

Mike Brenner 6/28/2023

BARB NOLAN – PASSPORT HELP

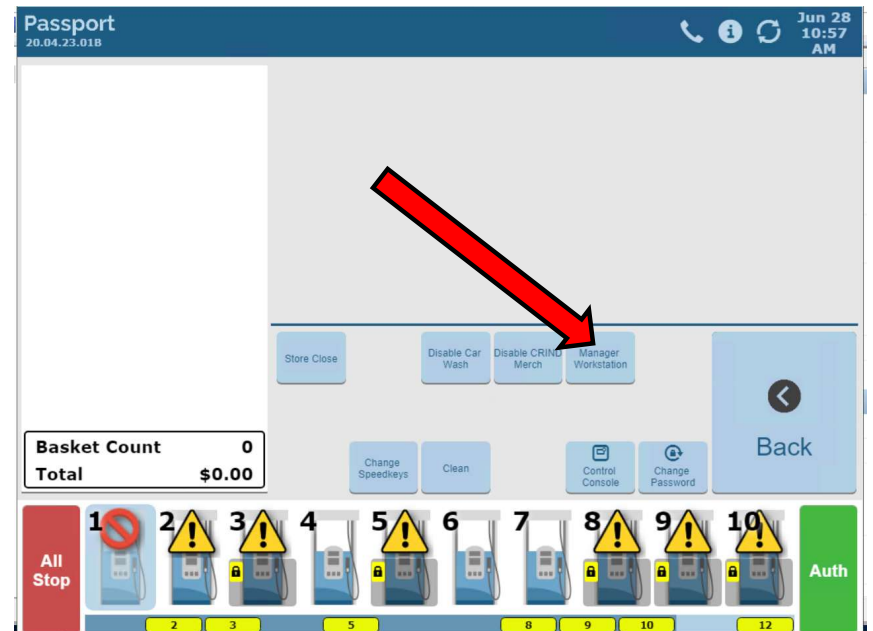
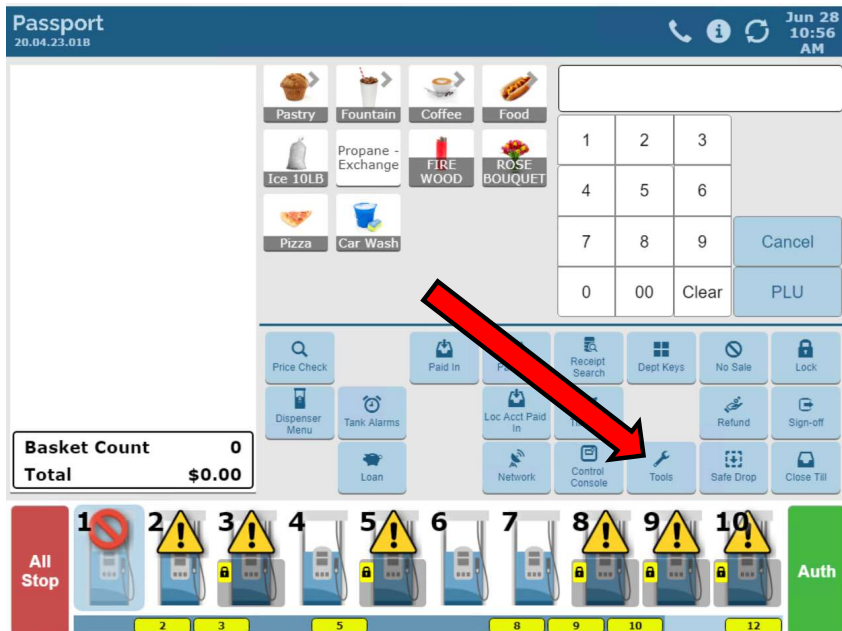


Topics included

- Accessing Manager Workstation
- Using search bar
- Allow manual entry for each card type
- Manage security groups
- Set transaction limits

