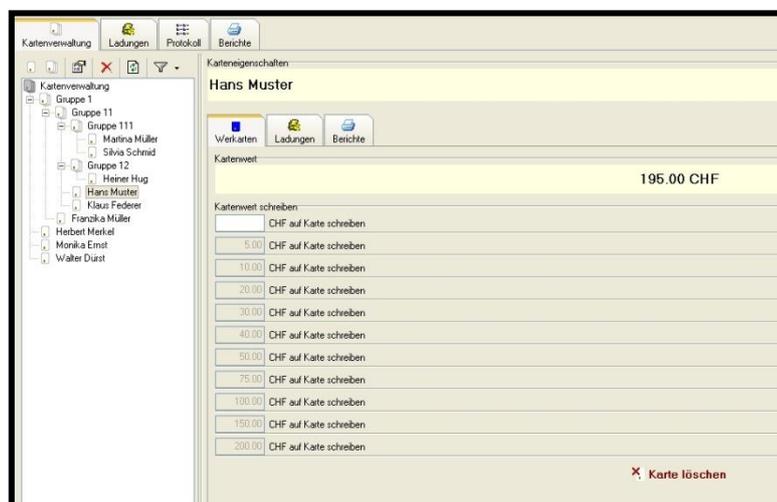


Bedienungsanleitung für PC Programm
Mode d'emploi pour logiciel PC
Istruzioni per l'uso per programma per PC
User manual for PC programme

ChargePro *RFID*



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1 Introduction

The **MCS-Charge** programme is used to edit prepaid cards for the **MCS payment system** on a computer. The resulting data can be analysed and printed as different lists. PC and chip cards are connected via the card reader via the computer's USB interface.

Main features of the programme:

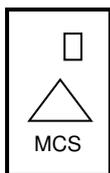
- Create prepaid cards
- Create list of the cards loaded

The PC software enables easy top up of prepaid cards with cashed amounts.

The present manual serves as a guideline for system setup and operation of the **MCS-Charge** software:

Conventions used in this manual	
Bold text in italic	Menu items or programme interface switches
Click	Clicking means the process where the cursor is placed on a switch or menu item and the left mouse button pressed for a short amount of time.
Double click	Same as clicking, with the left mouse button being pressed in quick succession.
List box	Box, in which one can choose a line from a list by clicking

2 Card overview



Card	Function
Licence card or licence key	Enabling programme features
Prepaid card Standard or customer issue	Credit transfer into the vending machine
Administration card	Change safety settings
Key card	Enables programme access

3 Installation

3.1 Software

Preparing for installation

Keep the following things in mind:

- Installation has to be carried out by a user with administrator rights on Windows 7, 8, 10 or any server versions!
- Virus scanners can affect installation. Deactivate them before installation!

Software download

The ChargeProV1310 software can be downloaded as referred to on the information sheet.

Installing the software

Start the "ChargeProV1310" installation program. The step-by-step instructions guide you through the installation process

3.2 Driver for the card reader „CardMan“



IMPORTANT

The card reader may only be connected to the computer's USB interface after successfully installing the programme „ChargePro“!!

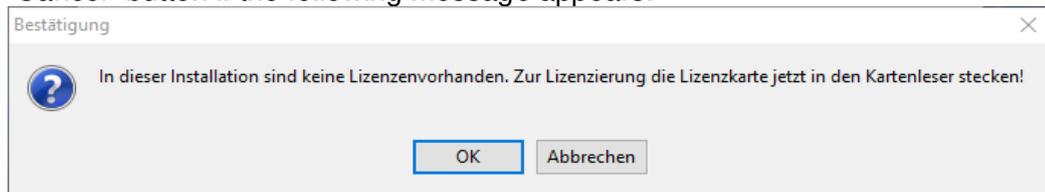
The correct **CardMan** driver has to be installed on your computer in order to use the card reader with our software application. During the application's installation process it is automatically assumed that no earlier version of the card reader driver has been installed.

