



## Changes to CM v785 Main Features Explained.

### Previous Credit Cards From Prior Stays

Campground Manager can now use previous credit card information from prior customer stays. Until now the use of previously used credit cards could only be used within the same stay. Once the customer checked out, the previously used card could not be used with another stay unless the card was presented for scan or manual entry. Now previously used, valid cards can be used within a new customer stay.

Here is the process.

Credit Card - Authorize	
First Name:	JEFF
Last Name:	TOKAR
Street Address:	TEST
Zip Code:	LOS1J0
Phone:	9998889999
Ticket Number:	103000066
Action:	Sale
Amount:	2.00
Pre-Authorize:	<input type="checkbox"/>
<b>PREPAYMENT/DEPOSIT</b>	
[Swipe] [Manual] [Post-Authorize] [Previous Card] [Cancel]	

When accepting a payment by credit card the “Previous Card” button will automatically appear if a valid card has previously been used.



Prior Card Used	Expiry	Name
400300XXXXXX6781	1213	TOKAR, JEFF
411111XXXXXX1111	1213	TOKAR, JEFF

In the case of a new registration there would not have been a previous card used as payment yet. However the registration may be for a repeat customer that had previously paid with a credit card. Campground Manager will now search all previous stays for the customer and look for a valid credit card to use in the new registration.

The customer ID is used to search for valid cards. It is critical that the registering clerk make sure the customer details are validated ie. Phone number, address, city.

Did You Confirm With The Customer That The Card Selected Ends In 6781

No Yes

Prior Card Used	Expiry	Name
400300XXXXXX6781	1213	TOKAR, JEFF
411111XXXXXX1111	1213	TOKAR, JEFF



As an added safety measure, previously used credit cards that are pulled from previous stays will prompt the user to validate the last 4 digits of the card number verbally. Once a card has been confirmed and used at least once within the stay, the program will not prompt for validation again during the stay.

The image shows a software interface with two main parts. The top part is a dialog box titled "Prior Credit Card Used" with a blue header. It contains a table with three columns: "Prior Card Used", "Expiry", and "Name". The first row of the table has the following data: "400300XXXXXX6781" (circled in red), "1213", and "TOKAR, JEFF". Below the table is a "Credit Card - Authorize" form with several fields:

First Name:	JEFF	
Last Name:	TOKAR	
Street Address:	TEST	
Zip Code:	LOS1J0	
Phone:	9998889999	
Ticket Number:	103000066	
Action:	Sale	1
Amount:	5.00	<b>PREPAYMENT/DEPOSIT</b>
Pre-Authorize:	<input type="checkbox"/>	

At the bottom of the form are five buttons: "Swipe", "Manual", "Post-Authorize", "Previous Card" (circled in red), and "Cancel".

The validated card used in a prior stay will be available for use with the Previous Card function during subsequent payments within the current stay. Additional cards will also appear in the Previous Card list if they are scanned or manually entered during the course of the stay. Cards from prior stays will not be available for selection once a current valid card has been selected.

Cards from prior stays that have an invalid expiry date will be ignored and will not appear on the list.



Cash Receipts.

Receipt Type	Document #	Date	Balance	Clerk
PREPAYMENT/DEPOSIT	S00103000064	MAY 20 13	20.00	...

Cash     Credit Card     Check

Amount	0.00	Amount	5.00	Amount	0.00
Tendered	0.00	Credit Card#	400300XXXXXX6781	Check#	
Change Due	0.00	Type	VISA	Bank	
Note		Exp.Date/Auth	1213 143964		
		Card Holder	TOKAR, JEFF		
		Drivers License			

Add Member# Club Yogi

Type	Code	Doc#	Date	CI	Paid
RESERVATION	W/E	1	MAY 20 13	J	7.00

**Credit Card Details**

Card Number: 400300XXXXXX6781  
Exp. Date: 1213  
Trout ID: 1b2QNUGP94  
CC Trans ID: 000000005620  
Batch/Itm ID: 000163  
Input: Keyed

Don't Reuse Card    Close

Unapplied Amt 0.00    Applied Amt 5.00

Void

Cards that should not be reused within a stay or in future stays can be disabled by selecting the View Payments button on the Transaction Screen. Double click on the credit card transaction to view the Cash Receipt screen. Click the credit card looking glass beside the card number to view the Credit Card Details. Click the “Don’t Reuse Card” button to prevent the card from being used with the Previous Card function.



## Grid Changes

The screenshot shows the 'Site Availability' window with a grid of site availability. The grid is color-coded: blue for 'Checked In', green for 'Reservation', and brown for 'Blocked'. A 'Note' dialog box is open over the grid, displaying the text: 'CLOSED BY MGR - Save for John Doe. Will be in to pay Thursday. Cancel this if not paid by then.' The dialog has 'Save' and 'Cancel' buttons. Red arrows point from the 'Note' dialog to the 'Additional Info' section at the top of the grid and to a 'Save' button in the dialog.

The Grid has been modified to indicate Checked in (blue) and Reservation (green) status but also if full payment, part, or no payment has been received for both statuses. The light shade indicates the transaction is fully paid the medium shade indicates part payment and the dark shade shows that nothing has been paid.

The brown cells are blocked sites. They can be blocked to shut down a site for maintenance or to hold a site for a customer that is unsure of their details. It can also be used to block out group sites prior to the finalizing of details. Blocked sites can contain notes up to 250 characters in length. Short notes are displayed by single clicking on the cell and reading the Additional Info section at the top of the grid window. To view longer notes double click the blocked cell to read the entire message. Messages can be added or edited at any time.

To remove a blocked simply select one of the cells in the block and click the Unblock Site button at the top of the grid window. To add a block click on an empty cell on the date in which you want to start the block. Click the Block Site button and a window will pop up asking for the number of nights you wish to block the site. Note may be added during this process.