RIOTECH

BUSINESS MANAGER

Features & User Manual

English edition · English UI

From business documents to payments, stock and projects.

Applies to v0.14.88-rc42 (RC42)
Customer edition / formerly Generic edition

This guide describes the current application. Button names match the English interface. Shared workflows also apply to the Demo and Riotech editions; installation instructions apply to the customer installer.

> All worked examples are fictional. The interface illustration uses a clean customer edition without live customer accounts. Set up the company profile, currencies and backup location before entering business records.

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Features & reading guide

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RBM brings business documents and payment records together, with related PDFs stored in a local archive. Its focus is traceable daily work as well as document generation.

Feature	Practical use
Local desktop operation	Daily work can run offline. Data and documents stay in local or user-selected folders.
Document workflows	Quotations, SOs, Invoice/DO, purchasing and payments with related-record navigation.
Import and correction	Text extraction and conditional OCR, plus manual supplier invoice creation and correction.
Currencies and analysis	Currency-specific views, MYR conversion using configured rates, and sales/receivables summaries.
Operational tools	Stock, project costs, service/calibration jobs, warranties and local reminders.
Traceable records	Core document editing, protected deletion, history, related records and backup.

Find the right section

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Scope: review OCR results. MyInvois provides local exports, not automatic submission. Installer and OCR language requirements are on the next page.

Installation & first launch

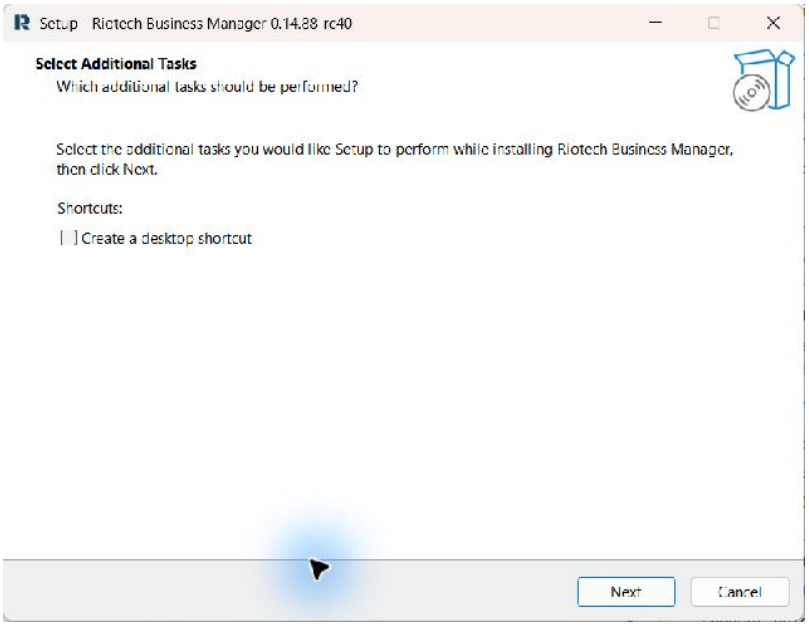
02 / USER GUIDE

Install the customer edition

01 Run the customer RC42 Setup supplied by Riotech. The target platform is 64-bit Windows 10/11. This guide does not cover macOS, mobile or a browser edition.

02 Follow the wizard to choose the location and shortcuts, then complete installation. The default location is under the current Windows user's LocalAppData. Python does not need a separate installation.

03 Use the supplied Installation Check to check core components, then open the application and complete the company profile in Settings. A new customer package does not contain Riotech's live business data.



Customer installer (RC40 reference screen). OCR language installation is optional.

Included runtime and optional components

The installer includes the application runtime and internal PDF, Word and Excel processing components. Internal processing generally does not require Microsoft Office; opening exported files still needs a suitable viewer.

> OCR uses Windows language components. The optional helper supports English, Simplified Chinese and Japanese and may require administrator access and internet. Language models are not bundled. Text-based PDFs can normally be extracted directly first.

Updates: back up and close RBM; use the same edition and location. Choose a writable folder, not Program Files. Uninstall retains user data. Setup does not migrate records from another computer.