3.3 Ordering a licence

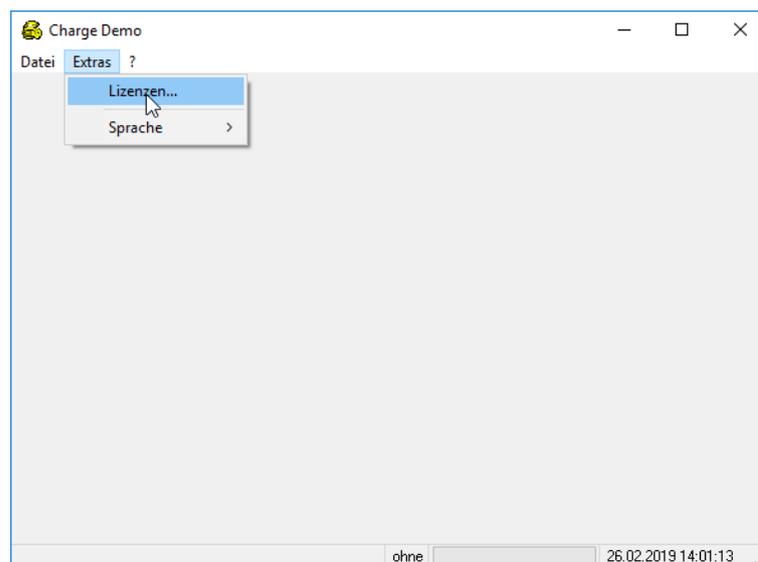
- Start Charge software 



Click the "Cancel" button if the following message appears.

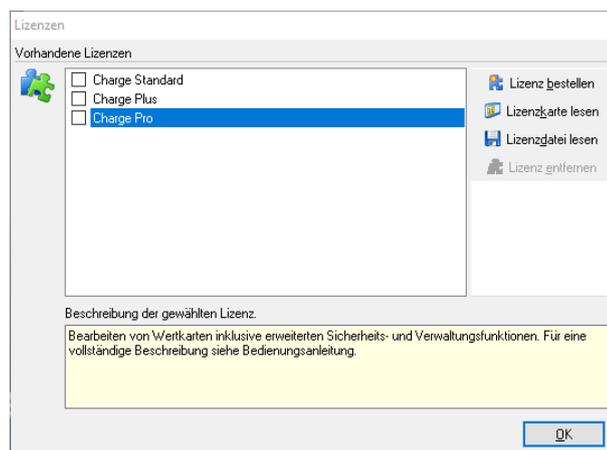


- In the menu, select Extras > Licences...

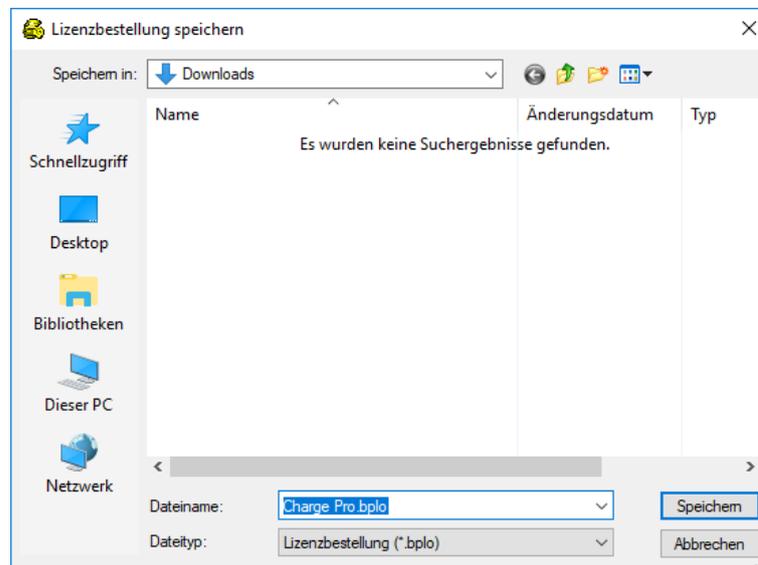
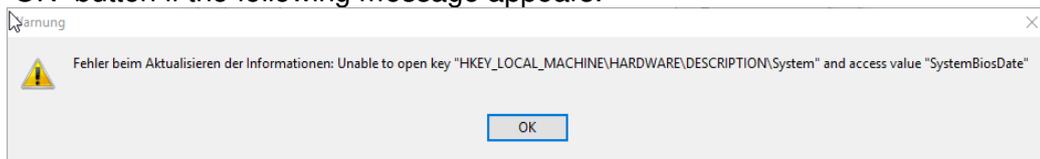


Select the desired "Charge Pro" licence.

- Click the "Order licence" button 



Click the "OK" button if the following message appears.



