

TCS INSTRUCTION SHEET HOW TO USE THE NEW TCS CREDIT CARD STORAGE

Take advantage of our latest new feature:

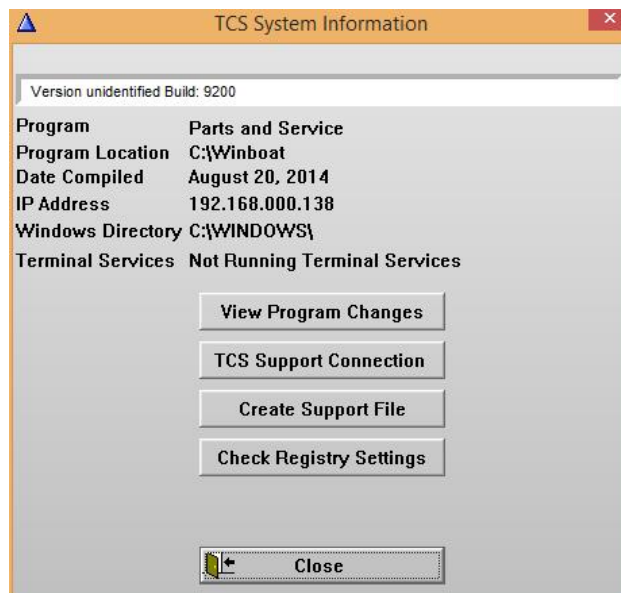
ChargeltPro and TCS CREDIT CARD STORAGE

Protect yourself and your customers by safely storing credit card information on ChargeltPro's secure cloud. Our new technology allows you to:

- Save time with automated recurring billing
- Provide on-account charges for your clients
- Reduce time and effort spent on accounts receivable
- Maintain PCI PA-DSS compliance
- This process is called Credit Card Vaulting by the processing companies.

TCS integrates directly with ChargeltPro. This is the ONLY credit card processing method that will allow direct credit card storage.

You must have a current program version in order to set up and use this new feature. Open the Parts & Service program, go to Help/System Information and check you Date Compiled. It must be August 20, 2014 or later.



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If your date compiled is not August 20th or better you will need to download and install a program update before you proceed with the rest of the instructions. Go to www.tcsoft.com/update/update.htm. The Program Update Download is at the top of the page. Instructions for downloading and installing the program update are under the TCS INSTRUCTION and HOW-TO SHEETS section.

Next you will need to call Dan O'Bannon at ChargeltPro 1-800-989-2135.

You will need to fill out some documents and setup an appointment for your Charge It Pro setup. Even if you currently are using Charge It Pro, your setup will need to be reconfigured.