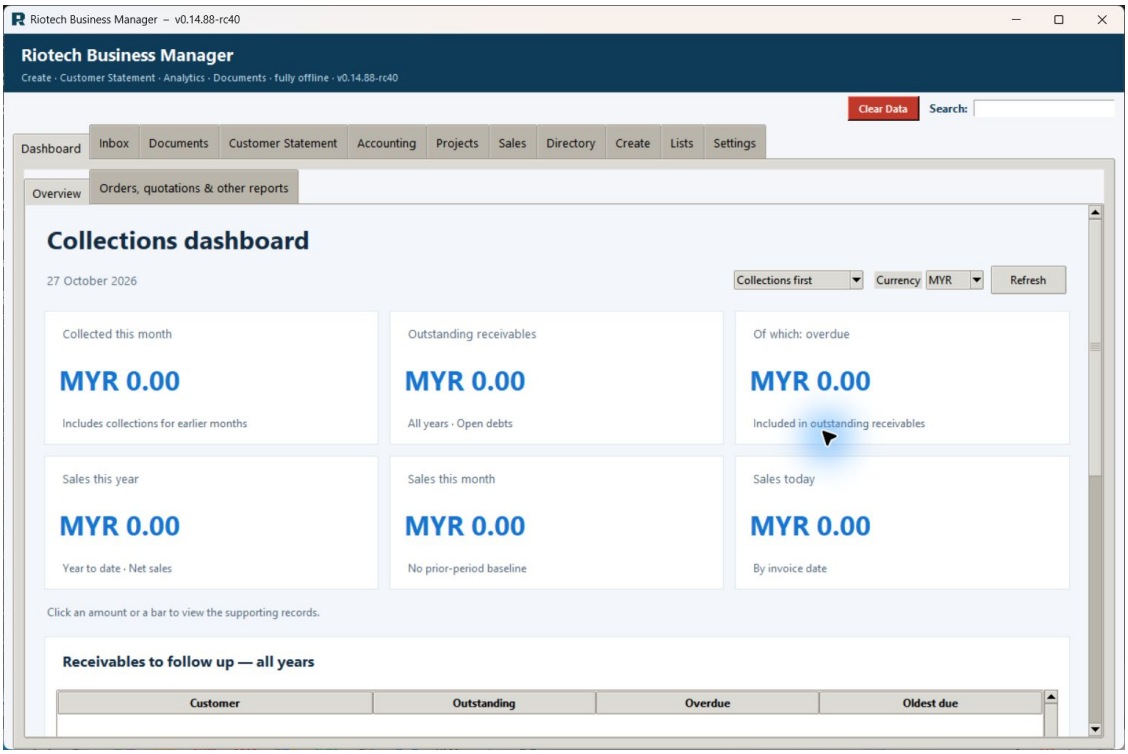
Initial setup & Dashboard

03 / USER GUIDE

Complete these four settings first

Settings → Company Profile: enter company name, registration number, address, contact details, logo and bank details; choose **Save Company Profile**. These details form the document letterhead, independently of the application's R icon.

Folders: confirm the Inbox, archive and backup destinations. **Exchange rates:** a rate means MYR per one unit of foreign currency; MYR uses 1. **Inventory:** decide whether invoice creation should deduct stock automatically.



Clean customer Dashboard (RC40 reference screen). Metrics and charts populate as business records are entered.

Reading the Dashboard

Review this year's, this month's and today's sales, collections, outstanding and overdue balances, and bar charts. Sales use invoice dates; collections use payment dates. Outstanding balances may span all years, as labelled. Click amounts or bars to inspect supporting records.

> Check currency and period first. Quotations and SOs are not invoiced sales, and raw amounts in different currencies cannot be added together. Legacy receipts with unconfirmed dates may be excluded from monthly collections.

Contacts, import & documents

04 / USER GUIDE

Main navigation

Area	Purpose
Directory	Maintain customers and suppliers; avoid near-duplicate names for the same business.
Create / Lists	Create prepares documents; Lists finds, edits and manages saved records.
Inbox / Documents	Inbox receives imports; Documents shows archived documents and file links.
Accounting / Projects / Sales	Accounting, project/service work and sales analysis respectively.

Import a supplier document

01 Check the supplier name in Directory. In Inbox, select the correct Document type, then drop in the file, or place it in the Inbox folder and choose Scan Inbox Now.

02 Read Status and the Activity log. If Failed, resolve the reported cause before importing more copies. For a missing exchange rate, set the correct currency rate in Settings and retry.

