

MicroSale Version 9

NETePay Setup Guide

NETePay is a third-party software used to process credit cards with processors that MicroSale does not offer a direct interface with currently. You must contact Datacap Systems to purchase and set up this software. This guide will walk you through the MicroSale setup ONLY, if you need further assistance with the NETePay software, you will need to contact Datacap Systems directly (<http://www.datacapsystems.com/netepay/>).

How to set up NETePay

Requirements: Install the correct version/type of NETePay software per the processor. It is important to note that if more than one terminal will be processing credit cards that you purchase the “multilane” NETePay system as well as the correct number of lanes to process from.

Go to the Managers Menu → Register Setup → Credit Card Setup

Example

- > Type the computer name of the terminal hosting the NETePay software into both the “Primary Host Name” and “Secondary Host Name” fields
- > Type the word “NETEPAY” into the “Merchant ID” field (case sensitive)
- > Leave the “Terminal ID” as “00000”
- > Select the “Save Credit Card Setup” button when finished
- > Repeat the above steps on each terminal. You must type the data exactly the same each time in order for the system to function properly.
- > It is also important to copy the NETePay shortcut into the Windows Startup folder so that the software will auto-launch when the terminal is rebooted.

Credit Card Setup

Primary Host Name POS1

Secondary Host Name POS1

Merchant Id NETEPAY

Terminal Id 00000

Tokens On (Mercury / Data Cap Only)

Dial Epay Setup Mercury Setup

Remove Setup Save Credit Card Setup

In our example, POS1 is hosting the NETePay software so we have inputted this computer’s name into both the Primary and Secondary Host Name fields. In our example, POS1 is hosting the NETePay software so we have inputted this computer’s name into both the Primary and Secondary Host Name fields.

How to set up a NETePay payment type

Go to the Managers Menu → Register Setup → Setup/Configuration → Tenders-Paid Outs-Customer Request-More

1. Type “Credit Card” into the “Tender Name” field
2. Select the checkbox for “Authorization Required”
3. Select the “Save” button