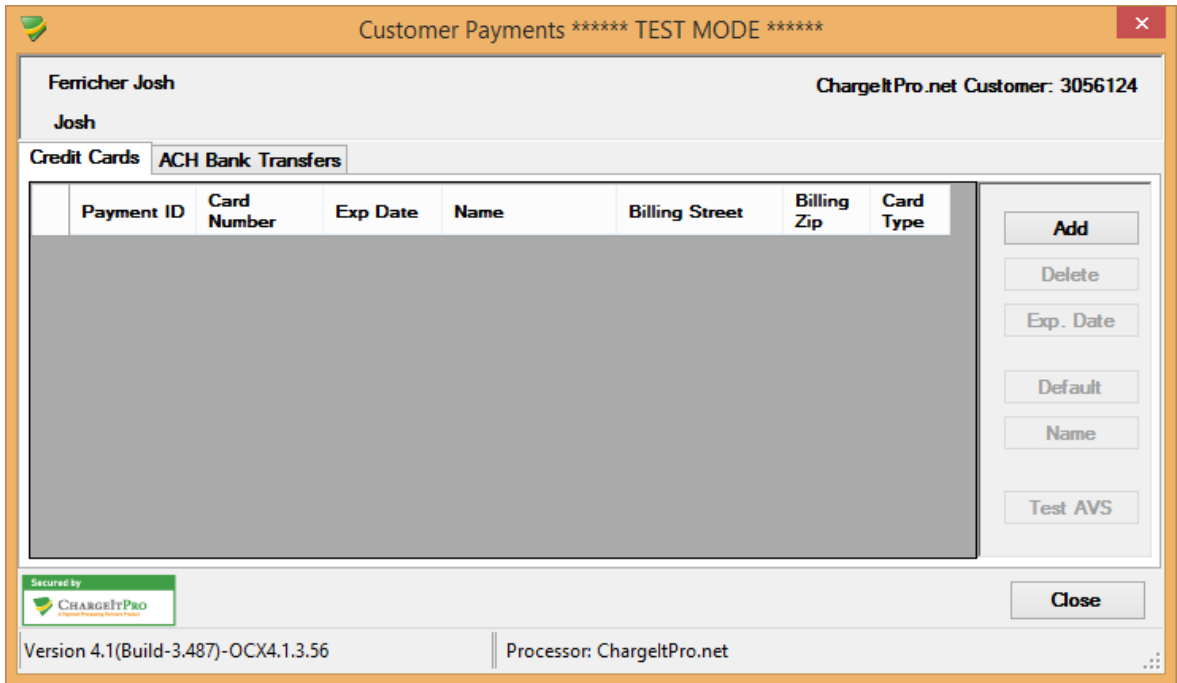
TCS Customer Credit Card Storage Setup

1. Open the Parts Service & Inventory program. Go to Customers/Customer Account Manager.
2. Find your customer, highlight them and click change (Or just double click on the customer).
3. Click on the Credit/Tax info tab.

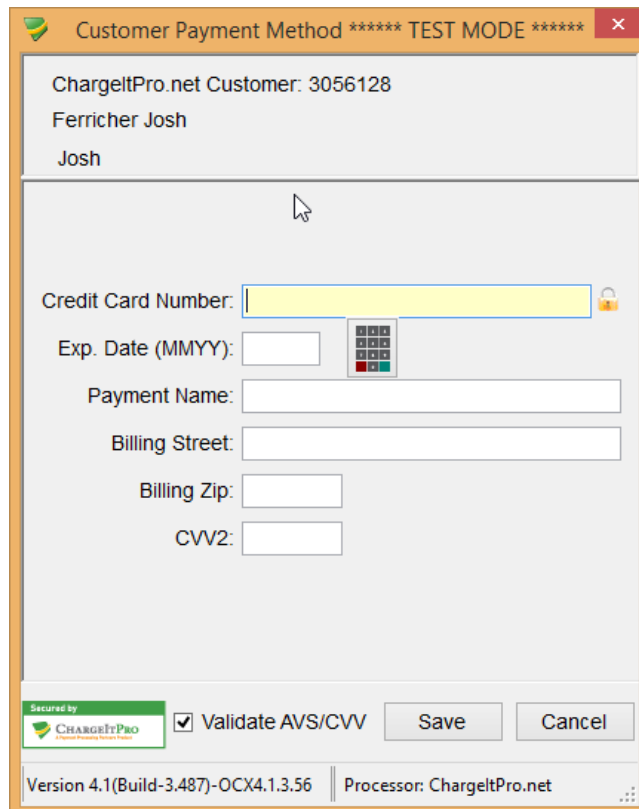
The screenshot shows a software dialog box titled "Changing a CUSTOMER Record". It has several tabs: "General", "Credit/Tax Info" (which is selected and highlighted in red), "Units", "Other Addresses", "Notes", and "Boat Documents". The "Credit/Tax Info" tab contains the following fields and controls:

- "Allow Charges": A radio button set with "Y" selected and "Y/N" as an option.
- "Credit Limit": An empty text input field.
- "Tax ID No": An empty text input field.
- "Discount Type": A dropdown menu with "U - Up from Cost | D - Down From List | N - None" as options.
- "Discount Percent": An empty text input field.
- "Remarks": A text input field containing "Test For Butte General".
- "Special Tax Rate": An empty text input field.
- "AR Acct": An empty text input field.
- "Current Balance": A label with two checkboxes: "Do Not Use Bal Forward" and "Do Not Charge Late Fees", both of which are currently unchecked.
- At the bottom of the dialog, there is a section titled "Store Credit Card On File With ChargeltPro" containing two buttons: "Enter Card" and "Delete Cards".
- At the very bottom of the dialog, there are three buttons: "Save" (with a green checkmark icon), "Cancel" (with a red X icon), and "Help" (with a question mark icon).

