

# Pre Paid Cards Management



## Overview

Nayax Virtual Credit System allows Vending Operators to provide an Electronic Purse for vending machines at work places, Provides Ability for HR to Create and Manage Employee's Cards and View Sales Reports

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## 1. Creating a New Card:

After logging in to the system, click on the "Card Management" Page  
Under the "Cards" Group:

The screenshot shows the 'NayaxVend' application interface. On the left is a sidebar with a navigation menu including 'Administration', 'Consumers', 'Events and Alerts', 'Operations', 'Cards' (with sub-items 'Cards Management', 'Cards Sales Summary', 'Sales By Price', 'Sales by location'), 'My Account', 'Inventory', and 'Reports'. The 'Cards Management' page is active, displaying a 'Filter' section with 'Actor' and 'Card Type' (set to 'PrePaid Card') and a 'Search' button. The main form is titled 'General' and contains the following fields: 'Actor\*' (with a 'Choose' button), 'Card Type\*' (set to '-choose-'), 'Magnetic Stripe Number\*' (text input), 'Display Card Number' (text input), 'Card Holder Name' (text input), 'User Identity' (text input), 'Status\*' (set to '-choose-'), and a 'Revalue' checkbox.

Initially the General Card form is blank, which means you can begin adding a new card to the System, if not click on "Add New Card" button on the bottom of the screen.

### 1.1. Actor Types:

In order to add a card Select the actor type to associate the card with  
(Operator/Area/Route/Institute):



If Actor chosen is **Institutes** the card will be able to make purchases at machines with the selected institute associated (association of institutes to machines will be done by Nayax)

If the Actor chosen is **Operator** - the card will be able to make purchases at machines under the selected Operator (including all areas and routes)

If the Actor Chosen is **Area** the card will be able to make purchases at machines under the selected Area (including all routes)

If the actor chosen is **Route** the card will be able to make purchases only at machine under the selected Route

### **1.2. Card types:**

**Employee Card** – Technician Card used to initiate a DEX read on swipe

**Refund Card** – Card with preloaded credit – used to track refunds

**Pre-Paid Card** – Card with preloaded credit

**Revalue Card** – Card with or without preloaded credit – has ability to charge card with cash

### **1.3. Pre-Paid Card Limitations**

**Money / Transactions** (check box) –

If money credit (marked) the limitations are:

**Day Limit** – amount allowed per each day

**Month Limit** – total amount allowed per month

If transactions credit (unmarked) the limitations are:

**Day Transactions** – amount of transactions allowed per each day

**Month Transactions** – total transactions amount allowed per month

**Accumulated Credit** (check box) -

If marked the amount of Month Limit (Money/Transactions)

Will be added to the card's existing/remaining credit automatically end of each month

**Single Use** (check box) –

If marked card will not replenish credit at the end of each month, remaining credit will be transferred to next month until credit is exhausted

**Revalue** (check box) –

If marked gives the ability to charge card credit with cash at the vending machine

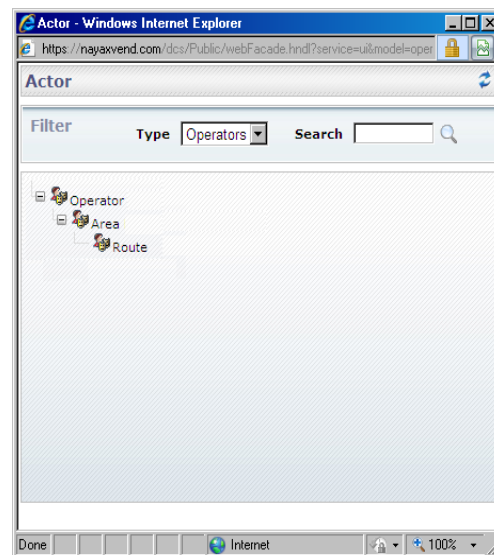
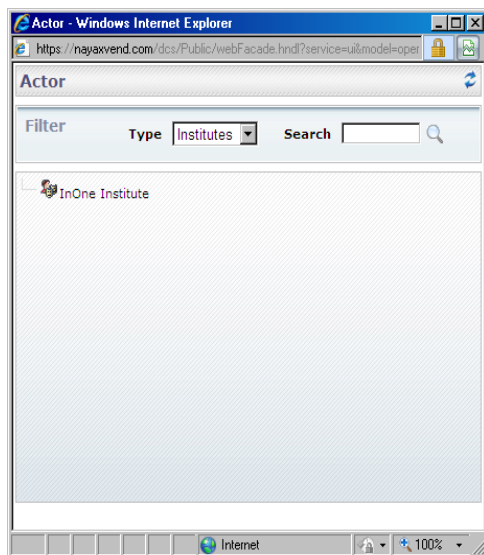
## 1.4. Creating a single card