Save the **Charge Pro.bplo** file with the **serial No.** (sticker on card reader) at a desired location. The file should be called "**Charge Pro xxxxxx-xxxx.bplo**". Now the file can be sent via email to software@elektron.ch.

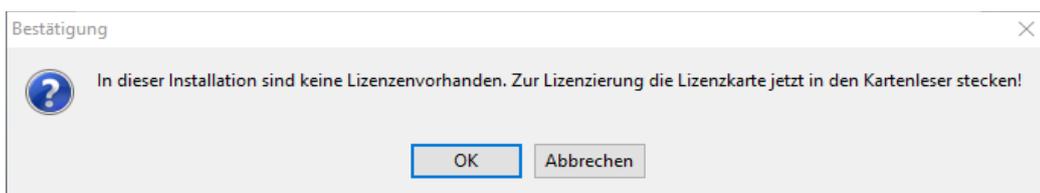
The **xxxxxx-xxxx.bpfl** licence file will be delivered over the next work days and is to be saved in the Downloads folder.

3.4 Reading in the licence

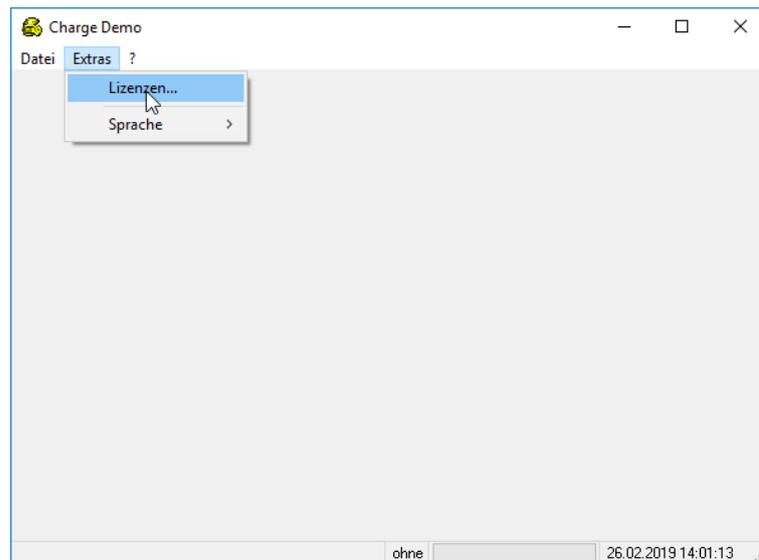
- Start Charge software 



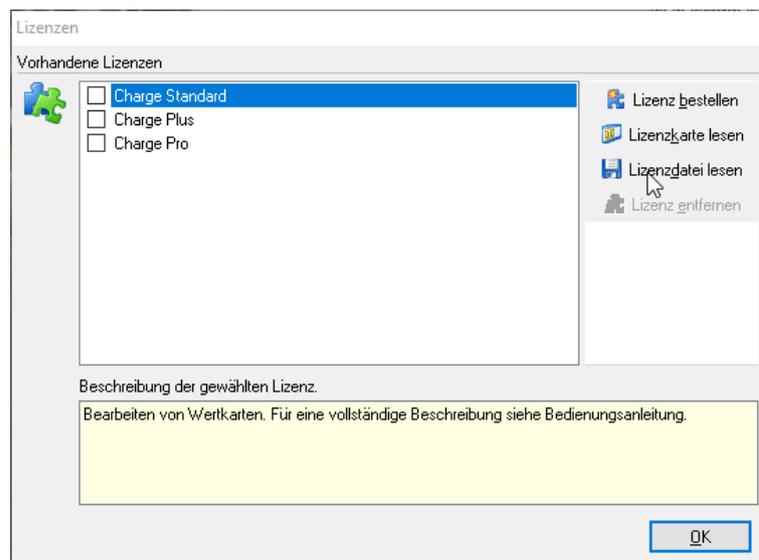
- Click the "Cancel" button if the following message appears.



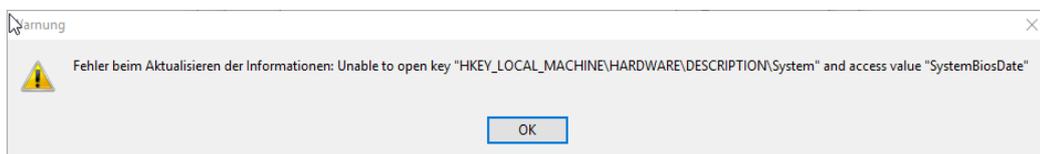
- In the menu, select Extras > Licences...