4. Now click on the Enter Card button in the lower left hand corner of the Changing a CUSTOMER Record box.
5. You should see the following screen:

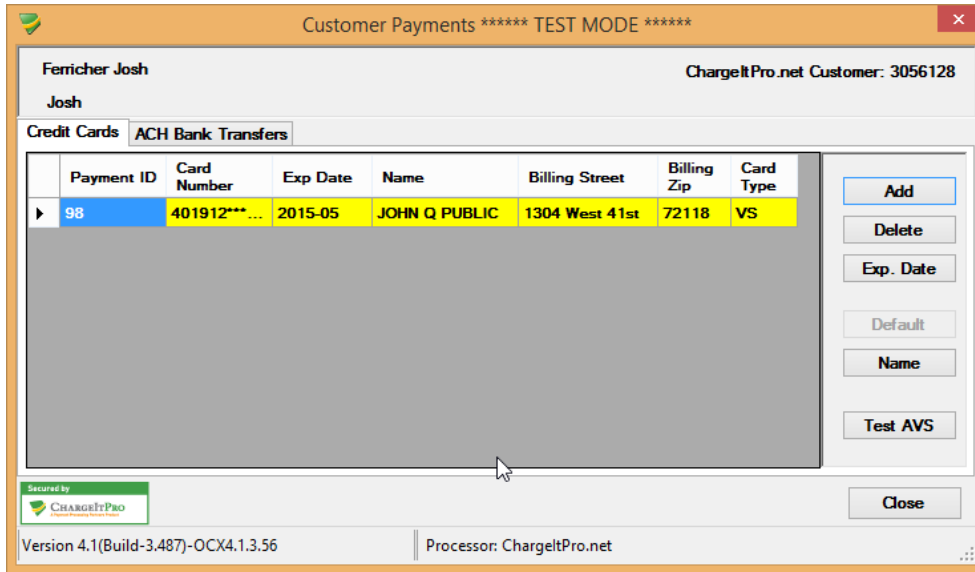


6. It will connect to ChargeltPro. Click the Add button. This is where you are going to swipe the credit card or manually key in the credit card to store it on file with ChargeltPro through TCS.



7. Swipe the Credit Card, It will prefill in all the information on the card except for the Billing Street, Billing Zip and CVV2 #. Please fill in all the information before you click Save.

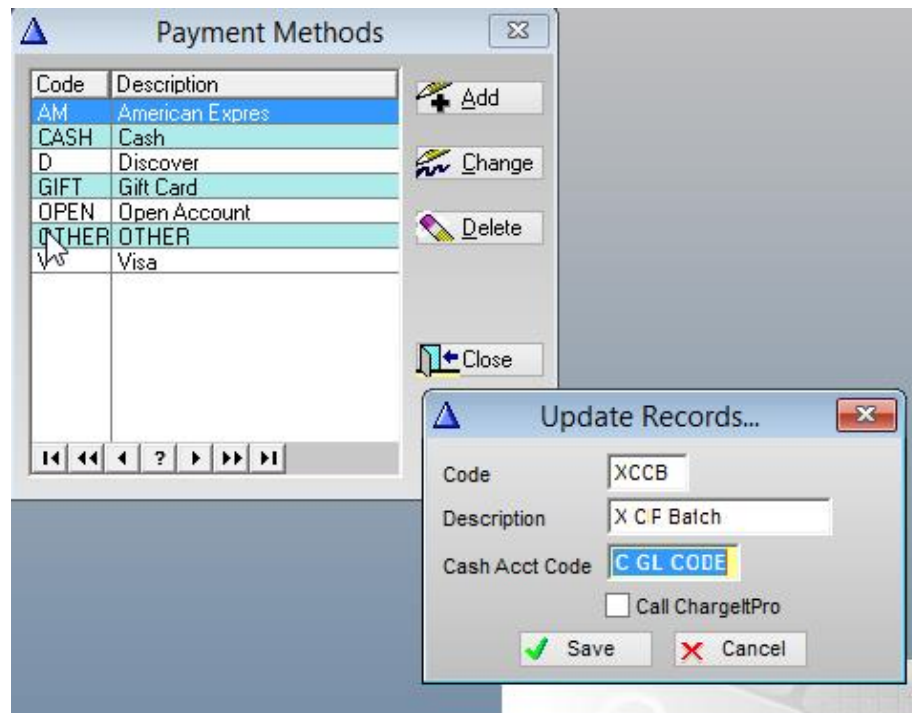
8. Once all the information is added you will see the information as shown in the box below.



