Custom Application Training Deck

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About Your Application

If you have any questions concerning your application, please provide the information listed to below to our support team to further assist you.

Access Control Group name: ACCESS_CONTROL_GROUP
Do you have more than one account? YES
Application Website: https://login.aspx
Processing Level: Level III

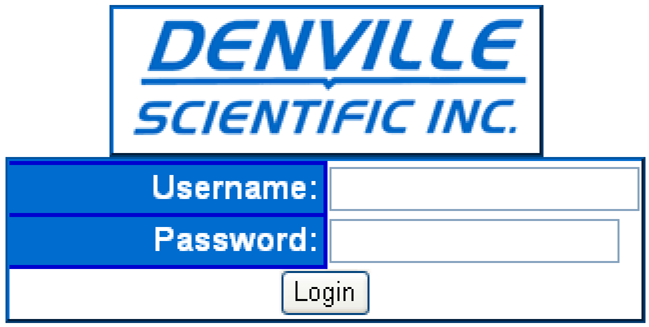
Contact Information:

Support Phone Number: 111-111-1111 option 1
Support Email: http://www.companywebsite.net

Login

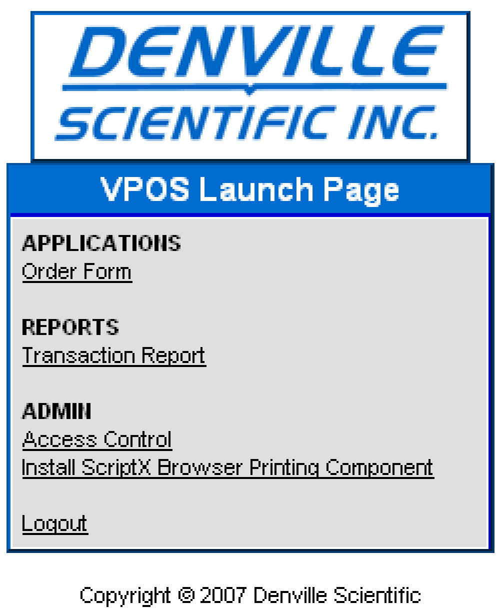
To log in, enter your username and password information. Then, press the **Login** button.

Your application **Login** page is displayed in the image below.



You will now be at the **VPOS Launch Page**. From here, you may perform one of many tasks. You may choose to access the **Order form** or **Transaction Reports**. If you are an **Administrator,** you may create and edit users through **Access Control.**

The **Launch** page is displayed in the image below.



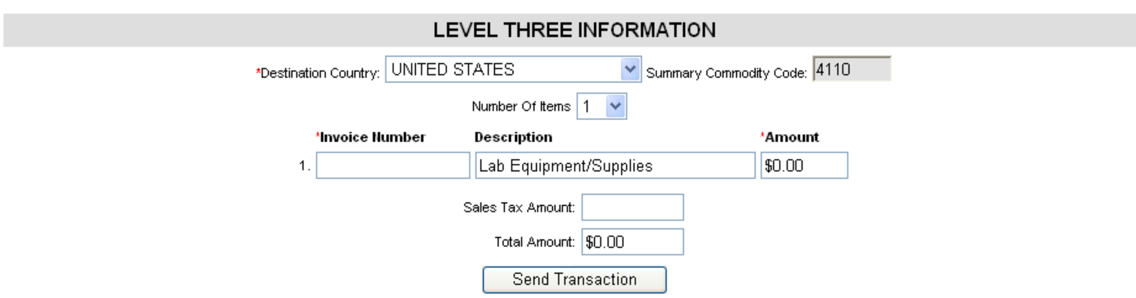
Processing a Payment

To start processing transactions, press the **Order Form** link on the VPOS Launch Page. You will now be at your **Order Form** virtual point of sale (VPOS). On this page, you may enter the required information to process your transaction. First, type your customer information in the appropriate fields. Fields with **red asterisks are required** to process your transactions. If these fields are not completed upon transaction processing, your order form will display the corresponding field in red text located at the top of the page. Next, enter your customer's payment information. If you desire to issue a blind credit to a customer's card, check the **Blind Credit Flag** check box.