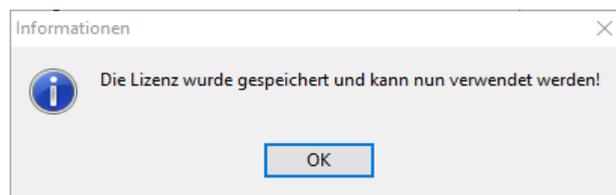
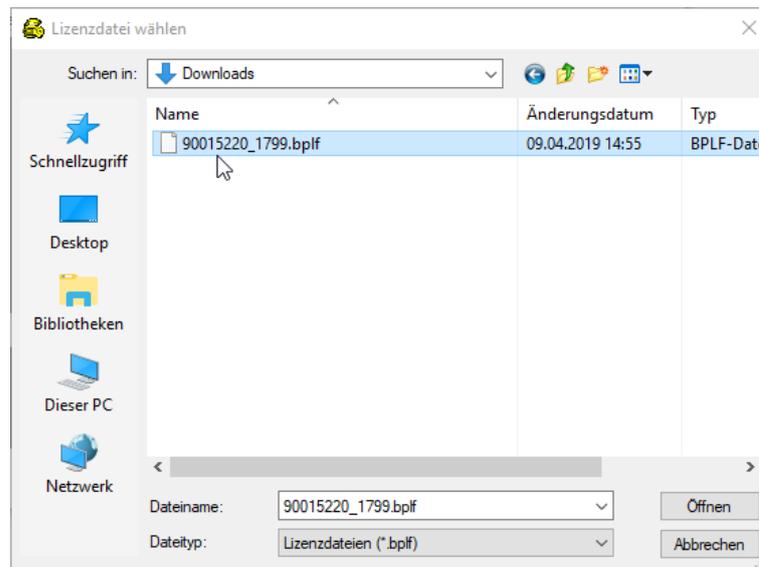
- Click "Read licence file" button 



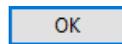
- Click the "OK" button if the following message appears.



- Select the **Downloads** folder, select the **xxxxxxx-xxxx.bplf** licence, and click the "Open" button.



- Click the "OK" button



3.5 Load licence cards (only for old systems with licence card)

The licence card must be inserted into the **CardMan** after the programme has loaded in order to activate the programme features and to be able open the windows needed.

Afterwards the licence card will only be needed after software updates or reorganising the database.



Licence validity

The licence card only entitles to installation on a single workstation. The workstation ID is saved to the card. Afterwards, the licence card cannot be used on a different workstation.

4 Multi-User application

The **Charge** software can only be deployed on a single workstation. The database used only supports one user.

5 Programme options

- Click **Preferences** in the **Extras** menu. The window **Preferences** with four tabs pops up on the screen.

5.1 Defaults

5.1.1 Card unit

Here you can define the credit unit (CHF, EUR, points et.al.) for the customer card.

5.1.2 Amount on card

Designation

Here the designation for the credit customer card can be chosen or newly assigned (card value, amount on card etc.)

Number of decimal places

The number of decimal places for the amount on card shown can be set here.

The screenshot shows the 'Optionen' dialog box with the 'Karteneinheit' tab selected. The 'Karteneinheit' section has a dropdown menu set to 'CHF'. The 'Kartenbetrag' section has a dropdown menu for 'Kartenwert' and a spin box for 'Einstellung der Anzahl der Dezimalstellen des Kartenbetrags' set to '2'. The 'Ladebeträge' section contains a table with 5 rows and 4 columns, and two buttons: 'Betrag bearbeiten' and 'Betrag löschen'.

Ladebeträge			
Einstellung der Vorgabeladebeträge.			
1	5.00	6	50.00
2	10.00	7	75.00
3	20.00	8	100.00
4	30.00	9	150.00
5	40.00	10	200.00

5.1.3 Charging amounts

Up to 10 top up charging amounts can be predefined. They can be charged to the card with just a mouse click.

Adjusting the charging amounts

In order to edit or delete an item, select it with the cursor and click the corresponding button. While a top up amount is deleted, it is not shown in the card window. The item can be re-assigned a value and thus be shown again.