03 Review the original file in Documents and the relevant Lists record. Check supplier, date, number, currency, original amount and MYR amount. Successful import does not guarantee every field is correct.

Formats and OCR scope

Prefer clear text-based PDFs. Common images and DOCX, XLSX/XLS and CSV files are also supported. Convert legacy .doc files to PDF or DOCX first. Scanned-file OCR depends on installed languages and image quality; the current default OCR limit is 10 pages, so review longer files carefully.

> Archived files, business document records and payments are separate layers. Deleting a PDF from disk does not cancel an invoice. Make business corrections through the relevant record controls.

Quotations & sales orders

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Create a quotation

01 Open Create → Quotation and select Customer; use +New if needed. Enter date, currency, validity, Term and notes.

02 Enter Description, Qty, Unit and Unit Price, then Add Line. Double-click an added row to edit it; Remove deletes the selected line. Check Discount and the total.

03 Confirm automatic or custom numbering, then choose Save & Print PDF. Open the PDF and check the letterhead, customer, amounts, wrapping and footer before sending it.

Convert an accepted quote to a sales order

01 Open Create → Sales Order, choose Load Quotation and select the correct quote. Do not infer the source just from matching amounts.

02 Confirm Customer PO, date, Term, currency and every line. Choose Save & Print PDF to save the SO.

03 Find the order in Lists → Sales Orders and use Related documents to inspect saved source and downstream links.

> Training example: 2 units × MYR 500 = MYR 1,000, with zero discount. Save the quotation, then load it to create an SO. This is an illustrative amount; apply your actual commercial and tax treatment.

Five checks before saving

Check customer/billing details, Customer PO, currency, quantities/units/prices, and delivery/payment terms. An SO records an order; it does not mean payment has been received.

Invoices, DOs & deliveries

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Create an Invoice and DO from an SO

01 Open Create → Invoice + DO and load the correct order from the SO selector. Verify customer, Customer PO, date, payment terms, currency and line items.

02 Confirm the invoice and delivery order numbers, then choose Save & Print (Invoice + DO). Open both PDFs and check content, totals, addresses and multi-page layout.

03 Find the saved invoice in Lists → Invoices. Check Related documents to confirm its SO. Use the payment action only when money has actually been received.

When only part of an order is delivered

Use Create Delivery… from the SO workflow to record the quantities actually delivered. Then use Bill Delivered SO… for delivered quantities that have not yet been invoiced. Avoid billing the full SO again alongside this partial-delivery workflow.

What if the SO changes later?

Saving an SO does not silently replace its Invoice/DO. Open the original invoice through Edit Invoice or Lists → Invoices → Edit. Use Review / load current SO, or Load SO update in the related dialog, inspect the differences, then save.

> Loading an SO update only prepares the editor for review; it does not save. Supported updates retain the original Invoice/DO numbers, dates and invoice notes. If payments, stock, deliveries or other dependencies block the change, review the related records rather than bypassing protection with a duplicate invoice.

Before issuing the documents

The invoice currency and amount due, DO quantities, Customer PO and payment terms must reflect this transaction. Preserve the original record and correction trail when resolving an error.

Customer payments & receipts

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Record money actually received

01 Select the correct invoice in Lists → Invoices and choose Record Payment…; alternatively use Record Payment → in Create → Invoice + DO.

02 Enter the actual receipt date, amount, payment method and reference. Check the invoice and currency. For an instalment, enter only the amount received this time.

03 Choose Save Payment & Print Receipt. Check the receipt PDF, then confirm the remaining balance on the invoice or statement. Saving does not itself send the receipt to the customer.

One-payment and two-payment examples

Scenario	Record now	Balance due
MYR 1,000 invoice, paid in full	Receipt: MYR 1,000	MYR 0
Same invoice, first payment MYR 600	Receipt: MYR 600	MYR 400
Later payment of MYR 400	New receipt: MYR 400	MYR 0

> When the second MYR 400 arrives, do not change the first MYR 600 receipt to MYR 1,000 or add another MYR 1,000 receipt. Preserve each payment's actual date and reference.

If a payment exists but its PDF is missing

Check Lists → Receipts and Related documents for the payment and its file link. A missing PDF does not mean money is unrecorded. Do not add the same payment again; use the existing record's document actions or provide its number for support.

For incorrect payments, refunds or invoice adjustments, inspect the invoice, receipt and CN/DN relationships. Settled records may be protected; deletion is not an invisible undo.

