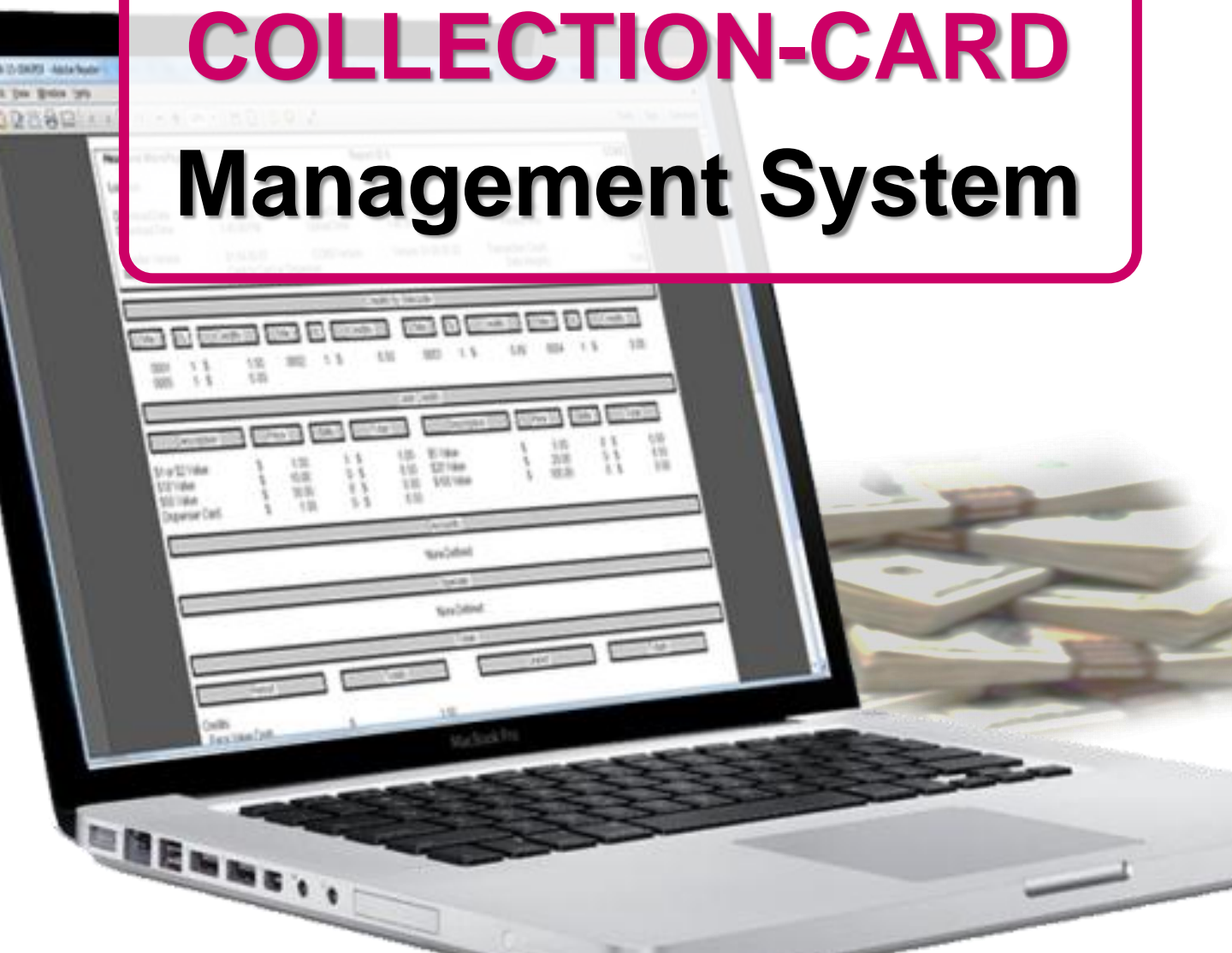# Heartland
PAYMENT SYSTEMS®
MICROPAYMENTS

Installation & Usage Guide

COLLECTION-CARD
Management System

Description

Collection Card Management System **(CCMS)** is a freestanding software module designed to easily read, display, and store audit reports from Heartland MicroPayments - MoneyClip Cashless Payment System devices. Data Collection Cards are read by CCMS, and a PDF copy of the audit report is automatically displayed to the PC operator.