9. Close the Customer Payments box from ChargeItPro. Save the Changing a CUSTOMER Record box.
10. The credit card information for this customer is now stored on file.

How to Use the Credit Card Storage

1. A Payment Method must be created (XCCB) that you will NEVER use for closing out a Quick Point-of-Sale, Work Order, or Deposit on either a unit deal or work order.
2. Go to File/Payment Methods. Click Add.
3. Enter XCCB as the Code
4. Enter X CIP Batch as the description.
5. If you are using the TCS Accounting Integration with QuickBooks or Sage Accounting, etc. enter the GL code you use for processing other credit cards.
6. If the customer is present at the time of the sale it is better to swipe the credit card, it will be a lower rate with the merchant service than if you use the stored credit card on file.



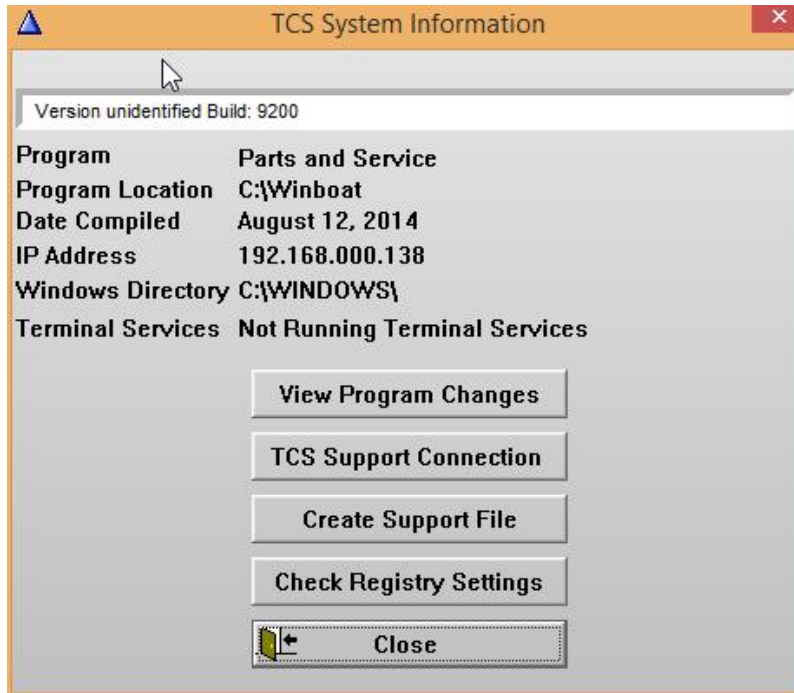
**Administrator Instructions
For
Batch Processing.
How to use the Stored Credit Card on File**

Only the administrator is going to follow the below instructions.

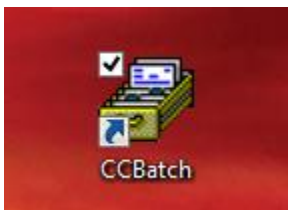
To Use the ChargeItPro batch process for credit cards on file, every invoice that you would like to use the Batch process for must be placed on Open Account for that customer.