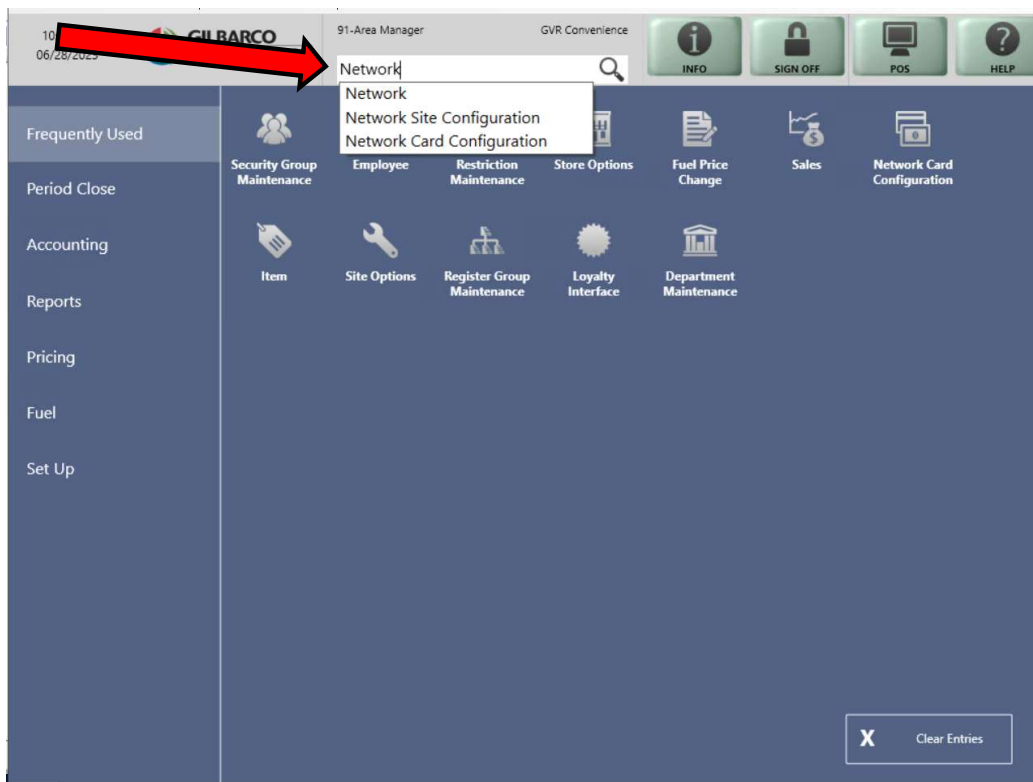
Access Manager Workstation

Tools > Manager Workstation



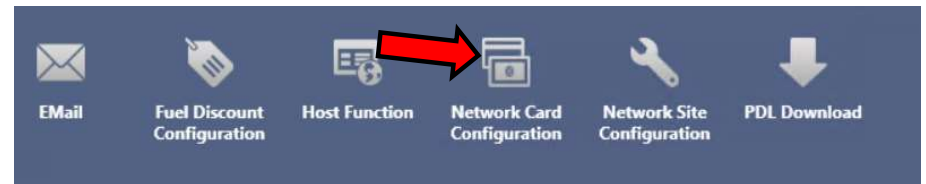
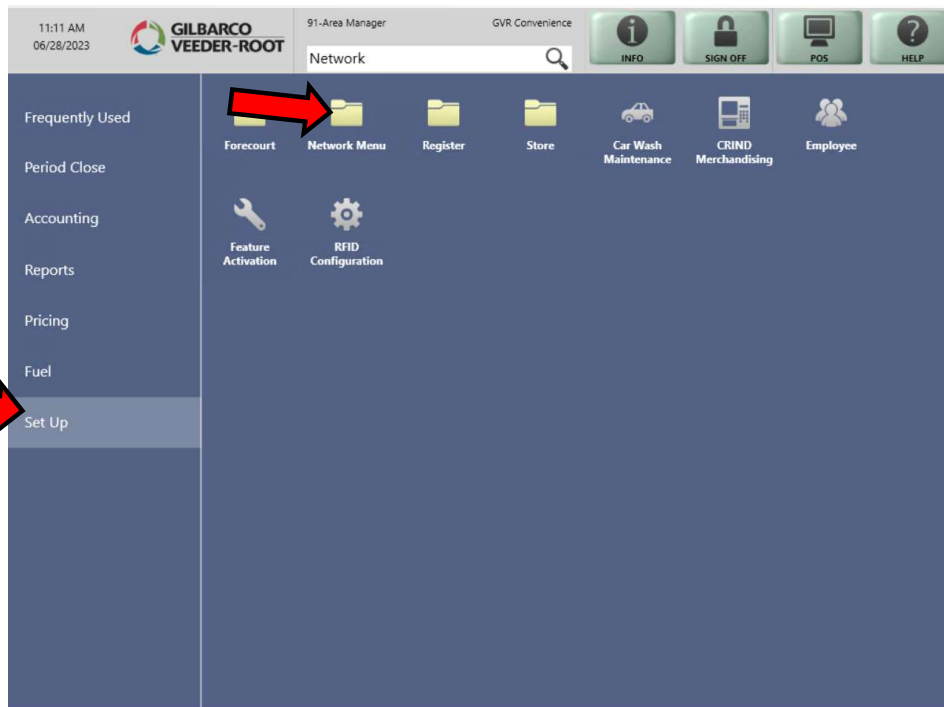
Using search bar

