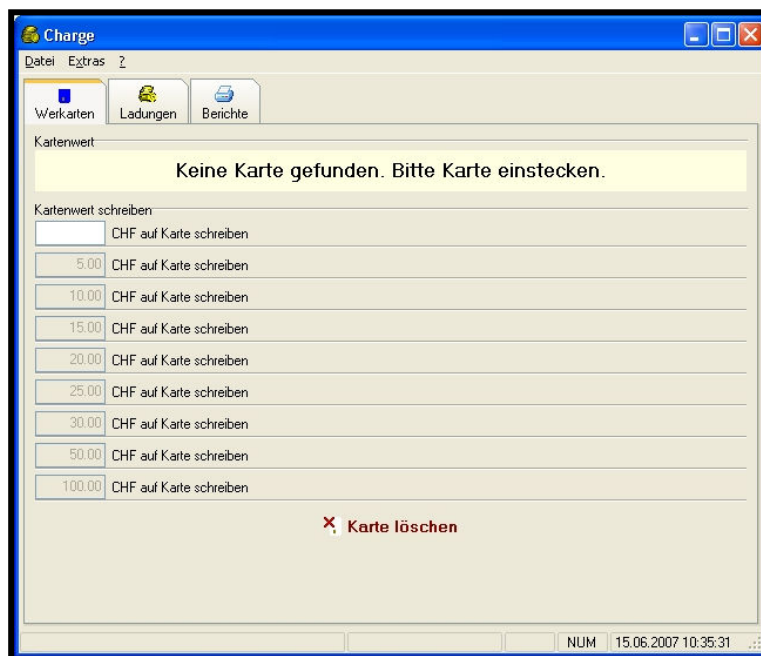


**Bedienungsanleitung für PC Programm**  
**Mode d'emploi pour logiciel PC**  
**Istruzioni per l'uso per programma per PC**  
**User manual for PC programme**

# *Charge*



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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

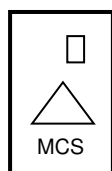
The PC software enables easy top up of prepaid cards with cashed amounts.

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

### Conventions used in this manual

<b>Bold text in italic</b>	Menu items or programme interface switches
<b>Click</b>	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.
<b>Double click</b>	Same as clicking, with the left mouse button being pressed in quick succession.
<b>List box</b>	Box, in which one can choose a line from a list by clicking

## 2 Card overview



Card	Function
<b>Licence card or licence key</b>	Enabling programme features
<b>Prepaid card</b> Standard or customer issue	Credit transfer into the vending machine
<b>Administration card</b>	Change safety settings
<b>Key card</b>	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 ChargeV1310 software can be downloaded as referred to on the information sheet.

#### Installing the software

Start the "ChargeV1310" 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“!!**

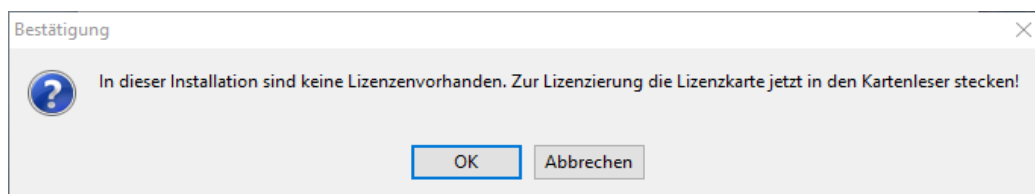
The correct **CardMan** driver has to be installed on your computer in order to use the card reader with our software application. During the application's installation process it is automatically assumed that no earlier version of the card reader driver has been installed.