The lower half of your **Order Form** contains your **Level III** information required to process your transactions. First, select your **Destination Country** and **Number Of Items** from the drop-down menus. Type your **Invoice Number**, **Description**, and **Amount**. The default for the Description field is Lab Equipment Supplies. If there is sales tax, enter the price in the **Sales Tax Amount** field. Your total will be calculated in the **Total Amount** field. If you have enabled the Blind Credit Flag, enter a negative sign next to your price in the **Amount** textbox. Once all your information is entered, press the **Send Transaction** button.

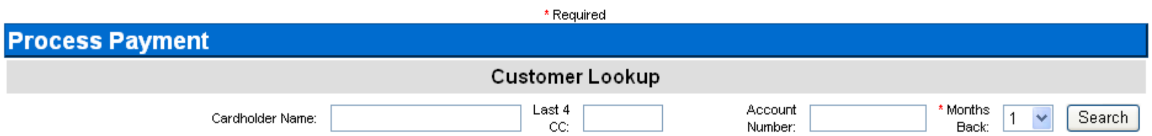
The image below displays the **Customer and Payment** information from your **Order Form**.

The image below displays your **Level III** information from your Order Form.



Processing a Payment Continued

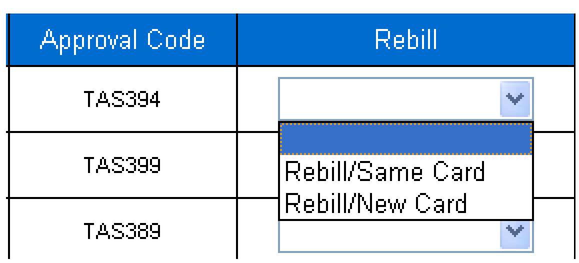
The image below displays the **Customer Lookup** information from your **Order Form**.



If you wish to process another transaction with a previous customer, you may lookup that customer's information from your **Order Form** in the **Customer Lookup** section. You may search for that customer by **cardholder name**, **last four digits** of his or her credit card number, and **account number**. You may select transactions dating **twelve months**. Once you have entered your desired criteria, press the **Search** button.

Once you see your **Customer Lookup** results, select **Rebill/Same Card** or **Rebill/New Card** under the **Rebill** heading.You will now be able to rebill the chosen customer using the same or new card from your **Order Form** page. Press the **Send Transaction** button to process your transaction.

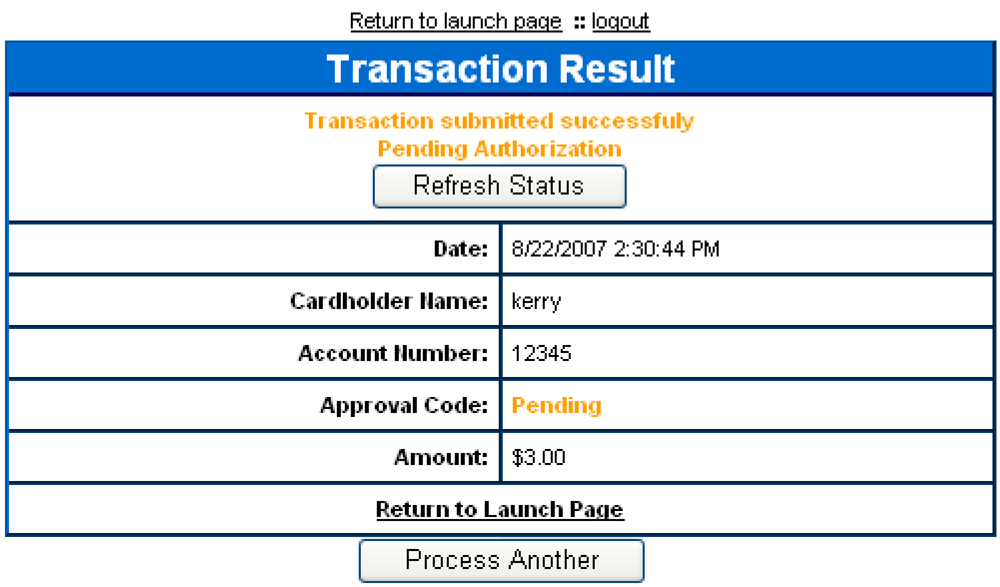
The image below displays the **Rebill** information from your **Customer Lookup Results** page.