If you don't want to navigate through folders...
type the application you want to go to, select from drop-down menu, click the magnifying glass



Allow manual entry for card types

Set Up > Network Menu > name of your payment network > Network card configuration



Allow manual entry for card types

Select card type > Manual Entry Allowed > select "Yes" or "No" > Repeat for any other card types > hit Save

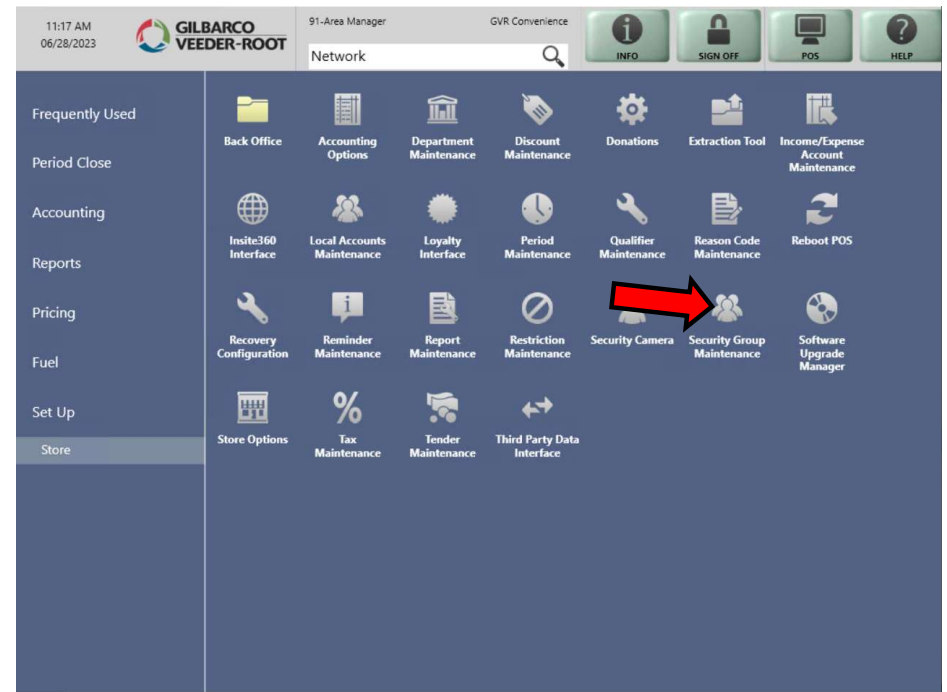
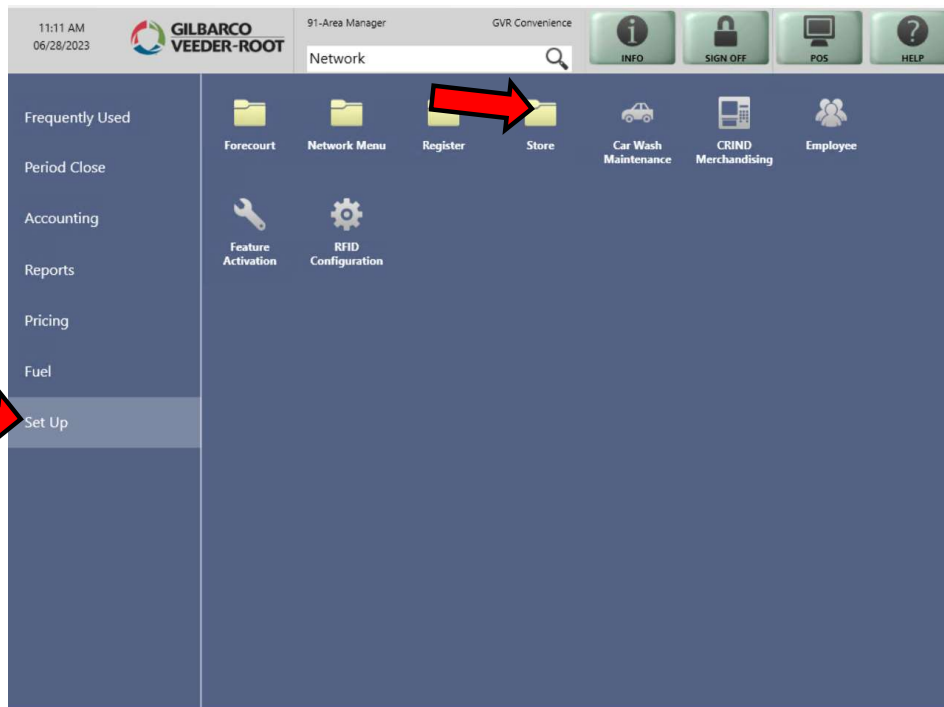
The screenshot shows the 'Card Acceptance Information' configuration window. On the left is a scrollable list of card types, with 'Visa' selected. The main area contains the following fields:

