



*100 New Britain Blvd  
Chalfont, PA 18914  
Tel: 215-997-8989  
E-mail: datacap@dcap.com*

# ***Gateway Administrator User Guide***

***V 1.00***

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## Overview

The Gateway Administrator is designed for users who are processing through a third party payment provider operating a Datacap NETePay Server remotely. For users with a local copy of NETePay, the *Batch Administrator* included with that package should be used for administrative and batch management functions.

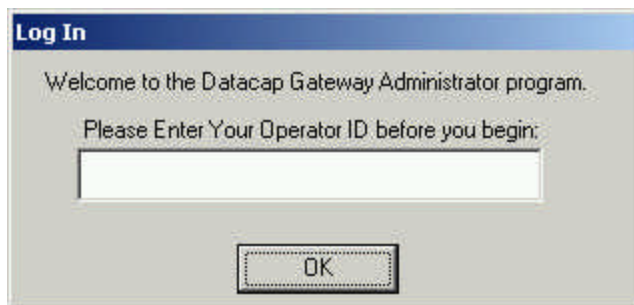
The Gateway Administrator can perform the following functions:

1. **Batch Summary Request** – Produces a list of transactions with a count and amount for each card type (VISA, Amex, etc.)
2. **Item Detail Request** – Produces a list of transactions with all detail for those that fit a user selected criteria
3. **Clear Batch** – Clears the currently open batch on the remote gateway server. **CAUTION:** *This function can cause a loss of payments if used improperly. Make sure any open batch is first closed successfully before using Clear Batch! It is strongly recommended that you contact your merchant service provider for guidance on the proper use of Clear Batch.*
4. **Close Batch** – Closes the currently open batch. This function should be used if your merchant account is **NOT** set up for autoclose. Check with your merchant service provider to determine whether or not you will need to perform a Close Batch command each day.

## Using Gateway Administrator

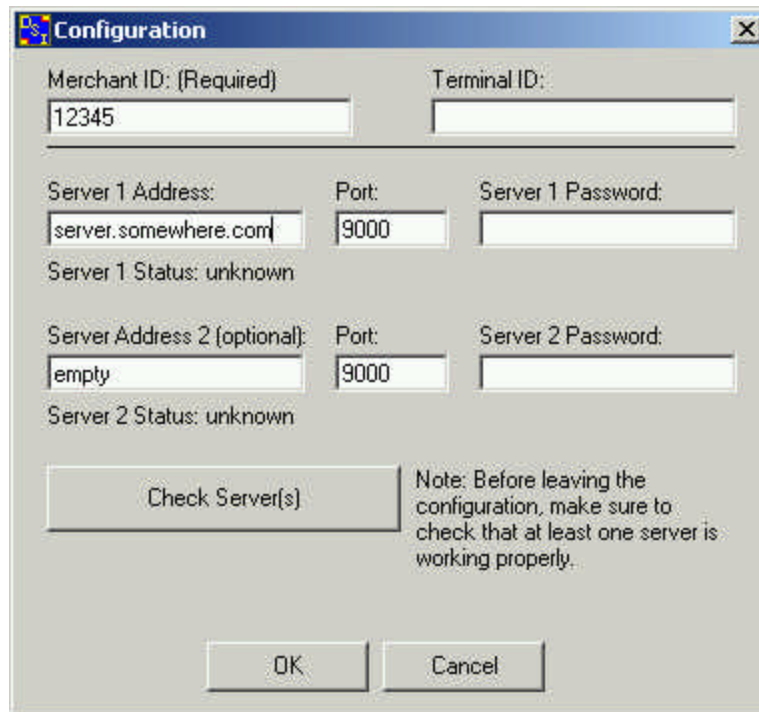
### Logging In

When you start Gateway Administrator, you will be presented with a login screen. You must enter an operator id before you can continue. If you want to change your operator id later, click the “Change Op. ID” button on the right of the button area.



## Configuration

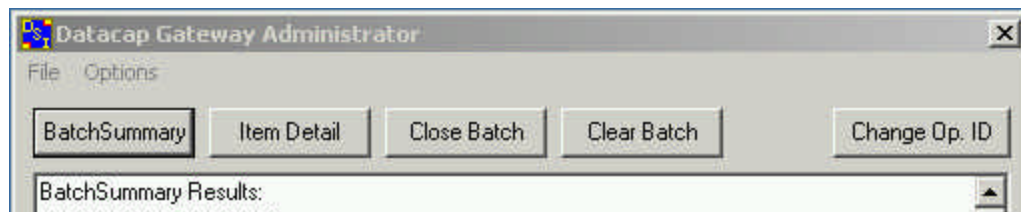
Gateway administrator must be configured properly before use. To open the configuration dialog, go to the options menu, and click “configure.” You will see a dialog like the one below.