Transaction Result Page

After submitting your transaction, the **Transaction Result** page will display. Here, you may see if the transaction was **approved** or **declined**. Once the **Transaction Result** page is open, you may **print the receipt** for your customer. The receipt information is for both your records and the customer's financial records. At this point, you may now press the **Process Another Payment** button, which will return you to your **Order Form**, or you may return to the **Launch** page. If your transaction is **pending authorization**, press the **Refresh Status** button to display your updated transaction result.

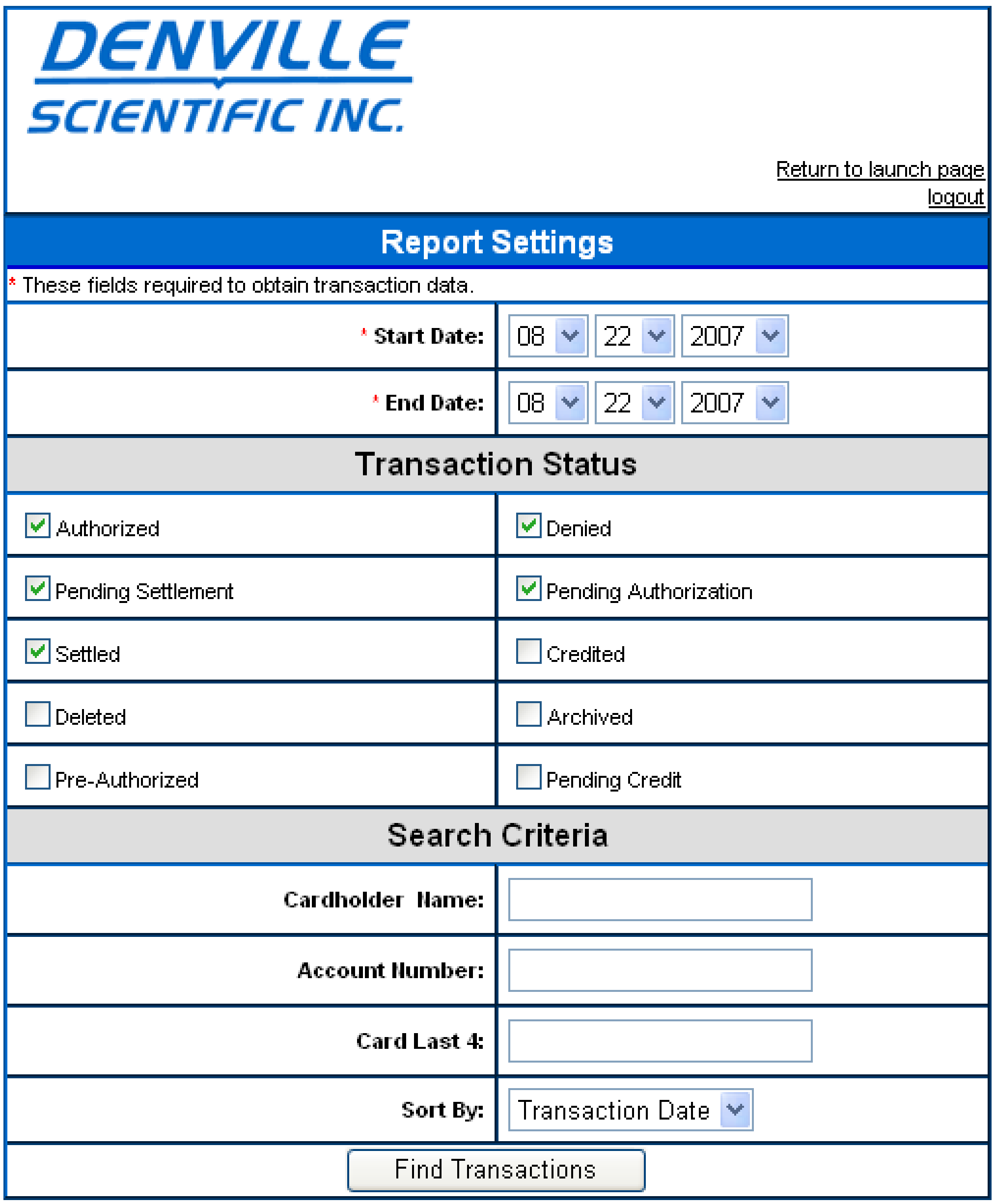
When you process a transaction, your **Transaction Result** page will look similar to the image below.