1. An icon must be created on the Administrator's computer. First find out where your Winboat folder is by going into the Parts Service and Inventory program and clicking on Help, System Information. What does it say in the program location? The Below example says C:\Winboat

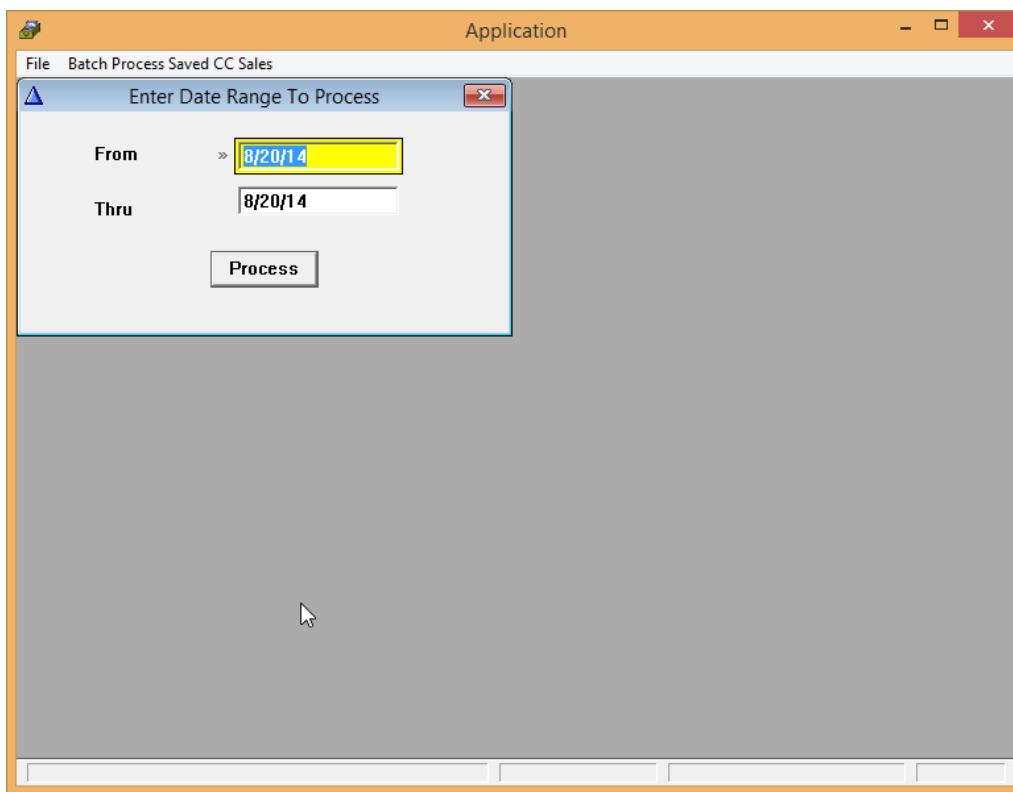
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2. Once you know the location, Right click your mouse anywhere on your desktop, left click on New, then Shortcut.
3. Use the Browse option to find the Program Location referenced from the System Information box. Once the Winboat folder is open, find the file called CCBatch.exe or just CCBatch. Click on it and click OK, Next, then Finish.