Editing, deletion & history

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Manage saved documents in Lists

Action	How to use it
New	Start a new record. Resolve the unsaved-changes prompt before discarding work.
Edit	Load the existing record, verify its number, make changes, save and confirm replacement.
Delete	Delete the selected record after reading the confirmation. Links or payments may block deletion.
History	Review earlier saved versions; export selected history and a previous PDF when available.
Open PDF / Related documents	Open the current PDF or inspect saved source, downstream and payment links.
Refresh	Refresh after saving and verify the amount, status and relationships.

Where the shared controls apply

Core lists include Sales Orders, Invoices, Quotations, Purchase Orders, Supplier Invoices, Receipts and CN / DN. Manage records covers other supported types and Deleted history. Supplier Payment and standalone Delivery use their own workflows; not every record supports the same direct edit action.

A reliable correction sequence

Find the number → Open PDF to confirm the record → inspect Related documents → Edit → review and save → Refresh → check the current PDF and History. A matching customer, amount or filename alone does not prove a relationship.

> History provides an audit trail, not a promise of one-click restoration. Clear Data clears business data globally; it is not a single-document delete button. Commercial corrections after payment or invoicing may require CN/DN rather than forcing a change to the original value.

Supplier invoices

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Correct an import without changing the supplier PDF

01 Open Lists → Supplier Invoices. Use New for a new record, or select the existing record and choose Edit. If a supplier PDF was already imported, correct that record instead of creating a duplicate bill.

02 Enter or verify Internal Doc No, Date, Supplier, Category, Currency code, exchange rate and Total in original currency. The internal number is read-only for an existing record.

03 Enter Linked SO, Linked PO or Product only when there is a real relationship. Retain the supplier's original number and correction details in Notes / original supplier invoice number.

04 Check Converted total and choose Save new invoice or Save changes. Verify original currency, MYR total, category and Paid? in the list, then inspect History.

Foreign-currency example

Field	Example value
Currency code	USD
Total in original currency	100.00
1 currency unit = MYR	4.50
Converted total	MYR 450.00

> A manual correction changes the saved cost record, not the original supplier PDF. If the PDF states USD 100, do not enter MYR 450 as the original-currency amount. The rate above is a training example only.

Paid, but the supplier issues no receipt

Use Record paid / Check evidence to record the actual payment date, amount and reference. This creates a linked payment record, so do not record the same money again in Supplier Payment. New bills should not automatically be treated as paid.

Supplier payments & allocation

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Why keep a separate Supplier Payment?

A Supplier Invoice records what the supplier billed. A Supplier Payment records when, how and how much you actually paid. Allocate assigns that payment to one or more bills and preserves their balances and payment trail.

01 Open Create → Supplier Payment and select Supplier first. Enter Date, Currency, Rate, Amount, Method, Bank Account and Ref No. Amount is this payment's actual original-currency amount.

02 Select a bill in the left Unpaid invoices list. Enter the MYR amount assigned to that bill in Allocate amount (MYR), then choose Allocate.

03 Repeat for other bills if needed. Pay All Selected allocates the full outstanding balances of selected bills; enter a specific amount for partial payment. Double-click a right-hand allocation row to remove it.

04 Check the right-hand invoice numbers, Allocated, Payment, Unallocated and remaining balances, then Save Payment. Verify the supplier invoice status afterwards.

> Allocation amounts are always MYR. Example: pay USD 100 at a rate of 4.50. The top payment amount is USD 100; total allocation is MYR 450. Do not enter 100 in the allocation field or exceed the bill's allocatable balance.

Full payment / two instalments

For a MYR 1,000 bill paid in full, record and allocate 1,000. For two instalments, record and allocate 600 first, then create a new actual payment of 400 and allocate the balance. If no bill appears, check the selected supplier, paid status and existing payments.

Delete Selected may be restricted by reconciliation or period controls. AP Report… helps review payables. Investigate protection messages rather than bypassing them with another payment.

Purchasing, freight & stock

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Purchase orders: separate ordering from receiving

01 In Create → Purchase Order, select the supplier and enter date, currency, lines and terms, then Save & Print PDF. Edit an existing PO through Lists → Purchase Orders → Edit.

02 When goods arrive, use Receive Goods… and enter quantities actually received. In the current receiving dialog, 0 skips a line and a blank can mean the remaining quantity. Do not accept all defaults for a partial delivery.