It can run independently of other MicroPayments audit programs (e.g. Debutil), or concurrently with them.

The latest Adobe PDF Reader application will be required to operate the CCMS program. It is freely available at this link: http://get.adobe.com/reader/

Kit Contents

MSYS-CCMS			Collection Card Management System
Item	**Qty**	**Part Number**	**Description**
1	1	MSOF-CCMS	Installation CD
2	1	RDR-OMINIKEY-3121	OmniKey 3121 USB Smart Card reader
3	5	CARD-AT88SC25616C	Data Collection Cards
4	1	DOC-CCMS-MANUAL	CCMS Users Manual
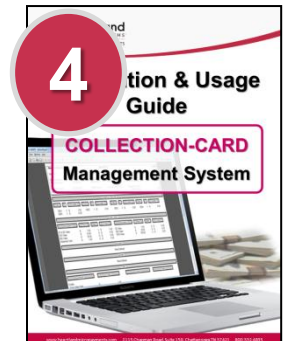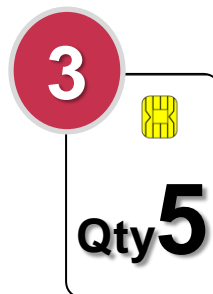
If you cannot locate all of these items, please contact our Customer Service Department at **800.332.4835, option 2,** before proceeding.

Software Installation Instructions

1 Connect the smart card reader to an available USB port on your PC, and allow it to be discovered and readied for use.

If the target PC cannot locate the required drivers to run the card reader, it may be necessary to download and install them, manually. They are available for a wide range of PC operating systems at :

http://www.hidglobal.com/driverDownloads.php

2 Using the supplied CD, install the CCMS program.

3 Follow the onscreen prompts to complete the installation.

Collection Card Management System (Build 01.00.00.01) - InstallShield Wizard

Welcome to the InstallShield Wizard for Collection Card Management System (Build 01.00.00.01)

The InstallShield(R) Wizard will install Collection Card Management System (Build 01.00.00.01) on your computer. To continue, click Next.

WARNING: This program is protected by copyright law and international treaties.