Begin by Clicking "Choose" Actor:

The screenshot shows the 'Cards Management' web application. At the top, there is a 'Filter' section with an 'Actor' dropdown menu, a 'Choose' button, and a 'Clear' button. Below this, there is a 'Card Type' dropdown menu set to 'PrePaid Card' and a 'Magnetic Stripe Number' input field with a 'Search' button. The main content area is divided into two panes. The left pane is labeled 'No Data'. The right pane is titled 'General' and contains several form fields: 'Actor\*' (with a 'Choose' button), 'Card Type\*' (dropdown), 'Magnetic Stripe Number\*' (input), 'Display Card Number' (input), 'Card Holder Name' (input), 'User Identity' (input), 'Status\*' (dropdown), and 'Revalue' (checkbox). At the bottom of the application, there is a navigation bar with buttons: 'Add New Card', 'Import Prepaid Cards From Excel', 'Export Prepaid Cards To Excel', and 'Save Information'.

Actor window will popup:

Click to select Operator or Institute



## Choose Card Type – Pre-Paid Card:

The screenshot shows the 'Cards Management' application window. At the top, there is a 'Filter' section with an 'Actor' dropdown, a 'Choose' button, and a 'Clear' link. Below this, the 'Card Type' is set to 'PrePaid Card' and the 'Magnetic Stripe Number' field is empty. A 'Search' button is also present. The main form area is divided into two tabs: 'General' (selected) and 'Change Credit'. The 'General' tab contains several fields: 'Actor\*' (dropdown), 'Card Type\*' (dropdown with 'PrePaid Card' selected), 'Magnetic Stripe Number\*' (text input), 'Display Card Number' (text input), 'Card Holder Name' (text input), 'User Identity' (text input), 'Status\*' (dropdown), and a 'Revalue' checkbox. The 'PrePaid Card' option in the 'Card Type\*' dropdown is circled in red. At the bottom of the form, there are four buttons: 'Add New Card', 'Import Prepaid Cards From Excel', 'Export Prepaid Cards To Excel', and 'Save Information'.

Once Pre-Paid is selected a new section will appear:

This screenshot shows the same 'Cards Management' application window, but with the 'Change Credit' tab selected. The 'Card Type' remains 'PrePaid Card'. The 'Change Credit' tab contains several fields: 'Actor\*' (dropdown), 'Card Type\*' (dropdown with 'PrePaid Card' selected), 'Magnetic Stripe Number\*' (text input), 'Display Card Number' (text input), 'Card Holder Name' (text input), 'User Identity' (text input), 'Status\*' (dropdown), and a 'Money credit yes/no' checkbox. The 'Money credit yes/no' section is circled in red. Below this, there are two text input fields: 'Day Transaction\*' and 'Month Transaction\*'. Further down, there is an 'Accumulated Credit' checkbox, a 'Single Use' checkbox, and a 'Credit' label. At the bottom of the form, there are four buttons: 'Add New Card', 'Import Prepaid Cards From Excel', 'Export Prepaid Cards To Excel', and 'Save Information'.