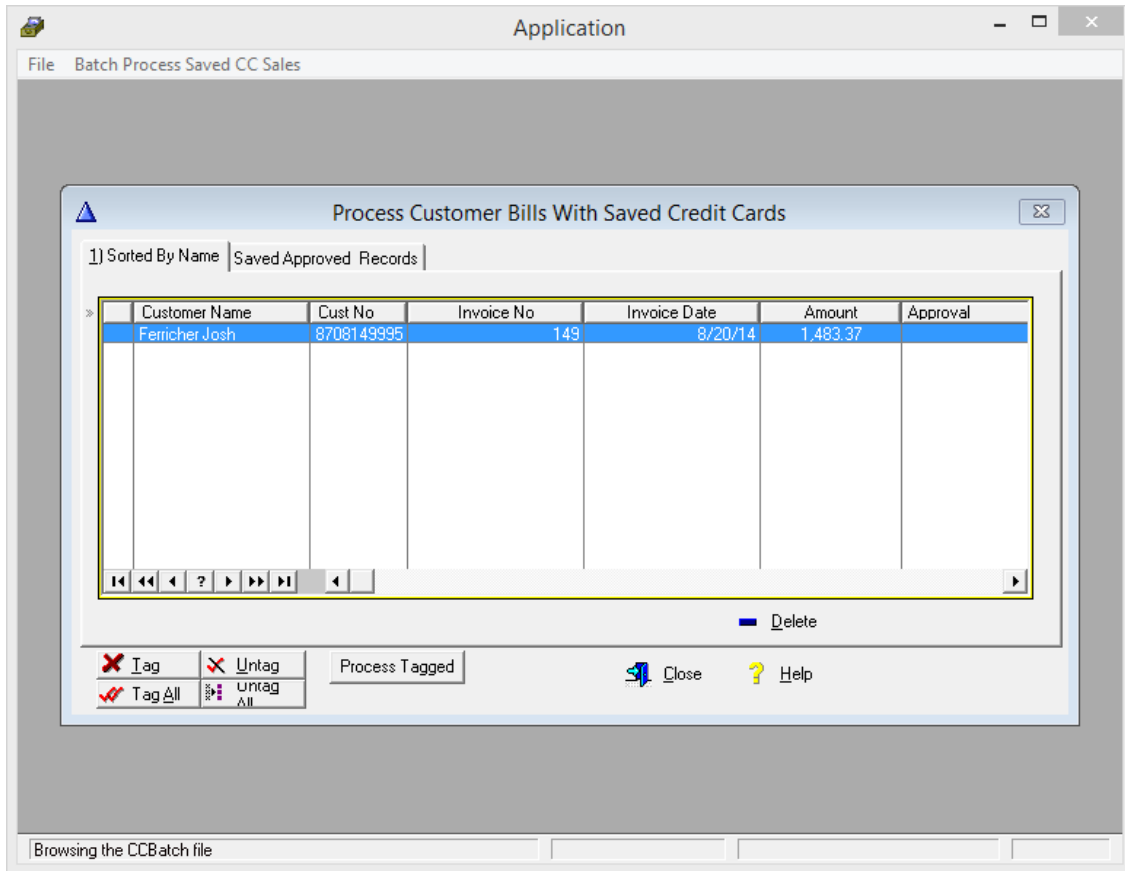


4. Now open CCBatch, Click on Batch Process Saved CC Sales, Click on Run Batch.

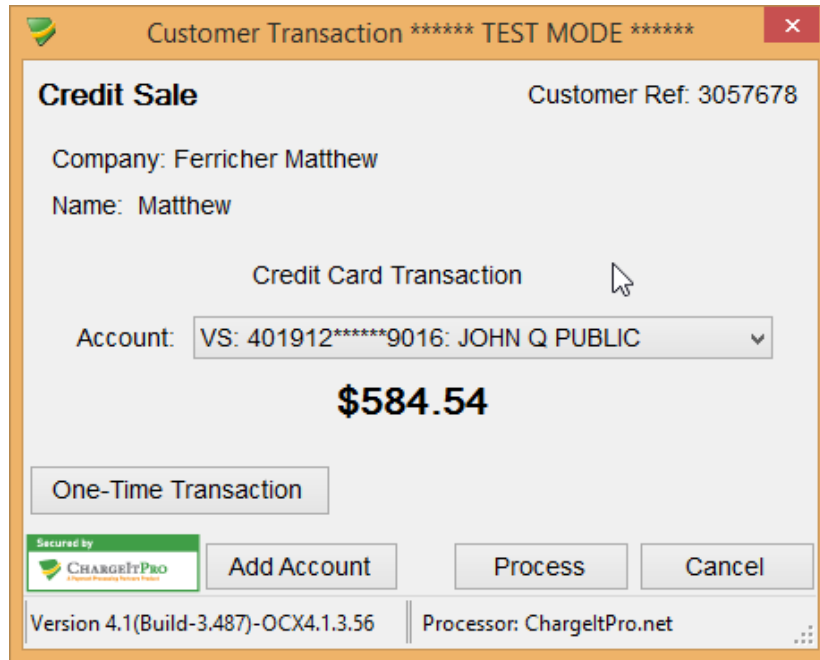


5. Enter the dates to process and click the Process button. It will then bring up any customer you have on file with a stored credit card number.