< Back   Next >   Cancel

4 After installation is complete, you will see this icon in your system tray.

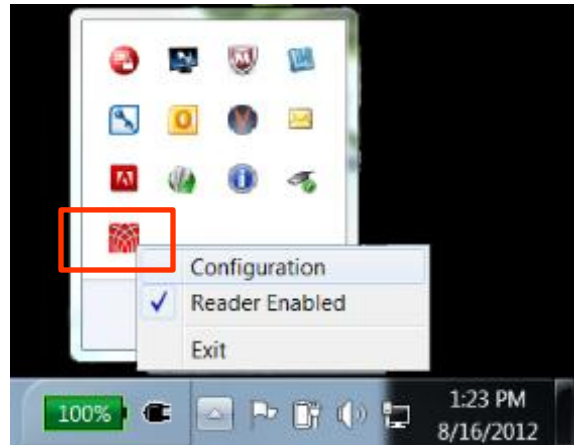99%   8:52 AM   8/14/2012

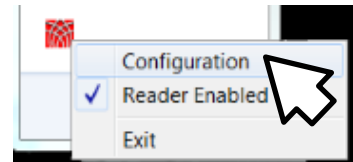**Software Configuration Instructions**

5 Right-click on this icon to check its' status, and to access the configuration menu.

It may be necessary to expand the System Tray to see the CCMS icon.
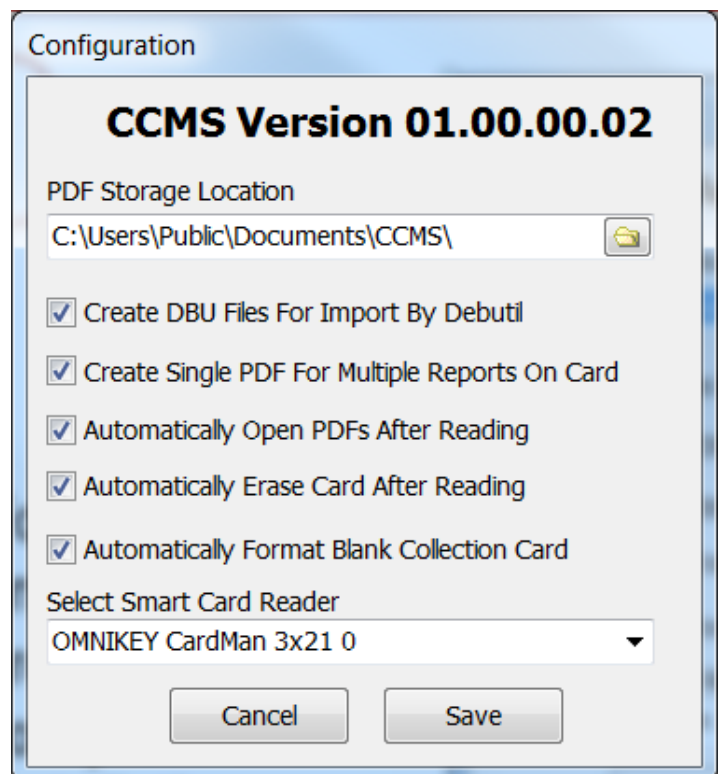
6 Select 'Configuration'

7 The CCMS Configuration screen will show you the current settings for all program functions.
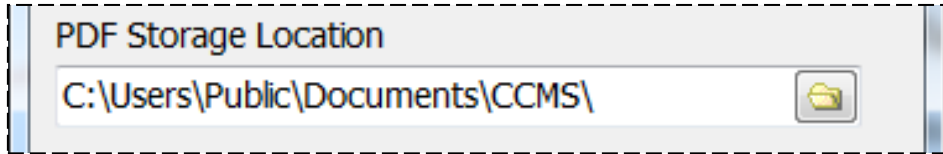
Each setting will be discussed in the following sub-sections.

CCMS Version 01.00.00.02

PDF Storage Location

C:\Users\Public\Documents\CCMS\

☑ Create DBU Files For Import By Debutil

☑ Create Single PDF For Multiple Reports On Card

☑ Automatically Open PDFs After Reading

☑ Automatically Erase Card After Reading

☑ Automatically Format Blank Collection Card

Select Smart Card Reader

OMNIKEY CardMan 3x21 0

Cancel   Save

Software Configuration Instructions

7a   PDF Storage Location

PDF Storage Location

C:\Users\Public\Documents\CCMS\
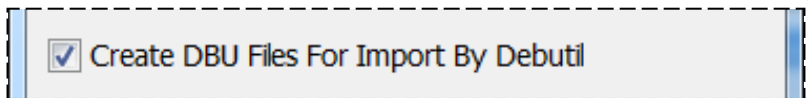
This is where the PDF copies of all reports will be automatically stored. If another location is desired, select the file/browse button to the right, and specify the new location.
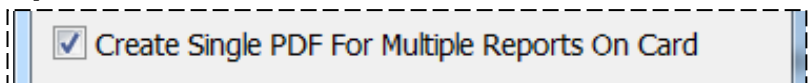
7b   Creating DBU Files

☑ Create DBU Files For Import By Debutil

When this flag is checked, the CCMS program will automatically create *.DBU files (importable by Debutil) and store them in the default location for these files. If the flag is not checked the program will skip this step.
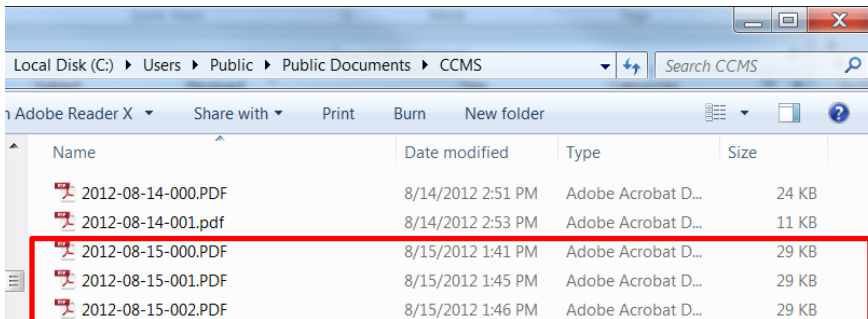
7c   Single PDF Report Option

☑ Create Single PDF For Multiple Reports On Card

When this flag is checked, the CCMS program will automatically create and save an individual PDF report file for each audit file that it reads from a Data Collection Card.