03 Check stock changes and PO links. Supplier payment, receipt of goods and supplier billing are separate facts. Payment does not mean delivery, and receiving goods does not mean payment.

Shipping invoices and supplier costs

Create a Shipping Invoice and, where appropriate, use Create Supplier Invoice from this… to create the linked cost record. First confirm the same freight or duty has not already been imported as a Supplier Invoice to avoid double-counting.

Stock: products and movements

Use Stock to maintain products, inspect quantities and low-stock alerts, and review movement details. Invoice stock deduction is controlled in Settings and requires correct product links. Do not manually deduct quantities already deducted automatically.

> For service, calibration or non-stock lines, check product setup and linking. Changes to documents that already affect stock may be protected. Review movements and related documents before choosing a correction.

Suggested purchasing sequence

PO → actual goods receipt → verify Supplier Invoice → record actual payment and allocate → check payables and stock. Advance payments can change the sequence, but record each real event only once.

Statements, banking & accounting

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Customer statements

01 Open Customer Statement and select Customer and Year. Check opening balance, invoices, receipts and CN/DN, with the correct currency and period.

02 Use Export PDF or Export Excel. Review the customer, reporting period, document dates, balances and text rendering before sending the statement.

Bank reconciliation

01 In Accounting → Bank Reconciliation, select the correct Account and use Import Bank CSV / PDF… for the relevant statement period. Format support varies; verify imported row counts, dates, debit/credit direction and amounts.

02 Use Auto Match to help find corresponding records. Review amounts, dates, currency and references. Use Mark Cleared for confirmed items and Mark Uncleared to reverse an incorrect clearance.

03 Review unmatched items, opening balance and possible duplicate imports. Reconciliation does not execute bank transfers, and an automatic match is not a substitute for review.

Accounting reports and exports

Accounting includes Trial Balance, General Ledger, Profit & Loss, Balance Sheet, Cash Flow, Bank Reconciliation and Budget vs Actual. Select Year, Refresh and use Export for Accountant… when preparing records for your accountant.

> Opening Balances…, New Journal Entry…, Repair Ledger and period adjustments affect reports. Use actual accounting records and back up before major corrections. Accuracy depends on complete entries and correct opening balances; reports do not replace accountant review or statutory filing.

Projects, service & warranties

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Projects: put revenue and costs in the correct project

01 Open Projects → Projects and use New Project… to create a project with its customer and details. Use Edit… for existing projects rather than creating a near-duplicate name.

02 Use Link Invoices… for invoices belonging to that project. Use Add Cost… only for genuine project costs. A shared customer does not mean every invoice belongs in one project.

03 Use Details… to inspect revenue, costs and sources. Project amounts are summarized in MYR. Investigate Missing goods cost or Review manual costs / supplier links before relying on the result.

> Do not manually Add Cost for a supplier charge already included through linked documents. When margin looks wrong, check omitted costs, duplicates and exchange rates before relying on the total.

Service Jobs: repair and calibration work

Use New Job… and record Customer, Device, Serial No, Date In, Status, Charge and Next Calibration. Update progress with Edit…. Serial (exact) requires the exact serial number. Check related business records before deletion.

Warranties and Due & Reminders

Use New Warranty… / Edit… in Warranties to maintain product or device warranty details. Due & Reminders collects warranty/calibration due items, overdue invoices and long-running jobs.

These are in-application reminders; they do not imply automatic email, WhatsApp or SMS delivery. Update the actual business status, then Refresh to check the result.

Analysis & other functions

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Sales: understand business performance

Select Year and review Monthly Revenue and Top Customers. Use Open Analysis Report, Export Excel, Commission Report…, Sales Targets… and Profit & Margin… as needed. Commission and margin depend on correct settings, costs and rates.

Other document types

Function	Use
Proforma Invoice	Set out a proposed transaction or payment request. Create from a quotation and use Convert to Invoice… when appropriate. A proforma is not evidence of receipt.
CN / DN	Credit/debit notes support the relevant value correction. Check the source invoice and reason; avoid double-counting a refund or receipt.
Expense Claim	Create a claim PDF through the relevant Receipts & Notes function. This is not a full payroll or HR system.
Pre-order List	Use supplier-related pre-order lists to plan purchasing. Record actual orders, goods receipts and payments separately.