5.2 Operator

5.2.1 Contact data

- Enter your address and communication data.

5.2.2 Additional data

Tax data

- Select the abbreviation for "Value added tax" in the listbox, and enter your VAT number. The corresponding data can be found on the receipts.

Operator number

The operator number is transferred to the customer card. It is used to limit the validity on devices with the same operator number.

With operator number "0", no limitations arise.

For safety reasons, this number can only be changed with the licence card being inserted in the card reader.

The screenshot shows the 'Optionen' dialog box with the 'Kontakt' tab selected. The 'Kontakt' section contains fields for 'Firma' (Brupel AG), 'Name', 'Adresse' (Grundstrasse 1), 'PLZ / Ort' (5436 Würenlos), 'Telefon' (056 436 80 90), 'Fax' (056 436 80 95), 'Mobiltelefon', and 'E-Mail' (mail@brupel.ch). The 'Zusatzdaten' section contains fields for 'MWST-Nr.' (103 187), 'MWST Satz' (7.6), and 'Betriebsnummer' (5436 ...).

Changing the operator number

- Click the right button in the box. 
- The window **Operator number** pops up
- Enter the desired number.



5.3 Database

5.3.1 Drivers

The database driver is usually specified and installed with the installation.

5.3.2 Preferences

The folder for the data storage can be specified in the box **Preferences**. Follow the instructions in the dialogue box. It is recommended to store the data on a server where available and include in the automatic backup. If you move or copy the existing database during this process, the data remains safe.



5.4 Reports

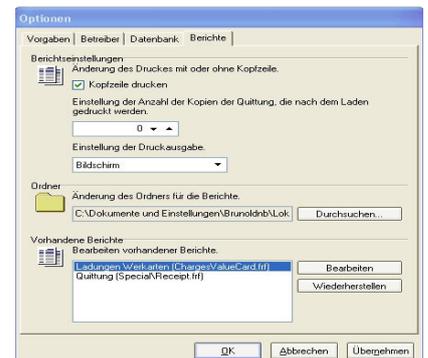
5.4.1 Report preferences

Print header

If the box **Print header** is selected, the operator data in the header are printed as well. It can be deselected by clicking so that the header is not printed and in order to use preprinted business letterhead.

Receipt copy

Enter the number of copies to be printed with a receipt in this box.



Printer output preferences

There are three options available in this box:

- **Printer**
After the print command, the report is immediately printed on the workstation's standard printer.
- **Screen**
After the print command, the report is printed to the screen only and can be printed from the preview.
- **Dialogue**
After the print command, the printer dialogue window opens and the printer with the corresponding options can be selected.

5.4.2 Folder

Save report templates

Report templates can be saved in a separate folder.

5.4.3 Existing reports

Existing reports can be amended or edited. A changed report can be reverted to its original form with the **Restore** button.

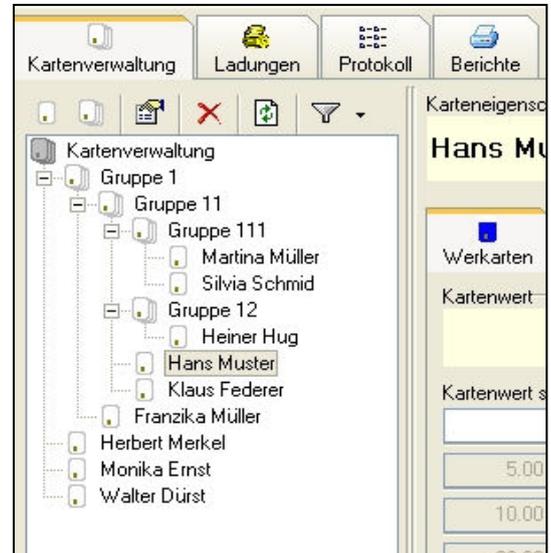
6 Card administration

- Click the tab **Card administration**.

The card administration enables you to create groups and assign cards to them.

6.1 Toolbar description

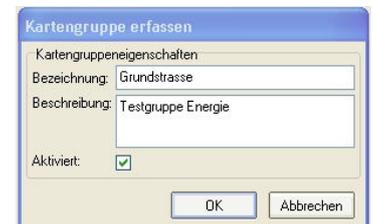
-  Create new card
-  Create new card group
-  Edit selected card or card group
-  Delete
-  Filter Display (All, active)



6.2 Card group administration

6.2.1 Create new card group

-  In order to capture a new card group, place the cursor on **Card administration** or, when creating a sub-group, the corresponding group and click **create card group**. The window **capture card group** pops up. Enter the desired designation and confirm with **OK**.



