Tapit Nova > Remote Site Service Manager
2. Action > Stop Service
3. Locations > Create New Location.
4. Click OK.



5. Click OK.



6. Enter location name in **Location**  
 Enter phone number in **Local**.  
 Select **PBX Format**. Click **OK**.  
 Note the **File Path**. This is what will be created next.



**Note: When using the Service Version of Remote Manager records are processed in the background. You will not be able to see Call Data on the screen.**  
**If you wish to monitor Call Data visually click on 'Open Application Version' or for test purposes select Action -> Open Test Console from main menu.**

Location ID:

Location:

Local:  ( 10 digits only, e.g. 9733602300 )

Call Data Source

Data Source / Buffer Box Type

Data Source adds extra Date/Time Stamp to each record

File Path:

This is a NETWORK path, for better performance copy file to local PC before processing

PBX Format:

eXtended Processing ( Note: This option is NOT available for all PBX formats )

Use Computer or Telephone System Date ?

Computer Date  PBX Date

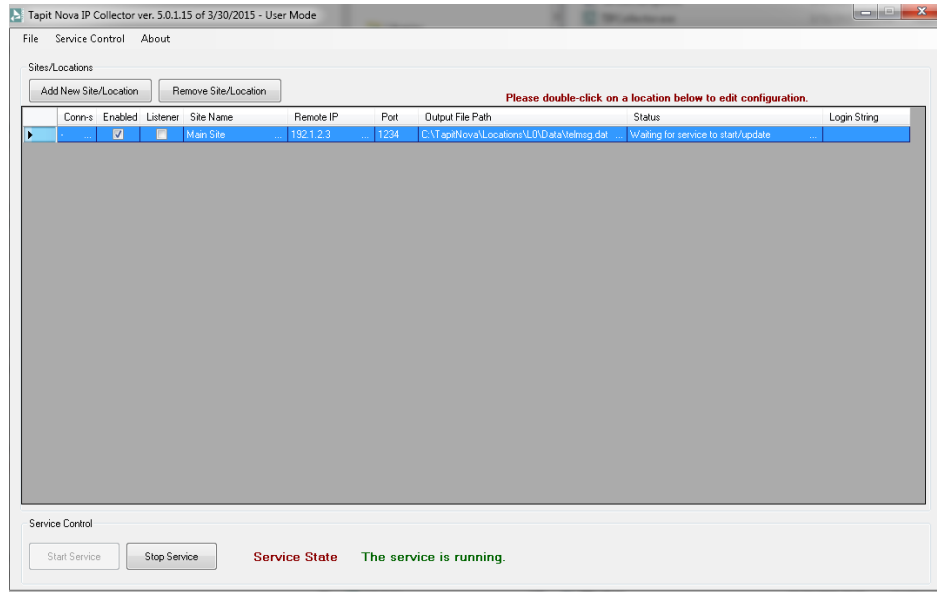
Process files every  sec-s ( minimum 180 sec-s. This is a global setting for all Locations )

\* This feature is supported only if all locations use File as a Data Source. For Dial-up Buffer Boxes use Remote Manager application.

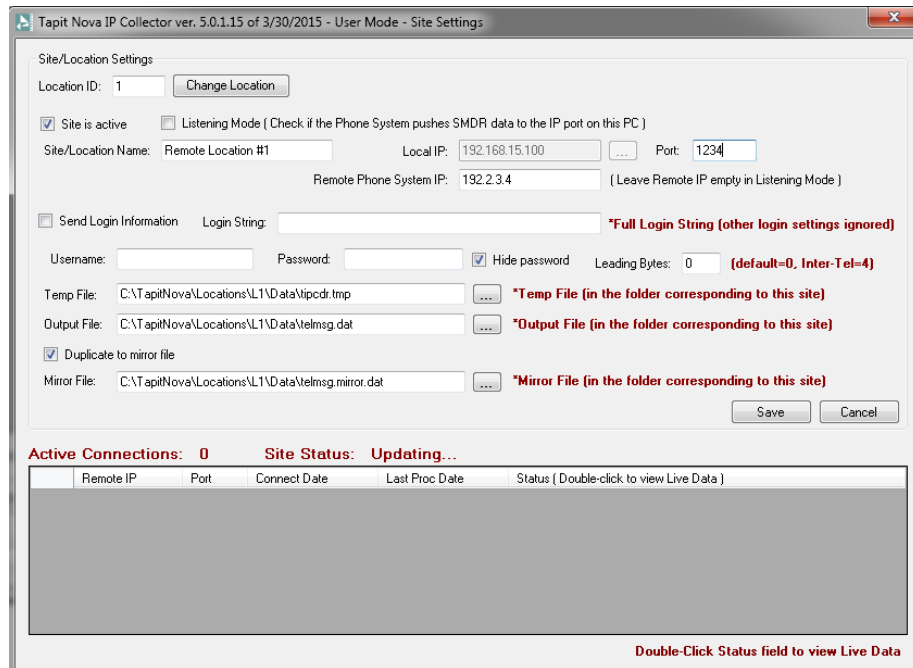
7. Action > Start Service. Please note that the Service may need to be installed first. This is done under Action>Install Service. If you do not see this install option it is already installed.

**NOTE: the steps below assume you are getting SMDR data via an IP connection. If not, you can stop here.**

8. Start > Programs > Tapit Nova > IP Collector.



9. Click **Stop Service**  
Click **Add New Site/Location**



10. Enter name in Site/Location Name.  
Enter Remote Phone System String IP/Port if the connection is an IP Pull. If it is IP Push, check Listening Mode and Enter the Port number. Click **Save**.  
Note the location of the data folder in **Output File**. It should match the location created in **Remote Site Service Manager**. If it does not, you can change this by changing the Location Id to the applicable number and clicking Change Location.

**Repeat steps 1-10 for each additional location.**



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