Field Name	Value
Accept Card	Yes
Inside Floor Limit	35
CRIND Floor Limit	0
CRIND Authorization Amount	100
CRIND Auth Control	On Host Response
AVS Zip Code Prompt	None
Can Use As Debit	Yes
Manual Entry Allowed	Yes
Track Configuration	Preferred Track 2
Signature Required Limit	0.00

Red arrows point to the 'Manual Entry Allowed' dropdown menu and the 'Save' button.

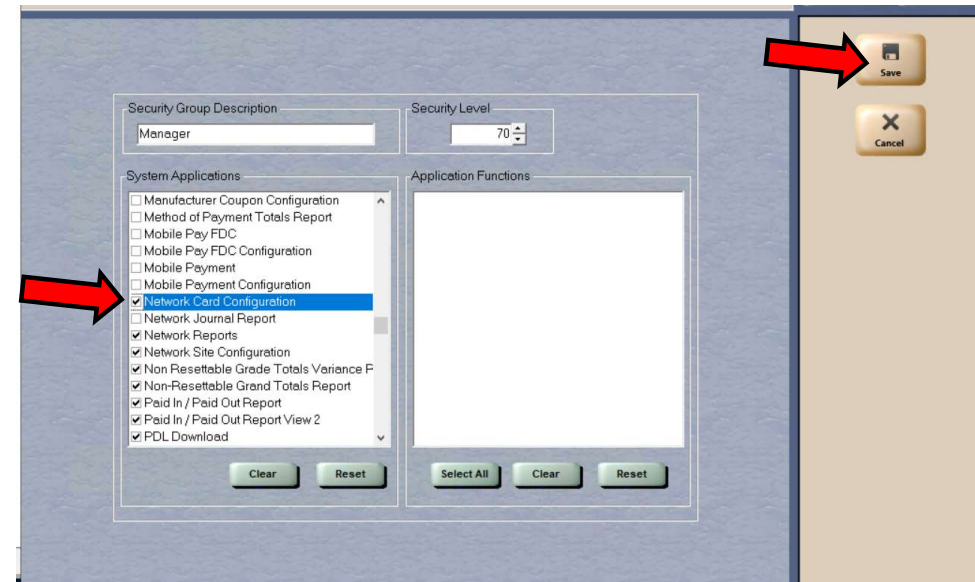
Manage security groups

Set Up > Store > Security Group Maintenance