Enter your merchant ID (required), and enter a terminal ID if needed. Next, you need to configure at least one working server. The address and port are required, and the server password may be needed depending on how the server is configured. The default port is 9000, and in most cases does not need to be changed. The second server is optional, in case the first server has any problems.

Once you have filled out the server information, click the “Check Server(s)” button. A process dialog will come up, and Gateway Administrator will check the status of the servers for you. If a server is valid and ready to use, the status label below the server address will report “SUCCESS.” At least one server must be checked successfully before you continue to use Gateway Administrator.

## Using the Administrative Functions

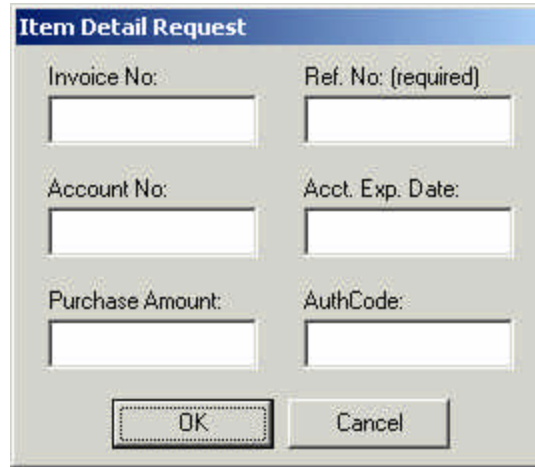


1. **Batch Summary Request** – Produces a list of transactions with a count and amount for each card type (VISA, Amex, etc.)

Click the batch summary button located at the top-left of the Gateway Administrator program. A process dialog will come up, and Gateway Administrator will process a batch summary request. When the process is complete, the results are printed in the text area on the main window. If an error occurs, check your configuration and make sure all the information is correct.

2. **Item Detail Request** – Produces a list of transactions with all detail for those that fit a user selected criteria

Click the item detail button located at the top of the gateway administrator main window. An item detail request dialog will open.



The dialog box titled "Item Detail Request" contains six input fields arranged in a 3x2 grid. The fields are: Invoice No., Ref. No: (required), Account No., Acct. Exp. Date, Purchase Amount, and AuthCode. At the bottom of the dialog are two buttons: "OK" and "Cancel".

Enter as much item detail information as possible. Click OK, and Gateway Administrator will process the item detail request. . When the process is complete, the results are printed in the text area on the main window. If an error occurs, check your configuration and make sure all the information is correct. Also make sure that all the necessary item detail information was entered correctly.

3. **Clear Batch** – Clears the currently open batch on the remote gateway server. **CAUTION:** *This function can cause a loss of payments if used improperly. Make sure any open batch is first closed successfully before using Clear Batch! It is strongly recommended that you contact your merchant service provider for guidance on the proper use of Clear Batch.*

Click the clear batch button located at the top of the gateway administrator main window. A warning dialog will appear:

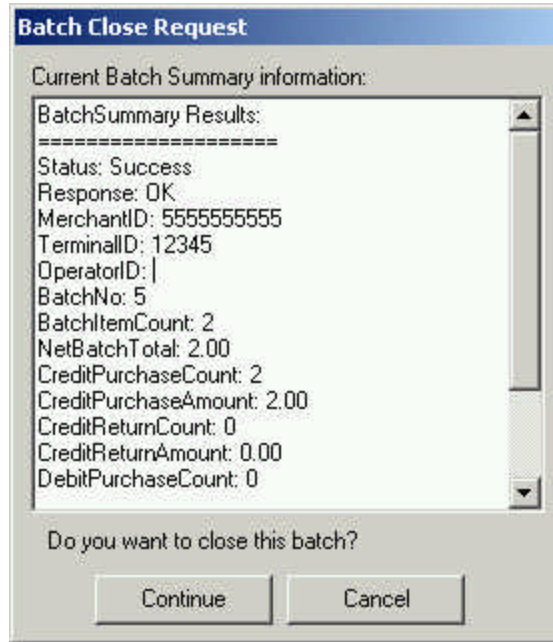


The dialog box titled "Warning - Batch Clear Request" features a "CAUTION:" header. Below the header, the text reads: "Clearing the batch erases all transaction information. Make sure that the batch is settled successfully and/or that you have printed copies for all drafts in the batch should they need to be manually re-entered." At the bottom of the dialog are two buttons: "Continue" and "Cancel".