## 3.3 Ordering a licence

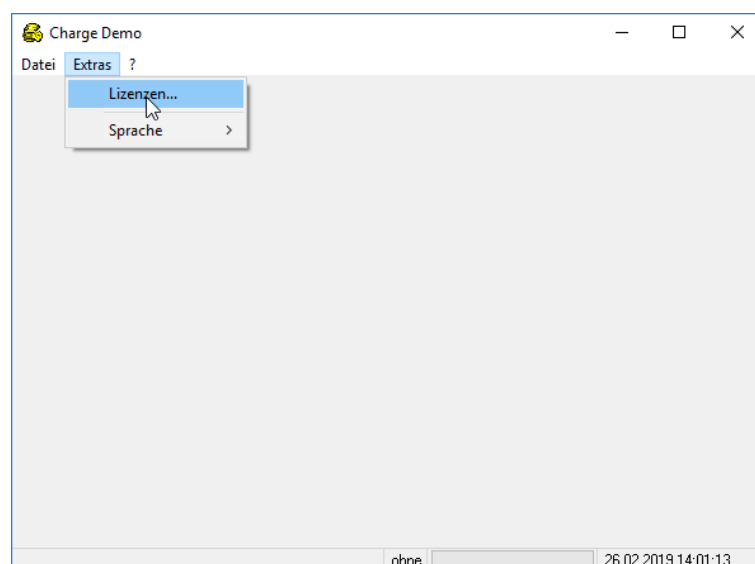
- Start Charge software 



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

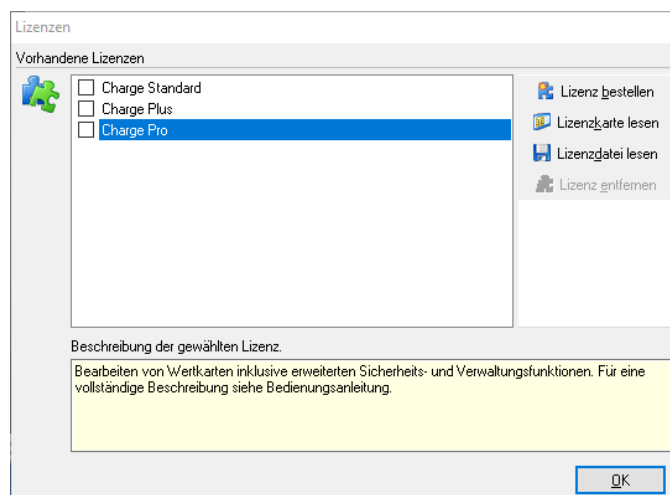


- In the menu, select Extras > Licences...

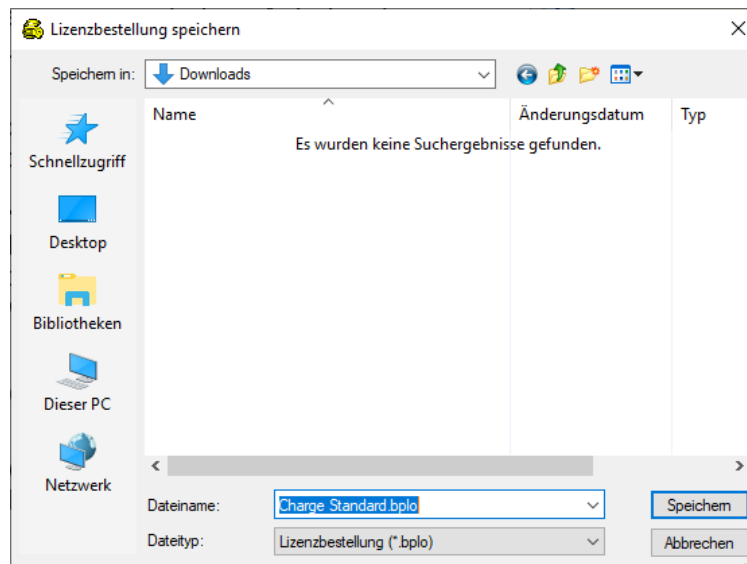
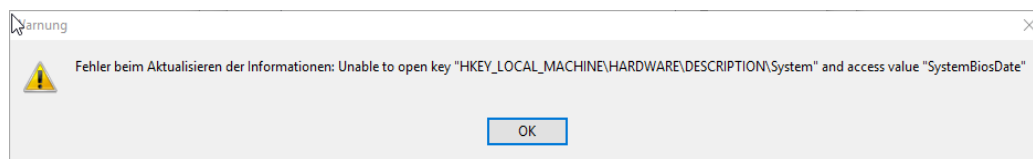


Select the desired "Charge Standard" licence.