Proceed filling the empty fields:

**Magnetic Stripe Number** – Numeric Value encoded on MAG Stripe of the card

**Display Card Number** – Numeric Value Printed on the card front or back

**Card Holder Name** – Employee Name

**User Identity** – Employee work ID or Social ID

**Status** – Card Activation/ Deactivation

The screenshot shows the 'Cards Management' application. The 'Filter' section at the top allows searching by Actor, Card Type (currently 'PrePaid Card'), and Magnetic Stripe Number. The main form is under the 'General' tab. It contains the following fields and values:

- Actor: inOne
- Card Type: PrePaid Card
- Magnetic Stripe Number: 8888002901
- Display Card Number: 880029
- Card Holder Name: Oleg Rozenblum
- User Identity: 306831520
- Status: choose- (dropdown menu is open showing 'Active' and 'Not Active')
- Money credit yes/no: ☐
- Accumulated Credit: ☐
- Single Use: ☐
- Day Transaction:
- Month Transaction:

At the bottom of the form, there are buttons for 'Add New Card', 'Import Prepaid Cards From Excel', 'Export Prepaid Cards To Excel', and 'Save Information'.

**IMPORTANT:**

When creating a new card make sure you have the correct Magnetic Stripe number

Once card is created you will no longer be able to change the Magnetic Stripe number

\* Created Cards can **NOT** be deleted – Instead Card Status can be changed to "**Not Active**"

### 1.4.1 To create a card with **Transactions Credit** – leave the check box unmarked

Fill in the Day Limit / Month limit / Accumulated Credit (Optional) / Single use (Optional)

The screenshot shows the 'Cards Management' application interface. At the top, there's a filter section with 'Actor' and 'Card Type' (set to 'PrePaid Card'). The main form is titled 'General' and contains the following fields:

- Actor\***: inOne
- Card Type\***: PrePaid Card
- Magnetic Stripe Number\***: 8888002901
- Display Card Number**: 880029
- Card Holder Name**: Oleg Rozenblum
- User Identity**: 306831520
- Status\***: Active

Below the main form, there are several optional settings:

- Money credit yes/no**: ☐
- Day Transaction\***: 150
- Month Transaction\***: 200
- Accumulated Credit**: ☐
- Single Use**: ☐

At the bottom of the form, there are tabs for 'Credit' and 'Monthly Usage'. The 'Save Information' button at the bottom right is highlighted with a red box.

#### IMPORTANT:

When creating a new card make sure you have the correct Magnetic Stripe number  
Once card is created you will no longer be able to change the Magnetic Stripe number

- \* The card will be created with Credit of Month Limit Amount
- \* Created Cards can **NOT** be deleted – Instead Card Status can be changed to "**Not Active**"

### 1.4.2 To create a card with **Money Credit** – mark the check box

Fill in the Day Limit / Month limit / Accumulated Credit (Optional) / Single use (Optional)  
(Leave Revalue unmarked)

**Cards Management**

Filter: Actor  Choose

Card Type: **PrePaid Card** Magnetic Stripe Number

**General**

Actor\*  Choose

Card Type\* **PrePaid Card**

Magnetic Stripe Number\*

Display Card Number

Card Holder Name

User Identity

Status\* **Active**

---

Money credit yes/no : ☒

Day Limit\*

Month Limit\*

Accumulated Credit ☐

Single Use ☐

Revalue ☐

Credit Monthly Usage

#### IMPORTANT:

When creating a new card make sure you have the correct Magnetic Stripe number  
Once card is created you will no longer be able to change the Magnetic Stripe number

- \* The card will be created with credit of Month Limit Amount
- \* Created Cards can **NOT** be deleted – Instead Card Status can be changed to "**Not Active**"

**1.4.3 To create a Revalue card** – repeat Pre-Paid Card steps and mark Revalue check box  
(For Revalue feature to work Server and Machine MUST be configured to allow Revalue)

**Cards Management**

Filter: Actor [Choose] Clear

Card Type: PrePaid Card Magnetic Stripe Number [Search]

**General** Change Credit

Actor\* inOne Choose

Card Type\* PrePaid Card

Magnetic Stripe Number\* 8888002901

Display Card Number 880029

Card Holder Name Oleg Rozenblum

User Identity 306831520

Status\* Active

Money credit yes/no : ☒

Day Limit\* 150

Month Limit\* 200

Accumulated Credit ☐

Single Use ☐

**Revalue** ☒ (circled in red)

Credit Monthly Usage

Add New Card Import Prepaid Cards From Excel Export Prepaid Cards To Excel **Save Information** (circled in red)