6.2.2 Edit card group

-  In order to edit a card group, select it with your cursor and click **Change selected card or card group**.

6.2.3 Deactivate a card group

-  In order to edit a card group, select it with your cursor and click **Change selected card or card group**. Afterwards untick the check box **Active**.

6.2.4 Delete card group

-  In order to edit a card group, select it with your cursor and click **Delete**.

6.3 Card administration

6.3.1 Add new card



In order to capture a new card group, place the cursor on **Card administration** or, when creating a sub-group, the corresponding group and click **create card**. The window **capture card** pops up. Enter the desired designation and confirm with **OK**.

6.3.2 Edit card data



In order to edit a card, select it with your cursor and click **Change selected card or card group**.

6.3.3 Deactivate a card



In order to deactivate a card, select it with your cursor and click **Change selected card or card group**. Afterwards untick the check box **Active**.

6.3.4 Delete a card



In order to delete a card, select it with your cursor and click **Delete**.

6.4 Filter displayed cards



By clicking on **Filter display** the available filters are displayed.

The following options are available:

All

All cards and card groups are displayed

Active

Cards and card groups with the checkbox **Active** checked are displayed.

7 Edit cards

Charging user cards

- In order to charge a new customer card, enter it into the card reader and mark it with the cursor in the window **card administration** on the left hand side. Click the tab **Prepaid cards** in the right-hand window.
- Click a button next to a pre-set value or enter a new value into the input field and click the button next to it. Afterwards, a receipt is printed automatically.

Charging existing cards

- If a card that has been topped up before is inserted into the card reader, the cursor automatically jumps to this card in the window **Card administration**. The tab **Prepaid cards** shows the designation of the card and the remaining value on it.
- Click a button next to a pre-set value or enter a new value into the input field and click the button next to it. Afterwards, a receipt is printed automatically. If there is a pre-existing value on the card, it is added to the value to top up.

Deleting user cards

- In order to delete a card, insert it into the card reader, select the tab **Prepaid cards**
- Click the button **Delete card** at the bottom.
The deleted card can be recreated as a new card with new data.

8 Show Top ups

Top ups for individual cards

- Select cards in **Card administration** and click the tab **Top ups** in the right-hand window to display top ups to an individual card.

The screenshot shows the 'Karteneigenschaften' window for 'Hans Muster'. The 'Ladungen' tab is selected, displaying a table of transactions:

Datum / Zeit	Beschreibung	Quittung	Kartenstatus	Bemerkungen
18.11.2004 10:58:43	Ladung mit 40.00 CHF	X	Geladen	
18.11.2004 07:58:51	Ladung mit 5.00 CHF	X	Geladen	
18.11.2004 07:55:57	Löschung mit 0.00 CHF	-	Geladen	
18.11.2004 07:52:23	Ladung mit 40.00 CHF	X	Geladen	

Top ups of all cards

- Click **Top ups** in the top tab to show top ups to all cards.

The screenshot shows the 'Ladungen' tab for all cards, displaying a table of transactions:

Datum / Zeit	Beschreibung	Quittung	Kartenstatus	Bemerkungen
18.11.2004 10:58:43	Ladung mit 40.00 CHF	X	Geladen	
18.11.2004 07:58:51	Ladung mit 5.00 CHF	X	Geladen	
18.11.2004 07:56:05	Ladung mit 150.00 CHF	X	Geladen	
18.11.2004 07:55:57	Löschung mit 0.00 CHF	-	Geladen	
18.11.2004 07:52:23	Ladung mit 40.00 CHF	X	Geladen	
17.11.2004 11:35:31	Löschung mit 0.00 CHF	-	Geladen	
17.11.2004 07:59:56	Ladung mit 40.00 CHF	X	Geladen	
17.11.2004 07:59:27	Ladung mit 10.00 CHF	X	Geladen	
17.11.2004 07:56:50	Ladung mit 5.00 CHF	X	Geladen	
17.11.2004 07:56:00	Ladung mit 100.00 CHF	X	Geladen	
17.11.2004 07:47:52	Löschung mit 0.00 CHF	-	Geladen	
16.11.2004 14:40:45	Ladung mit 30.00 CHF	X	Geladen	
16.11.2004 14:39:49	Ladung mit 5.00 CHF	X	Geladen	
16.11.2004 14:39:40	Löschung mit 0.00 CHF	-	Geladen	

9 Log

- Click **Log** in the top tab to show a log of the tasks completed in the programme.

