



Rooms 6.7 Ecommerce Quick Start Guide

Once Evanced has enabled your ability to process credit cards online, this guide is meant to help you setup your system and take advantage of the features offered.

Payflow Pro Quick Configuration

Settings → System Configuration & Settings → Credit Card Settings

Credit Card Processing

Library Details

Number 999
Name All Branches

Processor Details

Enable Processing NO YES

Processing URL:

Processing Company: PayFlowPro

Partner:

Merchant Login:

User:

Password:

Processing Mode LIVE TEST

Credit Cards

Comment:

Visa NO YES

Master Card NO YES

Discover NO YES

American Express NO YES

Save and Apply to All Branches

1. **Enable Processing** is the switch that turns on credit card processing. If for some reason you want to disable this temporarily, you can switch it to “No” and the system will work as it always has.
2. **Processing URL** will be filled out by Evanced, but basically this points to the files in a secure location which actually handle the transactions.
3. **Processing Company** is payflow pro, for this example.
4. **Partner, Merchant Login, User and Password** is where you setup the processor login information, just like you would log into <http://manager.paypal.com> .
5. **Processing Mode** is so you can test credit card process to make sure that the process works before you set it to live.







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6. **Comment** is for passing extra information through with the process, for example “South Branch Room Reservation”. This information is displayed on payflow pro’s credit report system, and can make for easier understanding of transactions.

7. **Card Processing Choices** are if for some reason you want to disable the use of a certain card brand.

Now that your system is configured – how do you process transactions?

Room Request Payment Details

Grand Total	\$15.00		
How would you like to pay?	<input type="radio"/> Check <input checked="" type="radio"/> Credit Card		
Card Holder Name	<input type="text"/>		
Country	<input type="text"/> ▼		
Address	<input type="text"/>		
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card Number	<input type="text"/>	   	
Credit Card Verification Value	<input type="text"/>		
Expiration Date	<input type="text"/> 1 - January ▼	/	<input type="text"/> 2009 ▼
		<input type="button" value="Process Payment"/> <input type="button" value="Cancel"/>	

This page is the payment details page which comes up after you click **Continue to Payment Options** from the room request summary page.

1. **Grand Total** shows you what the total charge for your reservation is, including food and equipment, and any deposits.
2. **How would you like to pay?** Lets you select check, and the system works like it used to, or credit card, and the screen changes to let you put in your credit card information.

The rest of the page is like any other online credit card form, it requires you to use the card’s billing address & put in the CCV located on the back.

So you’ve gone through the process and the system tells you you’ve reserved your room...

Now What?

1. **Staff Reservations** which don’t need to be accepted by an Admin user get automatically processed as a Sale. The transaction goes through immediately, and the reservation goes to Accepted Reservations.
2. **Patron Reservations** go through the usual process of being placed in Pending Requests. The credit card transaction is run as an authorization, checking that they have enough funds in the account to make this a sale. When the Reservation is Accepted, the previous authorization is “captured” which means that funds are sent from the patron to the library and the sale is complete.
 - Credit Card Authorizations need to be “captured” (meaning you need to accept the reservation) within 7 days, otherwise the process needs to be started over.



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- Between authorization happening and funds being captured, the funds are on hold.
- Upon denial of the reservation they get released back into the patron's account.

Refunds?

Due to the fees associated with crediting back charges, the system does not handle refunding credit cards. This will need to be processed by the library.