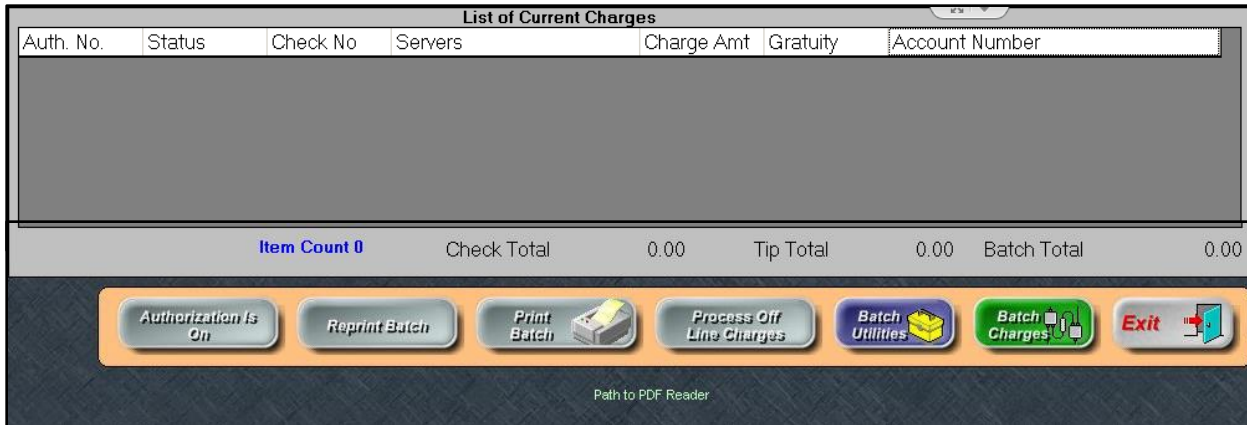


MicroSale Version 9

Credit Card Menu

The Credit Card Menu is accessible on any terminal and by default is restricted to Assistant Manager (Level 4) access level or higher. This area provides the ability to turn off authorization, preprint previous batch reports, view offline charges, and settle the batch.

Features of the Credit Card Menu



- > **Authorization is On / Off** – This button is what we refer to as a “toggle” button, meaning that when you select it, the button will toggle between on and off. The use of this button will force all credit cards to be automatically be marked as an offline charge (no authorization issued) or online charge (authorization issued). This feature is most helpful for sites experiencing intermittent network issues during a storm or maintenance on the building.
- > **Reprint Batch** – This function will allow you to browse through historical batch reports. Each report will be named with the date in which it was created.
Note: The first time this button is used, you may be prompted to “Please select a Reader”. If so, you will need to do the following:
 - Select the “Batch Utilities” button
 - Select the button marked “Select Program to Read PDF Files” a Windows “Open” box will display
 - Select “My Computer” from the left side of the screen and browse to a PDF Reader you already have installed.
If you do not have one installed you can download a free one from Adobe Reader, FoxIt Reader, etc.
Example: C → Program Files → Adobe → Reader Version# → Reader → AcroRd32.exe
 - Select “Open” once you have located the executable file for your PDF reader
 - A message stating “Saved” will appear and disappear quickly on the screen
- > **Print Batch** – This function will print the current open batch report.
- > **Process Off Line Charges** – This function will attempt to receive an authorization number for each offline charge within the current open batch.
- > **Batch Utilities** – This function will launch a new window with a few extra options:

- **Clear Batch** – This function will delete ALL credit cards in the current batch without settlement or making any back up!!
DO NOT USE THIS FUNCTION WITHOUT ASSISTANCE FROM A TECHNICIAN!
- **Show Entire Batch** – This function is used when multiple days' batches have run together but you have run the close out each day. This will show all days charges that are still open, combined.
- **Change Batch #** – This function is only used with DataCap customers who incur a problem settling their current batch through the NetEPay software and have been instructed by DataCap technicians to change the batch number.
- **Search all terminals lost charges** – This function will pull in all locally stored charges on other terminals due to a network issue or other communication problem.
- **Select Program to Read PDF Files** – This function assigns a specific PDF reader as the default software for reading and writing PDF Batch Reports. Locate the instructions earlier in this document with the "Reprint Batch" function for a guide.
- › **Batch Charges** – This function will manually settle or close your current credit card batch. You should rarely need to use this function as running the Daily Close Out will prompt you to settle the credit card batch automatically.
- › **Exit** – This function will return you to the Managers Menu