MyInvois: current scope

Current support is L1: local UBL 2.1 XML / CSV exports from the entered information. Complete the relevant company and transaction fields, review the output and follow the applicable official workflow.

> This is not L2 API auto-submission, official validation or LHDN acceptance. API placeholder controls are not implemented submission features. A successful export does not mean a successful filing.

This guide covers the available business operations; it does not promise full payroll, every bank format or automatic statutory filing.

Backup, privacy & migration

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Create a usable backup

01 Select a reliable backup destination in Settings, preferably separate from the active database. Ensure the document archive is accessible, then use Backup Now….

02 After the success message, inspect the new Backup folder. It contains a database snapshot, documents, reports and Inbox, plus manifest.txt. The EXE alone is not a data backup.

03 Before major edits, upgrades or moving computers, preserve a completed backup in a separate location and open a few sample files. Keep the installer and necessary configuration details separately.

> The current routine backup removes older backups at that destination after the new backup passes verification, keeping only the newest one. To retain several dates, copy completed backups to a separate retention folder or medium; do not rely on automatic version accumulation in the same destination.

Encryption and file locations

Enable Encryption protects the database at rest; an active session uses a working database. The archive, Inbox and exported PDFs are not automatically encrypted by this setting. Keep the password safe: encrypted backups need the same password.

RBM itself does not automatically upload business records. If you choose a OneDrive, Google Drive or other synced folder, that service controls synchronization. Changing the archive path does not automatically migrate every old file; verify existing links.

Moving computers and restoring

There is no general Restore button. Make and verify a backup, install the customer edition on the new PC, then close RBM on both computers. Migrate using confirmed database, document and configuration paths, preferably with support. Check record counts, balances and sample PDFs before new entries.

Troubleshooting

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Symptom	Check / action
Import shows Failed	Read Activity log. Set missing rates or check OCR languages. Check whether a record already exists before repeatedly importing.
Supplier currency or amount is wrong	Lists → Supplier Invoices → Edit. Verify the PDF, Currency code, original amount and rate, then Converted total.
No bill in Supplier Payment	Select the correct Supplier. Check paid status, duplicate supplier names and existing payments. Paid bills are not new unpaid balances.
Allocate fails or balance differs	Select a bill first and enter a MYR allocation. Check original payment currency/rate, bill balance, existing allocations and the message.
Invoice still shows the old SO content	Edit the original invoice, Review / load current SO, review differences and save. Inspect Related documents if protected.
Edit or deletion is blocked	Check payments, stock, deliveries, periods and other links. Do not bypass protection by changing the database or deleting PDFs.
PDF missing / broken link	Check Documents, the original archive and backup. Repair Links can help after moves; first confirm the file exists.
Chinese glyphs missing or text crowded	Use the current complete installation. Check source text and long-line wrapping; retain the document number and PDF for reproduction.
Dashboard total differs from expectations	Check currency, year, invoice/receipt dates and whether an SO was invoiced. Refresh, then drill into the supporting records.

What to provide to support

Provide the app version, module, exact document number, reproduction steps, full error message and relevant PDF/screenshot. State the expected and actual results. Share only necessary information and back up before bulk corrections.

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Daily checklist & glossary

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A five-minute end-of-day check

01 Review new invoices and supplier bills: date, currency, amount, counterparty and duplicates.

02 Record actual receipts/payments with correct dates and references; allocate to the correct bills and review balances.

03 Open outgoing PDFs to check text, wrapping, footers, amounts and customer details; send the current version.

04 Review daily/monthly sales, receivables and overdue items, plus service/calibration due reminders.

05 Run a backup and confirm success; keep separate copies when retaining historical dates.

Quick glossary

Term	Meaning
Quotation / SO	Price quotation / Sales Order
Invoice / DO	Sales invoice / Delivery Order
PO / Supplier Invoice	Purchase Order / a supplier's bill
Receipt / Supplier Payment	Money received from a customer / money paid to a supplier
Allocate / Balance	Assign a payment to a particular bill / outstanding amount
CN / DN	Credit Note / Debit Note
AR / AP	Accounts receivable / accounts payable
MYR / Rate	Malaysian ringgit / MYR per one unit of foreign currency
History / Related documents	Saved versions / explicitly saved document relationships

Based on the RC40 business guide, with RC42 CN/DN and customer licensing updates. Controls may change in later releases; follow the current version and its actual prompts.