- Click the "Order licence" button 



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



Save the **Charge Standard.bplo** file with the **serial No.** (sticker on card reader) at a desired location. The file should be called "**Charge Standard xxxxxx-xxxx.bplo**".

Now the file can be sent via email to [software@elektron.ch](mailto:software@elektron.ch).

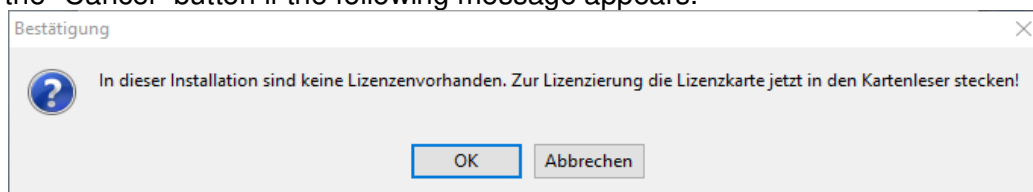
The **xxxxxx-xxxx.bpfl** licence file will be delivered over the next work days and is to be saved in the Downloads folder.

## 3.4 Reading in the licence

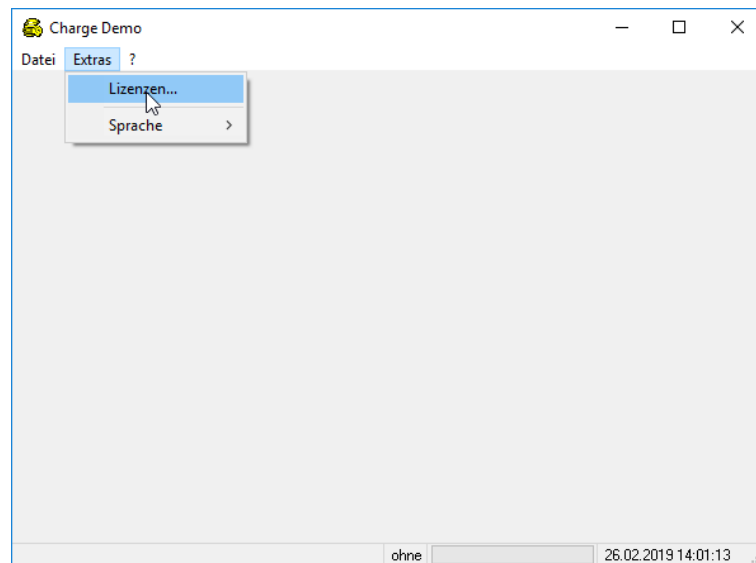
- Start Charge software 




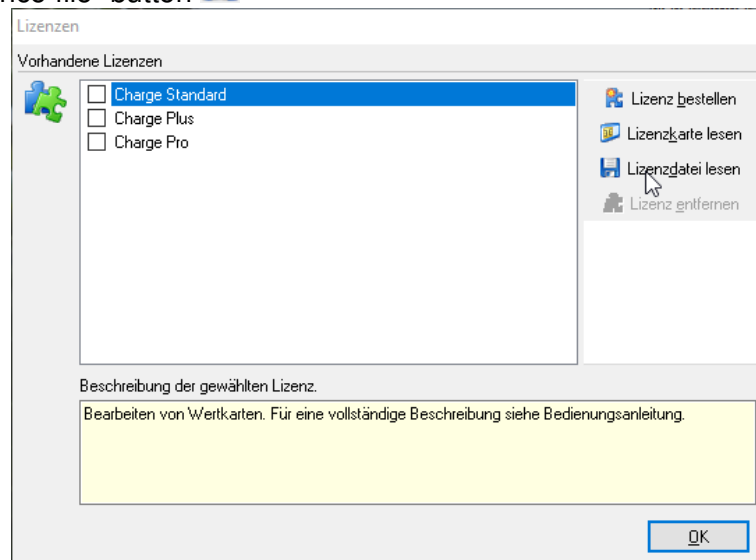
- Click the "Cancel" button if the following message appears.