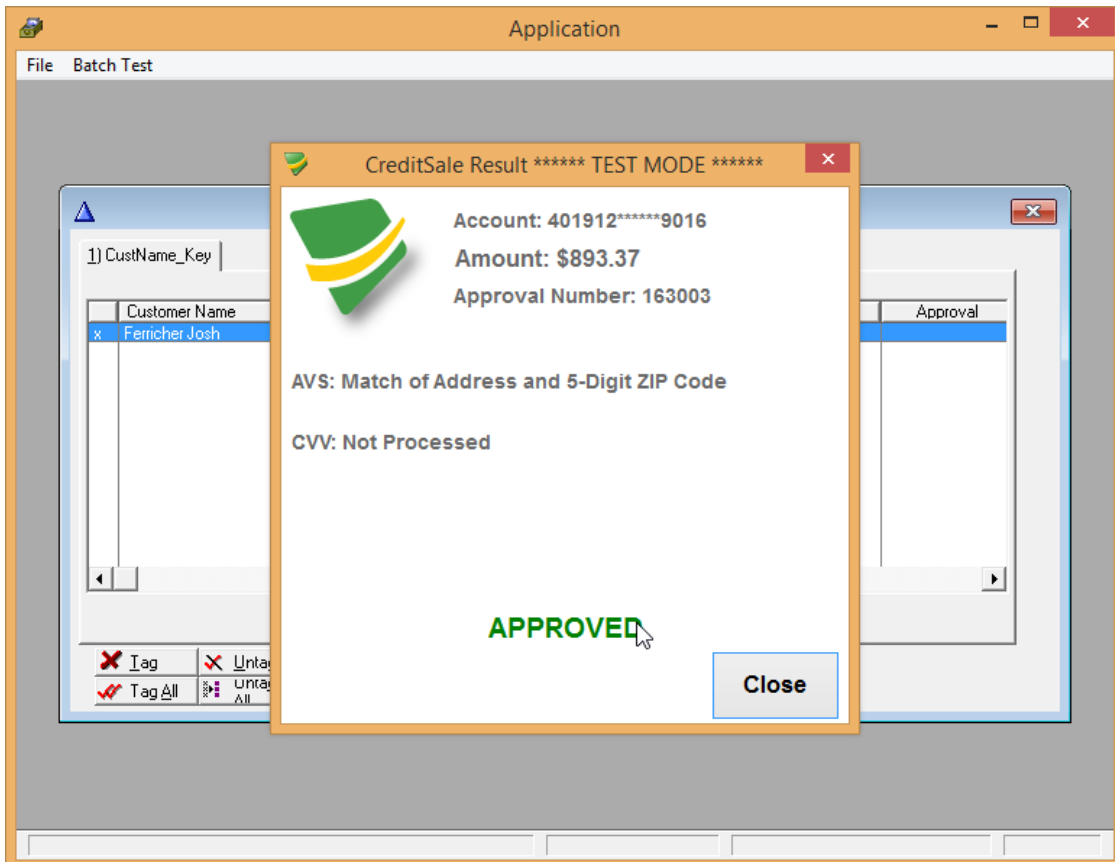
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6. You will have two tabs on the Process Customer Bills with Save Credit Cards box. One tab is to sort by name, the other tab is to see Saved Approved Records.
7. Highlight each customer you are wanting to process, one at a time, and then click the Tag button. Once all customers are tagged click process batch. The following box will pull up.



8. Click Process and the credit card approval will go through as shown below.



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9. To review all of the Saved Approved Records, Just click on Batch Process Saved CC Sales, Enter the date range, the when the Process Customer Bills With Saved Credit Cards box pulls up, click on the Save Approved Records tab. It will show you all of the records processed on file.