For example, if a single card is used to collect 3 Cash to Card units the CCMS program will create three distinct PDF reports: The files are named by the date they are created, and an incrementing sequence number (as shown).

Name	Date modified	Type	Size
2012-08-14-000.PDF	8/14/2012 2:51 PM	Adobe Acrobat D...	24 KB
2012-08-14-001.pdf	8/14/2012 2:53 PM	Adobe Acrobat D...	11 KB
2012-08-15-000.PDF	8/15/2012 1:41 PM	Adobe Acrobat D...	29 KB
2012-08-15-001.PDF	8/15/2012 1:45 PM	Adobe Acrobat D...	29 KB
2012-08-15-002.PDF	8/15/2012 1:46 PM	Adobe Acrobat D...	29 KB

If this option is <u>not checked</u>, the program will create a single PDF document, which will contain three pages (one for each device that has been collected).
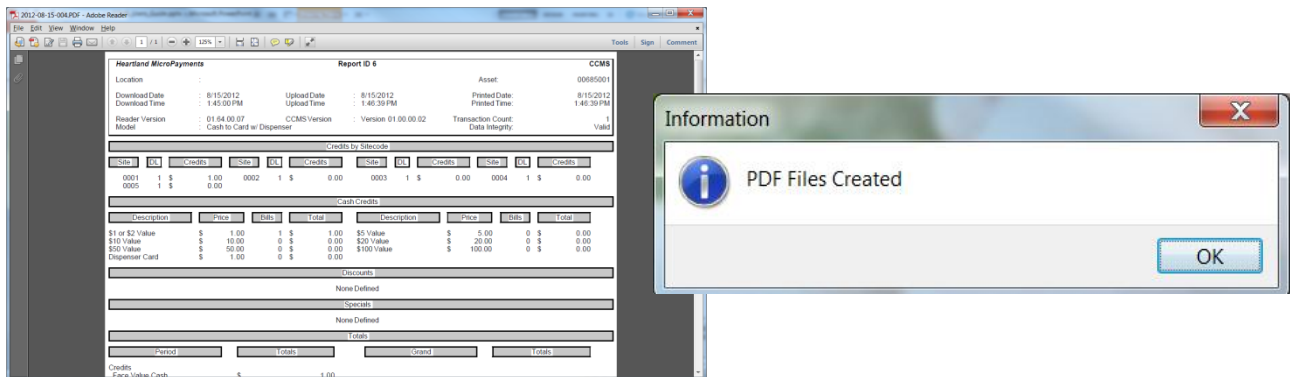
Software Configuration Instructions

7d — Auto-Open PDF's

☑ Automatically Open PDFs After Reading

When this flag is checked, the CCMS program will automatically launch the Adobe PDF reader, and display the downloaded reports to the PC operator, in sequential order.   If this option is not selected, the PDF files are simply stored in the specified location (**see 6a**) and can be reviewed later. A notification is provided.
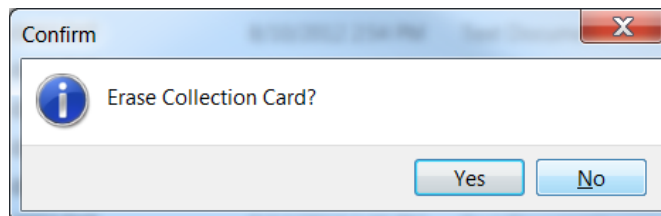

7e — Auto-Erasing Files

☑ Automatically Erase Card After Reading

When this flag is checked, the CCMS program will automatically **ERASE** (i.e. delete) any audit file stored on the Collection Card, after they have been successfully copied and displayed to the Operator.   If the option is not selected, the operator will be prompted to erase the card after each read session:
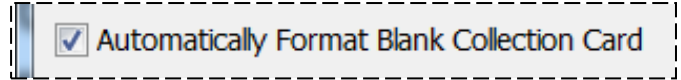

Note: Choosing this automatic option, or clicking [Yes] for the manual erase, is permanent. There is no way to recover an erased report from a Collection Card.