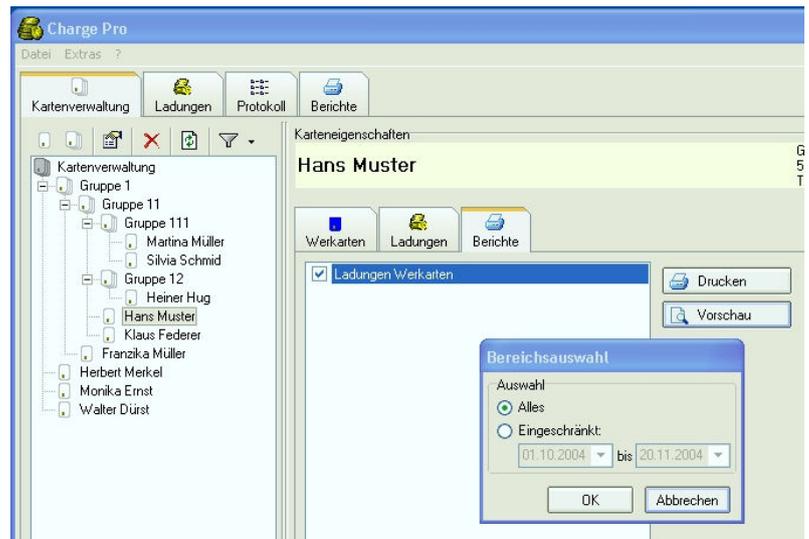
The screenshot shows the 'Protokoll' tab, displaying a table of system events:

Datum / Zeit	Aktion	Beschreibung
20.11.2004 15:48:45	Programm wiederhergestellt	
20.11.2004 15:44:36	Programm minimiert	
20.11.2004 15:43:33	Programm wiederhergestellt	
20.11.2004 15:38:54	Programm minimiert	
20.11.2004 15:36:50	Programm wiederhergestellt	
20.11.2004 15:12:35	Programm minimiert	
20.11.2004 15:11:23	Programm wiederhergestellt	
20.11.2004 15:11:00	Programm minimiert	
20.11.2004 15:10:07	Programm wiederhergestellt	
20.11.2004 15:09:07	Programm minimiert	
20.11.2004 15:08:36	Programm wiederhergestellt	
20.11.2004 15:07:29	Programm minimiert	
20.11.2004 15:06:59	Karte gelesen	Wertkarte mit 195.00 CHF
20.11.2004 15:06:58	Programm wiederhergestellt	
20.11.2004 15:06:58	Karte gesteckt	
20.11.2004 15:06:58	Karte entfernt	
20.11.2004 15:06:36	Programm minimiert	
20.11.2004 15:06:06	Karte gelesen	Wertkarte mit 195.00 CHF
20.11.2004 15:06:06	Karte gesteckt	
20.11.2004 15:06:05	Karte entfernt	
20.11.2004 15:06:00	Programm wiederhergestellt	
20.11.2004 15:02:06	Programm minimiert	
20.11.2004 14:47:36	Programm wiederhergestellt	
20.11.2004 14:47:09	Programm minimiert	

10 Evaluations

10.1 Individual card evaluation

- Select a card in **Card administration** with the cursor and click on the tab **reports** in the right-hand window to evaluate the top-ups to an individual card.
- Then check the checkbox **Prepaid card top ups** and select **Print** or **Preview**.
- Choose in the **Range selection** window between:
 - **All**
Evaluate all top-ups
 - **Restricted**
Evaluate top-ups to the prepaid cards in the selected period of time



10.2 Evaluate all cards

- Click on the tab **reports** in the right-hand window to evaluate the top-ups to all cards.
- Check the checkbox **Prepaid card top ups** and select **Print** or **Preview**.
- Choose in the **Range selection** window between:
 - **All**
Evaluate all top-ups
 - **Restricted**
Evaluate top-ups to the prepaid cards in the selected period of time