Transaction Reports

From the **Launch** page, you may choose to view reports according to transaction date. Under the **Reports** heading, click the **Transaction Reports** link. To create a report, enter the date range you desire to view. You may choose to filter your transactions according to their status. This is simply done by enabling the check box next to your chosen transaction status.

The image below is your **Report Settings** page.



Transaction Reports Continued

Also, you may view transactions according to the following fields: **cardholder name**, **account number**, and **last four digits on the credit card**. Select sort by **Card Type** or **Transaction Date** from the drop down menu. The default is **Transaction Date**. Once you have selected the **transaction date range**, **transaction status**, and **search criteria**, press the **Find Transactions** button.

Your **Report Transaction Results** will look similar to the image below.

Status	Number	Amount
Pend-AuthAuth/Pend-Settle	5	$20.88
Settled	8	$94.04
Auth/Pend-Settle	6	$29.19
Auth/Pend-SettleAuth/Pend-Settle	1	$6.60
Denied	1	$8.00
Totals	21	$158.71

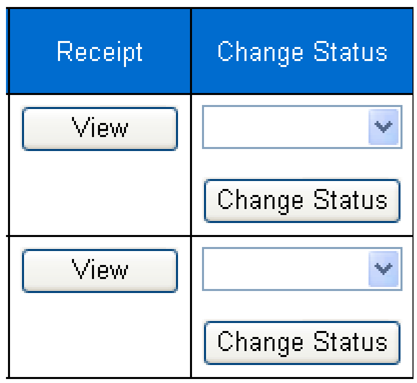
<table>
<tr><td rowspan="3">26</td><td rowspan="3">8/22/2007 2:06:52 AM</td><td rowspan="3">$13.07</td><td rowspan="3">Dave Albert</td><td rowspan="3">6781</td><td rowspan="3">VISA</td><th>Invoice Number</th><th>Description</th><th>Invoice Amount</th><td rowspan="3">Settled</td></tr>
<tr><td>4533344515</td><td>Lab Equipment Supplies</td><td>$9.89</td></tr>
<tr><td>4468780663</td><td>Lab Equipment Supplies</td><td>$2.31</td></tr>
</table>

Once you are done compiling your reports, you may return to the **Launch** page and continue processing, or run another report. To download your transaction report in **Microsoft Excel**, click the **Download Transaction Data** link located at the bottom of the page.

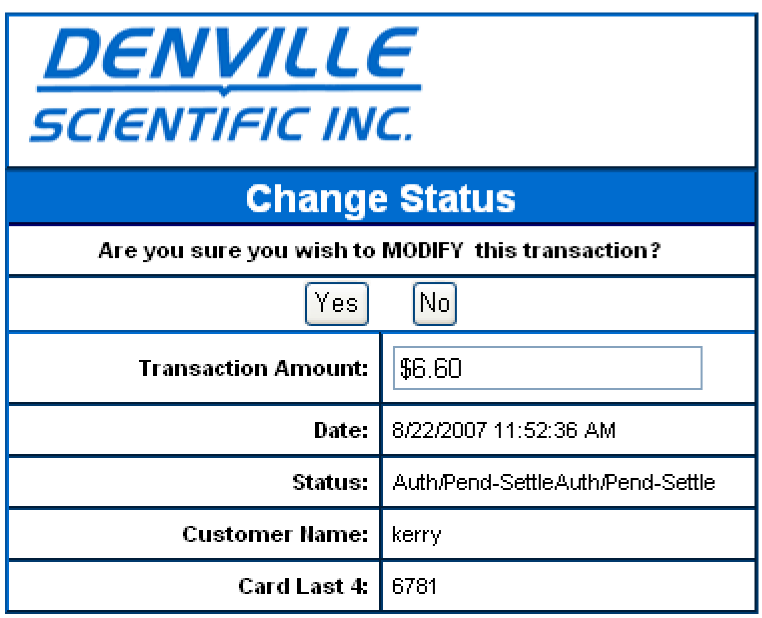
Change Status and Receipts

From the **Report Results** page, you may also view the receipts from your previous transactions. To perform this task, press the **View** button. In addition, from this page, you may change the status of your transactions. The **Change Status** options are the following: **change amount**, **settle**, **void**, **authorize**, or **refund** the transaction. Once you have selected your chosen change status method, press the **Change Status** button to perform the task. This will open a new window so you may verify your selection.