Software Configuration Instructions

7f   **Auto-Formatting Blank Collection Cards**

☑ Automatically Format Blank Collection Card

When this flag is checked, the CCMS program will automatically format any un-primed (blank) Data Collection Card that is inserted into the smart card reader. The Collection Card will be formatted with the key-set that has been loaded in the program with a **SYSTEM KEY CARD**. This will be detailed in **Step 8**.

If this option is not selected, a prompt will be displayed if a blank Collection Card is inserted into the smart card reader.

Confirm ☒

ⓘ Format Blank Collection Card?

Yes   No
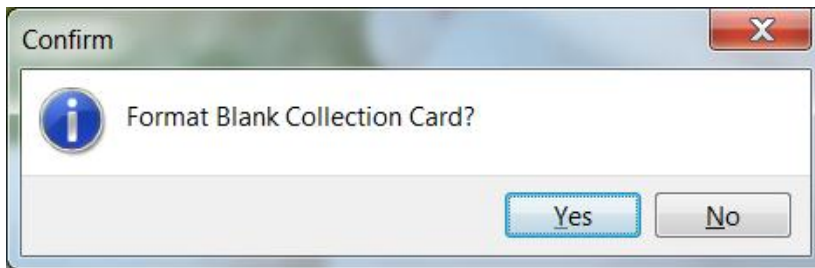
7g   **Selecting the Smart Card Reader**

Select Smart Card Reader
OMNIKEY CardMan 3x21 0 ▼
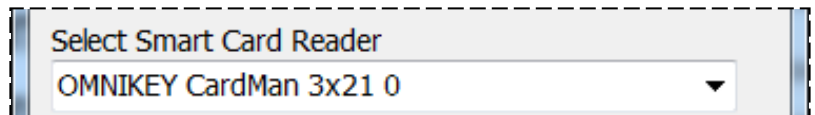
This option allows the operator to select which smart card reader the program will use. If multiple card readers are available, the drop down list will display the options.

**7h**   **Saving the Settings**

Cancel   Save

Once all options have been set to the desired behavior, click [Save] to confirm and exit the Options screen.

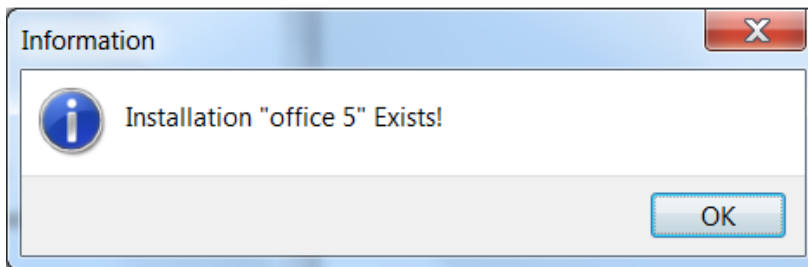# Software Configuration Instructions

8 **Loading System Keys into CCMS**

Before the CCMS program is ready for use, it must be loaded with a **SYSTEM KEY CARD**. Upon insertion, the operator will be asked to confirm the Key load:

Confirm

Create Installation "inhouse"?

Yes   No
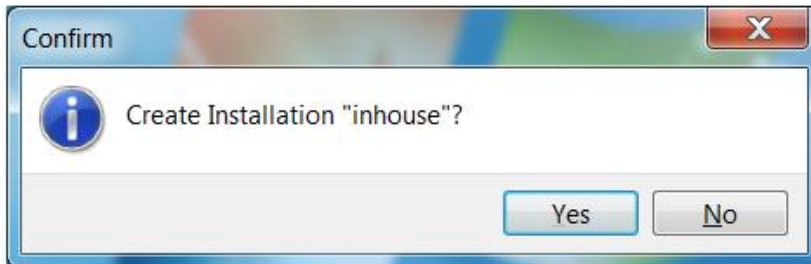
If the Key set already exists, a notification is provided:

Information

Installation "office 5" Exists!