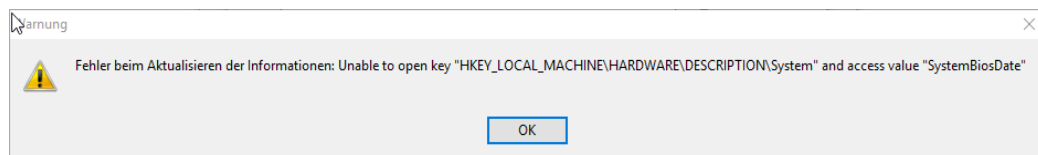
- In the menu, select Extras > Licences...



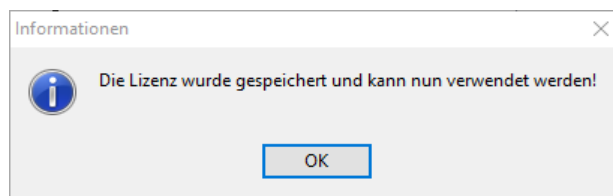
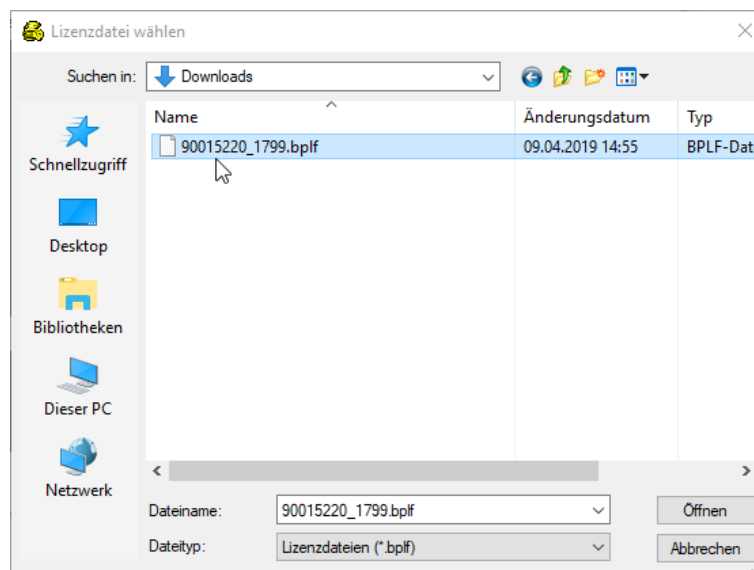
- Click "Read licence file" button 



- 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.



#### 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

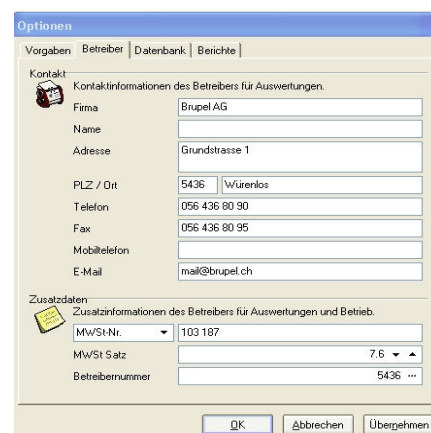
- Select the abbreviation for "Value added tax" in the listbox, and enter your VAT number. The corresponding data can be found on the receipts.

##### 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.



## Changing the operator number

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



## 6 Edit cards

### Charging user cards

- In order to charge a new customer card, enter it into the card reader and 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.

### Deleting user cards

- In order to delete a card, enter it into the card reader and click the tab **Prepaid cards** in the right-hand window.
- Click the button **Delete card** at the bottom. The deleted card can be recreated as a new card with new data.

## 7 Show Top ups

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

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 07:58:05	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	

## 8 Evaluations

- Click on the tab **reports** in the right-hand window to evaluate the top-ups to the prepaid 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