The **Receipt and Change Status** detail of your **Report Results** page is displayed below.



In the **Change Status** window, enter the transaction amount that you would like change, authorize, or refund. If you are **voiding** or **settling** a transaction, just simply confirm by pressing the **Yes** or **No** button.



Administrator Rights

If you are the Administrator, you have the ability to create new users with separate login credentials. These users may access your custom application to process credit cards. To begin this procedure, click the **Access Control Advanced** link on the Launch page. This will display another Login page where you must enter your Administrator group name, username, and password.

The image below is the **Access Control Administrator Login** page.

Access Control : Administrator Login	
Username:	
Password:	
Login	

After logging in, you will see your **Administration** page.

The image below is your **Administration** page.

Create User Logout

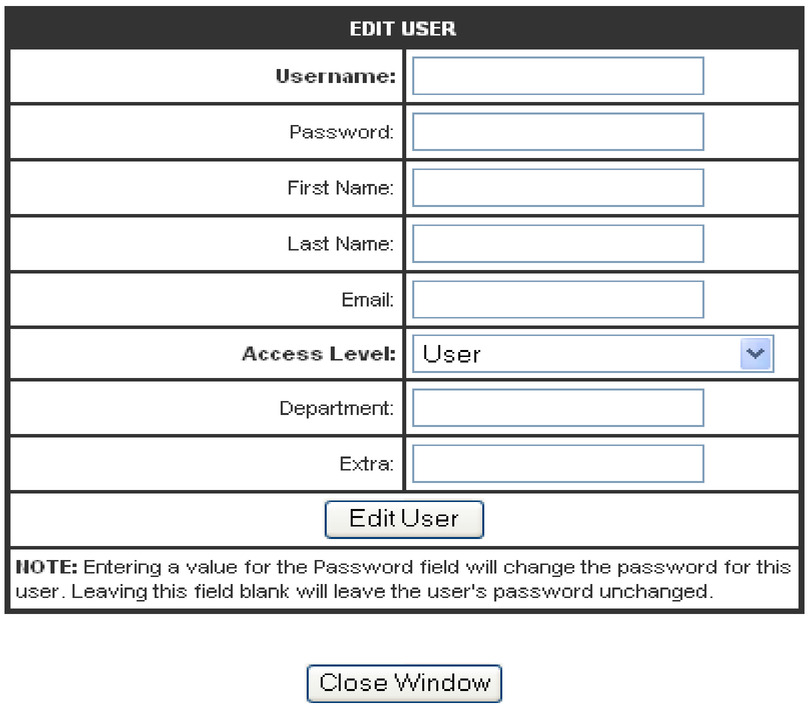
USER LISTING FOR DENVILLE_SCIENTIFIC									
Username	Password	First Name	Last Name	Email	Access Level	Department	Extra	Edit	Delete
▼▲		▼▲	▼▲	▼▲	▼▲	▼▲	▼▲	<<< Sort	
DenvilleAdmin	Skipjack5				Administrator			Edit	Delete
DenvilleUser	Skipjack5				User			Edit	Delete
DenvilleUserX	Skipjack5				User With Extra Privileges			Edit	Delete

Located to the right of each username, is an option to **edit** or **delete** that user.

Administrator Rights Continued

To edit a user's account information, press the **Edit** button. A new window will open presenting you with revisable fields for that account. To delete an account, press the **Delete** button. You will be asked to verify this request in a new window.

The image below is your **Edit User** page.



Administrator Rights Continued

To create a new user, press the **Create User** button located at the top of the Administration page. Again a new window will open presenting you with fields to create a new user and assign him or her login rights.

The image below is your **Create User** page.