OK

When the installation has been created, the Remove Card prompt will appear:
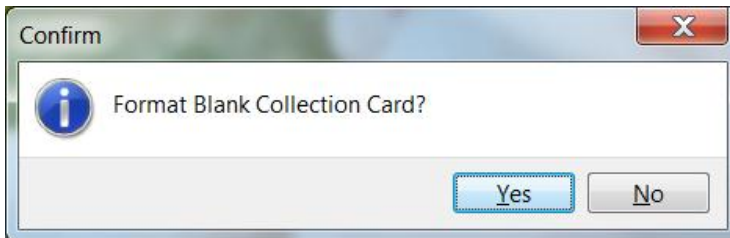
Remove Card

Remove Card

X Cancel
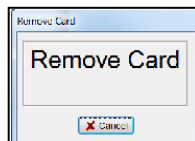
**9** **The CCMS Program is now ready for use.**

Formatting a Collection Card
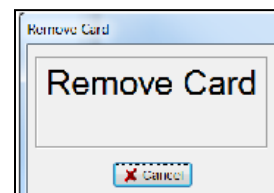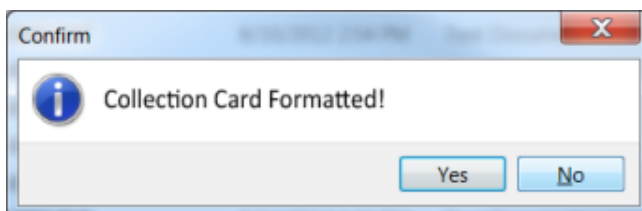
10 Formatting a Bank Collection Card

Before the Collection Card can be used it must be formatted. If a Blank Collection Card is inserted, the program will prompt the operator if they wish to format it:

Confirm

Format Blank Collection Card?

Yes   No

If [YES] is selected, the operator must select which Key set to use (if multiples exist). Choose the desired Key and click [Select].

Select Installation

Select Installation

inhouse
office 5

Select   Cancel
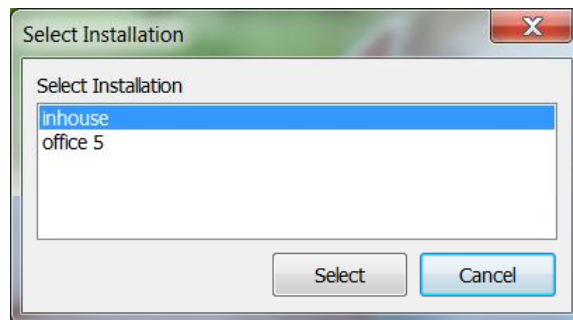
When the formatting is complete the operator will be notified. Clicking [Yes] will prompt the operator to remove the card.

Confirm

Collection Card Formatted!

Yes   No

Remove Card

Remove Card

X Cancel

![Heartland Payment Systems - Micropayments logo]

11 **Collecting Audit Data from a Card Reader**

1. While the reader is in its' idle state, insert the **Data Collection Card** into the card reader.

INSERT YOUR CARD

2. The display will show "**READING**".

READING...

3. The reader will identify the card type as "**COLLECTION CARD**".

COLLECTION CARD

4. After writing the Debutil file to the COLLECTION CARD, the reader will **clear** the Period data

CLEARING

5. The reader will display "**REMOVE CARD**" when it is safe to do so.

REMOVE CARD

This process is repeated for each Revalue station collected.

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12 Un-Loading a Data Collection Card

Ensure that the CCMS program is running on the PC (see steps 4 & 5 for verification). Insert a Data Collection Card into the smart card reader. A notification will be shown to indicate that a PDF of the audit report has been created.

Information

PDF Files Created

OK
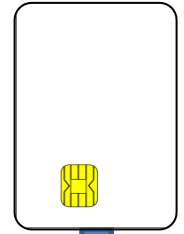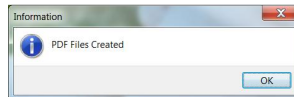
If the Auto-Display option is ON (see step 7d) then the PDF report will appear on the screen for review.