Credit notes: full or partial

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A Credit Note (CN) reduces the amount due from a customer; a Debit Note (DN) increases it. A CN keeps the original invoice and is not a cash refund. These steps describe the RC42 entry forms.

01 Open Create > Receipts & Notes. In Credit Note, select Customer and then Invoice (optional). Select the specific invoice when crediting that invoice.

02 Check Date (YYYY-MM-DD), Document No and Currency. Type a document number or use Auto for the next suggested number. Existing and deleted-history numbers cannot be reused. A linked invoice fixes the currency.

03 For full credit, click Credit Remaining Invoice and review the lines and total. The remaining credit uses the discounted invoice total, plus linked debit notes, less linked credit notes.

04 For partial credit, enter the description, quantity, unit and unit price for the adjustment, then Add Line. Enter only the part to credit; do not also issue a full credit for the same amount.

05 Enter Reason, then Save & Generate PDF. Check the number, date, customer, invoice, currency and amount in the confirmation before saving.

06 After saving, Last saved shows the saved number; Document No suggests the next number. Open the PDF in Lists > CN / DN and review the adjustment in Customer Statement.

> Remaining to credit is not the unpaid balance. A paid invoice may still have an amount available to credit. Existing payments remain recorded; a refund is a separate reviewed action.

Fictional example: an invoice for MYR 9,300 with no CN/DN can be fully credited by MYR 9,300. If already paid, this may leave a customer credit balance. RBM does not automatically return the money.

Debit notes, changes & checks

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Create a Debit Note

01 Open the Debit Note form in Create > Receipts & Notes. Select the customer and, when adding a charge to a specific invoice, select that invoice.

02 Check Date, Document No (type it or choose Auto) and Currency. Enter Reason and adjustment lines. Click Save & Generate PDF and review the confirmation.

Without an invoice link, the adjustment appears separately on the customer statement. Both CN and DN must use an invoice belonging to the selected customer. Recheck the invoice after changing the customer.

Find, edit, delete and inspect history

Open Lists > CN / DN, select the saved record and use the available view, edit, delete, history or related-document actions. Changes affect the accounts: recheck the statement and PDF afterwards. Linked or settled records may be protected; follow the actual message.

Do not create another document with the same number to overwrite a record. Deleted numbers remain in history and cannot be reused for a new note. Inspect the original record and history before choosing an edit or a new adjustment.

Before saving

Select an existing customer, a valid date, an unused number, a Reason and at least one valid line. Once the remaining credit is zero, another full credit is blocked. Partial credits also cannot exceed the allowed amount.

> Ctrl+S saves the CN or DN form containing the keyboard focus. If unsure which form has focus, use its Save & Generate PDF button.

Verify the number, date, invoice link, amount and currency in the saved list and PDF. Keep the original invoice in the audit trail; do not add a fictitious receipt merely to balance a cancellation.

30-day trial & activation

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This page applies to the customer sales trial edition. Demo, internal Riotech and separately supplied activation-free editions may have different licensing behavior.

When the trial starts

The 30 consecutive calendar days start at the first normal application launch, not when Setup is downloaded. Closing RBM does not pause the trial. Installation Check does not start it, and normal reinstalling does not reset it. Keep Windows date and time correct.

Purchase and activate

01 Open Help & License and click Copy Activation Request. Send the request with your purchase details to sales.riotech@gmail.com; alternative: tts@riotech.com.my.

02 After Riotech confirms your order and payment, paste the full supplied code and click Activate. Buy only opens an email draft; it does not send a message or make a payment automatically.

The licence covers one company on one Windows PC, with perpetual use of the purchased version. The code is computer-specific, not a shared password. Keep the code and purchase record; contact Riotech before moving to another PC.

After expiry

Creating, editing, deleting, importing and posting payments are disabled. The separate View / Export / Backup page still allows viewing saved tables, opening existing PDFs, CSV export and ZIP backup. Data is retained. An encrypted database still needs its original database password.

> Save unfinished work before expiry. For a clock or licence-state warning, correct Windows date/time and contact Riotech if needed. Do not delete the business database.

This revision retains the business guide and adds RC42 CN/DN and customer trial instructions. The images on pages 3 and 4 are RC40 reference screens, not new RC42 screenshots.