

Custom Application Training Deck

Table of Contents

About Your Application	pg. 2
Login	pg. 3
Processing a Payment	pg. 4
Transaction Result Page	pg. 6
Transaction Reports	pgs. 7 - 8
Change Status and Receipts	pg. 9
Administrator Rights	pgs. 10 - 12

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.

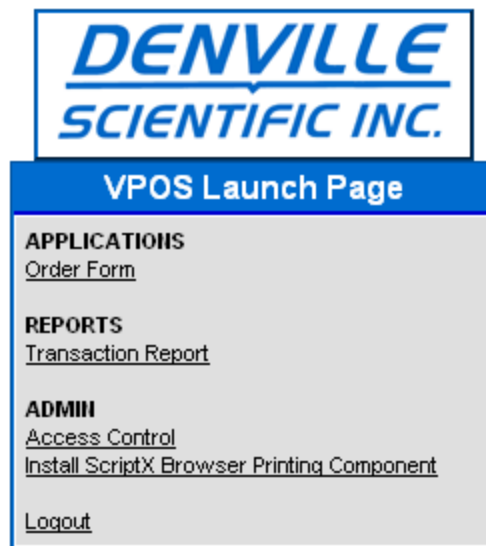
Your application **Login** page is displayed in the image below.



The screenshot shows the login interface for Denville Scientific Inc. At the top is the company logo, which consists of the word "DENVILLE" in a large, bold, blue sans-serif font, with "SCIENTIFIC INC." in a smaller, blue sans-serif font below it. Below the logo is a white rectangular box containing the login fields. On the left side of this box, there are two blue labels: "Username:" and "Password:". To the right of each label is a white text input field. At the bottom right of the white box is a small, rectangular button with the word "Login" in a blue font.

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.



The screenshot shows the VPOS Launch Page for Denville Scientific Inc. At the top is the company logo, identical to the one in the previous image. Below the logo is a blue header bar with the text "VPOS Launch Page" in white. Below the header bar is a large white rectangular area containing a list of links. The links are organized into three sections: "APPLICATIONS" with the link "Order Form"; "REPORTS" with the link "Transaction Report"; and "ADMIN" with the links "Access Control", "Install ScriptX Browser Printing Component", and "Logout".

Copyright © 2007 Denville Scientific

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**.

CUSTOMER INFORMATION	PAYMENT INFORMATION
* Cardholder Name: <input type="text"/>	 * Credit Card Number: <input type="text"/>
* Account Number: <input type="text"/>	* Expiry Date(MM/YYYY): <input type="text"/> <input type="text"/>
Address: <input type="text"/>	CVV2: <input type="text"/> What is this?
City: <input type="text"/>	<input type="checkbox"/> Blind Credit Flag
State: <input type="text"/>	
Zip/Postal Code: <input type="text"/>	
Processed By: DenvilleAdmin	

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

LEVEL THREE INFORMATION		
*Destination Country: <input type="text"/>	Summary Commodity Code: <input type="text"/>	
Number Of Items <input type="text"/>		
*Invoice Number	Description	*Amount
1. <input type="text"/>	Lab Equipment/Supplies	<input type="text"/>
Sales Tax Amount: <input type="text"/>		
Total Amount: <input type="text"/>		
<input type="button" value="Send Transaction"/>		

Processing a Payment Continued

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

* Required

Process Payment								
Customer Lookup								
Cardholder Name:	<input type="text"/>	Last 4 CC:	<input type="text"/>	Account Number:	<input type="text"/>	* Months Back:	<input type="text" value="1"/>	<input type="button" value="Search"/>

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.

Approval Code	Rebill
TAS394	<input type="text"/>
TAS399	<div>Rebill/Same Card</div> <div>Rebill/New Card</div>
TAS389	<input type="text"/>

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.


[Return to launch page](#) :: [logout](#)

Transaction Result	
Transaction submitted successfully Pending Authorization <input type="button" value="Refresh Status"/>	
Date:	8/22/2007 2:30:44 PM
Cardholder Name:	kerry
Account Number:	12345
Approval Code:	Pending
Amount:	\$3.00
Return to Launch Page <input type="button" value="Process Another"/>	

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.

		Return to launch page logout
Report Settings		
* These fields required to obtain transaction data.		
* Start Date:	08 ▾ 22 ▾ 2007 ▾	
* End Date:	08 ▾ 22 ▾ 2007 ▾	
Transaction Status		
<input checked="" type="checkbox"/> Authorized	<input checked="" type="checkbox"/> Denied	
<input checked="" type="checkbox"/> Pending Settlement	<input checked="" type="checkbox"/> Pending Authorization	
<input checked="" type="checkbox"/> Settled	<input type="checkbox"/> Credited	
<input type="checkbox"/> Deleted	<input type="checkbox"/> Archived	
<input type="checkbox"/> Pre-Authorized	<input type="checkbox"/> Pending Credit	
Search Criteria		
Cardholder Name:	<input type="text"/>	
Account Number:	<input type="text"/>	
Card Last 4:	<input type="text"/>	
Sort By:	Transaction Date ▾	
<input type="button" value="Find Transactions"/>		

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

26	8/22/2007 2:06:52 AM	\$13.07	Dave Albert	6781	VISA	Invoice Number	Description	Invoice Amount	Settled
						4533344515	Lab Equipment Supplies	\$9.89	
						4468780663	Lab Equipment Supplies	\$2.31	

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.

Receipt	Change Status
<input type="button" value="View"/>	<input type="text"/> <input type="button" value="Change Status"/>
<input type="button" value="View"/>	<input type="text"/> <input type="button" value="Change Status"/>

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.

DENVILLE SCIENTIFIC INC.	
Change Status	
Are you sure you wish to MODIFY this transaction?	
<input type="button" value="Yes"/> <input type="button" value="No"/>	
Transaction Amount:	<input type="text" value="\$6.60"/>
Date:	8/22/2007 11:52:36 AM
Status:	Auth/Pend-SettleAuth/Pend-Settle
Customer Name:	kerry
Card Last 4:	6781

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:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

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

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

<input type="button" value="Create User"/>		<input type="button" value="Logout"/>	
--------------------------------------------	--	---------------------------------------	--

USER LISTING FOR DENVILLE_SCIENTIFIC									
Username	Password	First Name	Last Name	Email	Access Level	Department	Extra	Edit	Delete
▼ ▲		▼ ▲		▼ ▲	▼ ▲	▼ ▲	▼ ▲	<<< Sort	
DenvilleAdmin	Skipjack5				Administrator			<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
DenvilleUser	Skipjack5				User			<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
DenvilleUserX	Skipjack5				User With Extra Privileges			<input type="button" value="Edit"/>	<input type="button" value="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.

EDIT USER	
Username:	<input type="text"/>
Password:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Access Level:	User <input type="button" value="v"/>
Department:	<input type="text"/>
Extra:	<input type="text"/>
<input type="button" value="Edit User"/>	
NOTE: Entering a value for the Password field will change the password for this user. Leaving this field blank will leave the user's password unchanged.	

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.

CREATE USER	
Username:	<input type="text"/>
Password:	<input type="password"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Access Level:	User <input type="button" value="v"/>
Department:	<input type="text"/>
Extra:	<input type="text"/>
<input type="button" value="Create User"/>	