These reports are identical to standard Debutil Audit Reports and should be analyzed in the same manner.

| 1 / 1 | 125% |

Heartland MicroPayments		Report ID 6		**CCMS**
Location	:		Asset:	00685001

Download Date	: 8/15/2012	Upload Date	: 8/15/2012	Printed Date:	8/15/2012
Download Time	: 1:45:00 PM	Upload Time	: 1:46:39 PM	Printed Time:	1:46:39 PM

Reader Version	: 01.64.00.07	CCMS Version	: Version 01.00.00.02	Transaction Count:	1
Model	: Cash to Card w/ Dispenser			Data Integrity:	Valid

Credits by Sitecode

Site	DL	Credits	Site	DL	Credits	Site	DL	Credits	Site	DL	Credits
0001	1	$ 1.00	0002	1	$ 0.00	0003	1	$ 0.00	0004	1	$ 0.00
0005	1	$ 0.00									

Cash Credits

Description	Price	Bills	Total	Description	Price	Bills	Total
$1 or $2 Value	$ 1.00	1	$ 1.00	$5 Value	$ 5.00	0	$ 0.00
$10 Value	$ 10.00	0	$ 0.00	$20 Value	$ 20.00	0	$ 0.00
$50 Value	$ 50.00	0	$ 0.00	$100 Value	$ 100.00	0	$ 0.00
Dispenser Card	$ 1.00	0	$ 0.00				

Discounts

None Defined

Specials

None Defined

Totals

Period	Totals	Grand	Totals

Credits

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12a Un-Loading a Data Collection Card

After CCMS has displayed all of the available reports on the card, it will be automatically erased, and the operator will be notified that this action has occurred.

Information
ℹ Card Erased!
OK
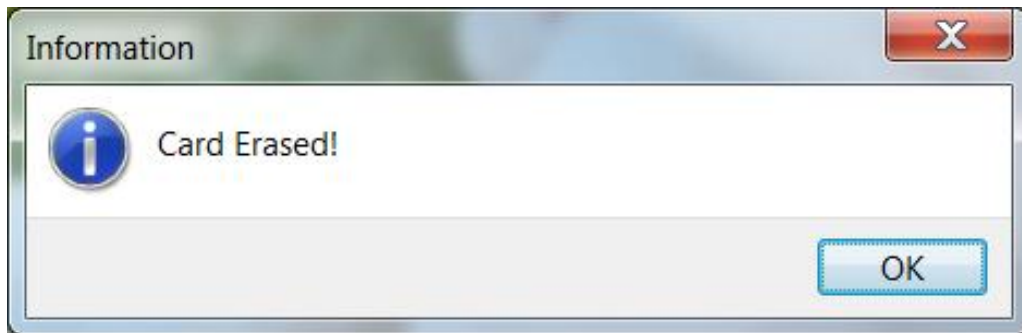
If CCMS has **NOT** been set to automatically erase the collection card (see **Step 7e**) , the operator will be given the choice of erasing the card at this time.

Confirm
ℹ Erase Collection Card?
Yes   No
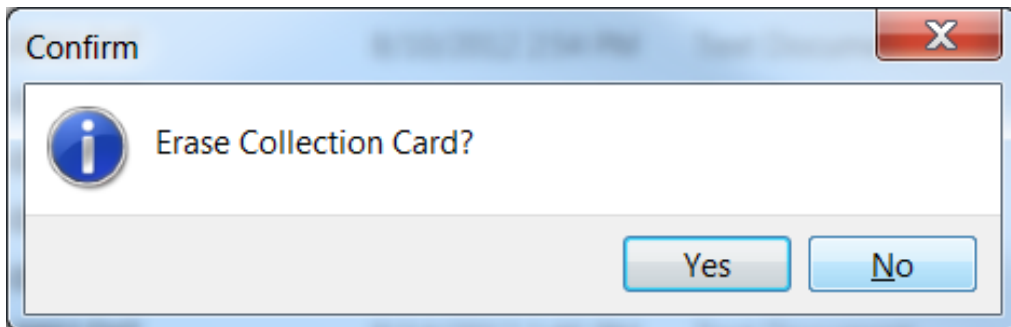
Note: Using the Automatic Erase option, or clicking [Yes] for the manual erase, is permanent.

There is no way to recover an erased report from a Collection Card.