If you are sure you want to clear the batch, click continue. A final dialog will appear, asking if you are sure. Click "clear batch" and Gateway Administrator will process the clear batch request. When the process is complete, the results are printed in the text area on the main window. If an error occurs, check your configuration and make sure all the information is correct.

4. **Close Batch**– Closes the currently open batch. This function should be used if your merchant account is **NOT** set up for autoclose. Check with your merchant service provider to determine whether or not you will need to perform a Close Batch command each day.

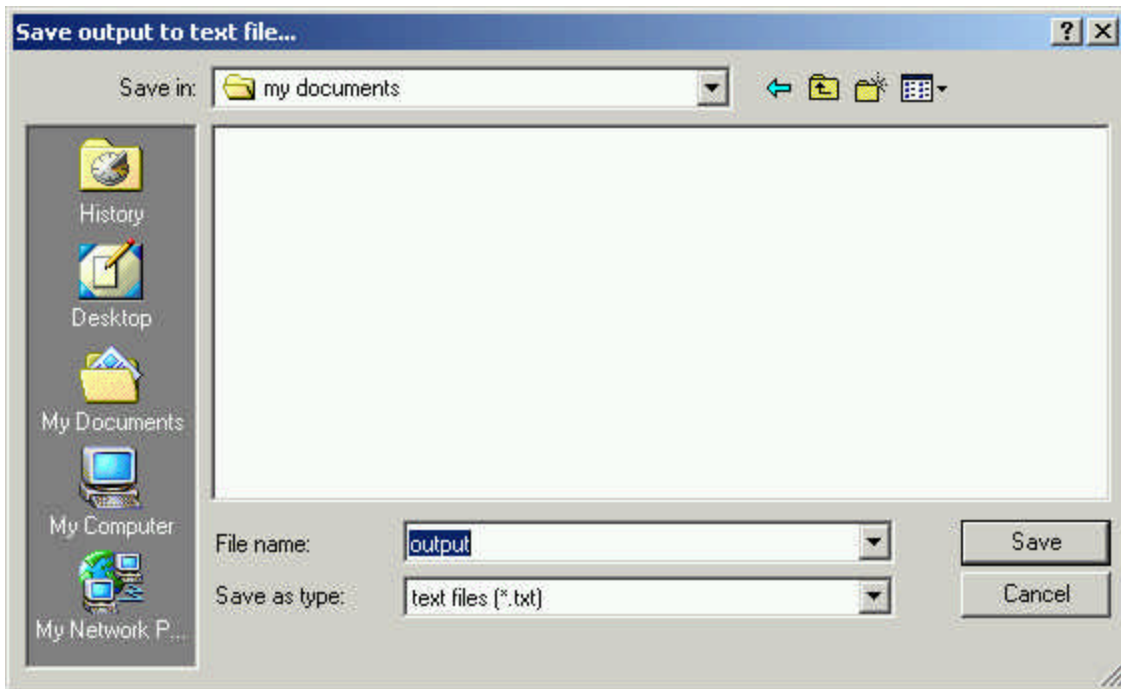
Click the “Close Batch” button located at the top of the Gateway Administrator main window. Gateway administrator will process a batch summary request, and display the following dialog:



Click Continue to close the batch. When the close batch process is complete, the results are printed in the text area on the main window. If an error occurs, check your configuration and make sure all the information is correct.

## Saving Output

If you would like to save the text output from Gateway Administrator, you can copy it from the main window, or you can go to the file menu and click "Save Text." A save dialog will appear:



Navigate to the folder where you want to save the output, and enter a file name for the output file. The file will be saved as a ".txt" text file.

## Contact Datacap Systems, Inc.

Datacap provides telephone and e-mail based support. Contact Datacap Support by phone, Monday through Friday from 8:30 AM to 5:30 PM Eastern time.

**Datacap Systems, Inc.**

100 New Britain Blvd.  
Chalfont, PA 18914  
Phone: (215) 997-8989  
Fax: (215) 997-3919  
E-mail: [support@dcap.com](mailto:support@dcap.com)