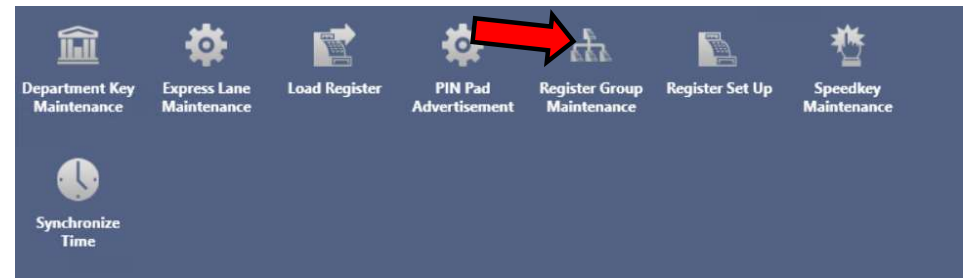
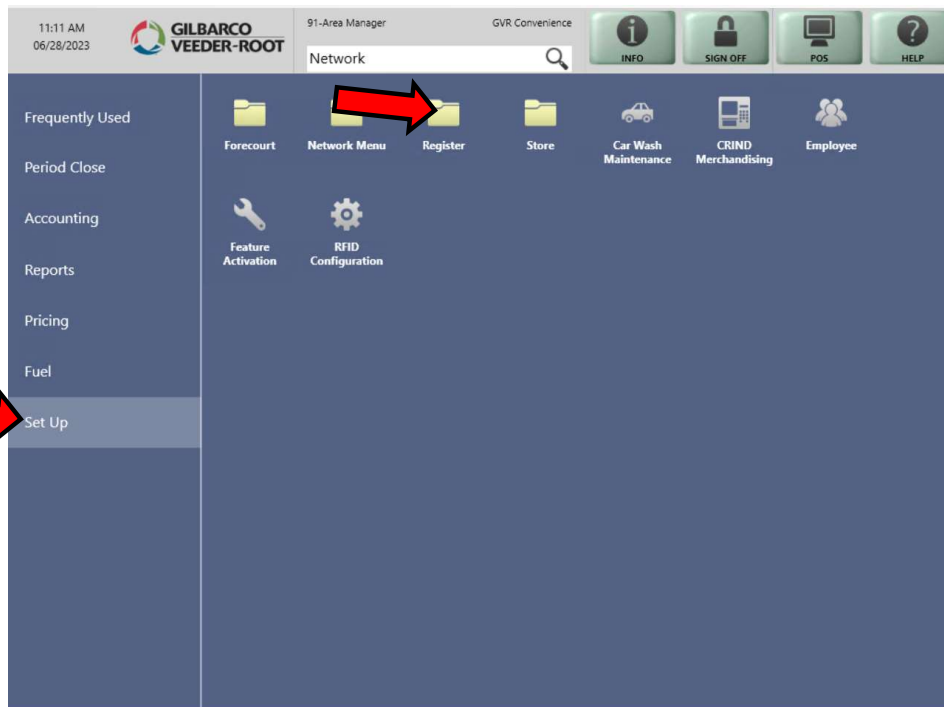
Manage security groups

Select the role > click Change > Select the application (e.g. network card configuration) > click the checkbox > click Save



Set transaction limits

Set Up > Register > Register Group Maintenance



Set transaction limits

Select group > click Change > Select Transaction Options tab >
Set dollar limits for a single item and/or for entire transaction > click save