13 Saved Audit Reports

To review previously saved audit reports, browse to this location on the PC:

C:\Users\Public\Public_Documents\CCMS\

*If another file storage location was chosen during **Step 7a**, then browse to that location.*

A individual sub-folder will be shown for each separate Installation that has been created **(see Steps 8 – 10).** Each saved report will be stored in the folder that matches the Installation that it belongs to.

In this example, there are three installations, and the one titled 'Route 1' has been opened to show all of it's stored reports.
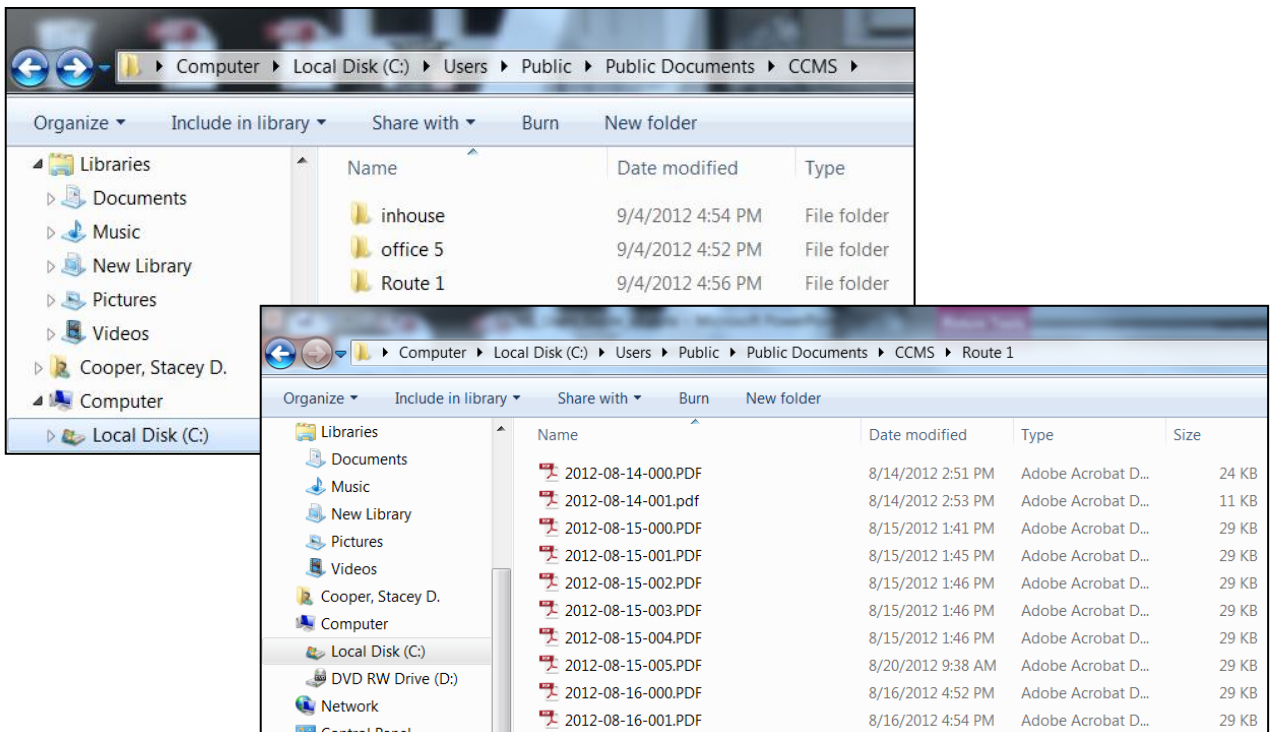
14 Using CCMS Concurrently with Debutil

Although it is not required, CCMS can be configured to make the traditional DBU files available for importing into Debutil. See **Step 7b**.   If this option is desired follow these steps to use the collected audit files with Debutil.

1. Launch the **Debutil** program on the PC, and click the **"Import"** button.

2. The sub window appears, and allows you to select the audit file you wish to process.
   - **The files that have been read from the Collection Card by CCMS will appear in the target folder.**

3. Select the file to import, and click 'Open'. The files are treated just as previous Debutil audit files have been.