When information is saved the card receives credit:

**Cards Management**

Filter: Actor [Choose] Clear

Card Type: PrePaid Card Magnetic Stripe Number [Search]

**General** Change Credit

Actor\* inOne Choose

Card Type\* PrePaid Card

Magnetic Stripe Number\* 8888002903

Display Card Number 880029

Card Holder Name Oleg Rozenblum

User Identity 306831520

Status\* Active

Money credit yes/no : ☒

Day Limit\* 150.00

Month Limit\* 200.00

Accumulated Credit ☐

Single Use ☐

**Revalue** ☒

**Credit** 200.00 **Monthly Usage** 0.00 (circled in red)

Last Sales Add New Card Import Prepaid Cards From Excel Export Prepaid Cards To Excel **Save Information**

### 1.5 Changing Card Credit – Click on the "Change Credit" tab of the selected card

The screenshot shows the 'Cards Management' application interface. At the top, there's a filter section with 'Actor' (inOne), 'Card Type' (PrePaid Card), and 'Magnetic Stripe Number' (8888002903). The 'Change Credit' tab is selected and highlighted with a red circle. The form contains the following fields:

- Actor\*: inOne
- Card Type\*: PrePaid Card
- Magnetic Stripe Number\*: 8888002903
- Display Card Number: 880029
- Card Holder Name: Oleg Rozenblum
- User Identity: 306831520
- Status\*: Active
- Money credit yes/no: ☒
- Day Limit\*: 150.00
- Month Limit\*: 200.00
- Accumulated Credit: ☐
- Single Use: ☐
- Revalue: ☒
- Credit: 200.00 Monthly Usage: 0.00

At the bottom, there are buttons: Last Sales, Add New Card, Import Prepaid Cards From Excel, Export Prepaid Cards To Excel, and Save Information.

On the "Change Credit" tab - fill in the credit amount to be added / removed (Use "-" sign)  
Fill the remarks field with information on the reason credit is added/removed to/from card



The screenshot shows the 'Cards Management' application interface with the 'Change Credit' tab selected and highlighted with a red circle. The form contains the following fields:

- Magnetic Stripe Number: 8888002903
- Additional credit money: \* 150 NIS
- Remark\*: Oleg Rozenblum payed in cash for credit addition to the card
- Change Credit: (button highlighted with a red circle)

Below the form, there is a table with columns: Credit, Remark, By, Time. The table is currently empty, showing 'No Data'.


At the bottom, there are buttons: Last Sales, Add New Card, Import Prepaid Cards From Excel, Export Prepaid Cards To Excel, and Save Information.

The changes made will be logged below



**Cards Management**


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**Filter**

**Actor**  **Choose**  **Clear**

**Card Type** PrePaid Card **Magnetic Stripe Number**  **Search**


8888002903 - 880029 - inOne

General
Change Credit
Information

**Magnetic Stripe Number** 8888002903

**Additional credit money :** \*  NIS

**Remark\***



Change Credit

Credit	Remark	By	Time
150.00	Oleg Rozenblum payed in cash for credit addition to the card	Oleg Rozenblum	13/08/2009 11:58:15

**Total 1 Rows**


Last Sales
Add New Card
Import Prepaid Cards From Excel
Export Prepaid Cards To Excel
Save Information


**1.6 Card Information** – Contains: date created, date updated, last transaction information


**Cards Management**



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**Filter**

**Actor**  **Choose**  **Clear**

**Card Type** PrePaid Card **Magnetic Stripe Number**  **Search** 

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8888002903 - 880029 - inOne

**General**
**Change Credit**
**Information**

**Created** 10/08/2009 13:33:17

**Updated** 10/08/2009 13:33:17

**Last Transaction**

Time	Amount	Product	Location
12/08/2009 18:11:12	1.7500	Aquafina Water - 591ml	Plant Offices Front Entrance - 19050 (61167)

**Total 1 Rows**

Last Sales
Add New Card
Import Prepaid Cards From Excel
Export Prepaid Cards To Excel
Save Information

## 2. Importing Cards using Excel sheet – to begin importing click "Import Pre-Paid Cards"

**Cards Management**

Filter: Actor  Choose

Card Type:  Magnetic Stripe Number:

**8888002903 - 880029 - inOne**

**General** | Change Credit | Information

Actor\*:  Choose

Card Type\*:

Magnetic Stripe Number\*:

Display Card Number:

Card Holder Name:

User Identity:

Status\*:

---

Money credit yes/no : ☒

Day Limit\*:

Month Limit\*:

Accumulated Credit ☐

Single Use ☐

Revalue ☒

Credit: 350.00 Monthly Usage: 0.00

This screen will appear:

**Cards Management**

Filter: Actor  Choose

Card Type:  Magnetic Stripe Number:

**8888002903 - 880029 - inOne**

Actor\*:  Choose

Excel File\*:

The Excel file must be in the following format. The first row must contain header:

Card Number (Required)	Display Card Number	Card Holder Name	User Identity	Is Credit (1 or 0 - Insert only)	Max Daily	Max Monthly	Is Accumulated (1 or 0)	Is Active (1 or 0)	Is Single Use (1 or 0)
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## **2.1 Creating several Cards**

Step One - Prepare file

Step Two - Import file

### **2.1.1 Preparing the Excel file for Import**

**Excel file format** – Must be created and saved as Excel 97-2003 Workbook (\*.xls)

**The first row must contain Header in the following format:**

Card Number (Required)	Display Card Number	Card Holder Name	User Identity	Is Credit (1 or 0 - Insert only)	Max Daily	Max Monthly	Is Accumulated (1 or 0)	Is Active (1 or 0)	Is Single Use (1 or 0)
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**Card Number** – Numeric Value encoded on MAG Stripe of the card

**Display Card Number** – Numeric Value Printed on the card front or back

**Card Holder Name** – Employee Name

**User Identity** - Employee work ID or Social ID (not mandatory)

**Is Credit (1 or 0 – Insert Only)** – Determines Card Type:

0 - Transaction Credit

1 - Money Credit

Insert Only - i.e. - will apply for creating new cards only;

You will not be able to change the Type of an existing card using an Excel sheet

**Max Daily** – Daily limit amount - Money or Transaction Credit

**Max Monthly** – Monthly limit amount - Money or Transaction Credit

**Is Accumulated (1 or 0) –**

0 - No Accumulation

1 - Amount of Month Limit (Money/Transactions)

Will be added to the card's existing/remaining credit automatically end of each month

**Is Active (1 or 0) –** Card Status

0 - Not Active

1 - Active

**Is Single Use (1 or 0) –**

0 - NOT Single use

1 - Card will not replenish credit at the end of each month; remaining credit will be transferred to next month until credit is exhausted

The End Result should look like this:

	A	B	C	D	E	F	G	H	I	J
	Card Number	Display Card Number	Card Holder Name	User Identity	Is Credit (1 or 0)	Max Daily	Max Monthly	Is Accumulated (1 or 0)	Is Active (1 or 0)	Is Single Use (1 or 0)
1										
2	0000000627657455	44950	Nelson		1	50.00	50.00	0	1	0
3	0000000627657474	44958	April		1	5.00	100.00	0	1	0
4	0000417720071532	14755	CNRL Staff		1	10.50	325.50	0	1	0
5	0000417720134343	23665	CNRL Staff		1	10.50	325.50	0	1	0
6	0000417720205533	34221	CNRL Staff		1	10.50	325.50	0	1	0
7	0000417720205702	34273	CNRL Staff		1	10.50	325.50	0	1	0
8	0000417720444521	56122	Arless Black		1	20.00	100.00	0	1	0
9	0000417720610371	100476	Linda Kroeker		1	500.00	5000.00	0	1	0
10	0000417720624233	103501	Jen Mercer		1	500.00	5000.00	0	1	0
11	0000417720760704	127202	CNRL Staff Front		1	10.50	325.50	0	1	0
12	0000417720761255	127318	Matt Brown		1	1000.00	10000.00	0	1	0
13	0000417720761367	127355	CNRL Staff Front		1	10.50	325.50	0	1	0
14	0000417720763624	87756	Eric Landry		1	5.00	100.00	0	1	0
15	0000417720764117	128039	CNRL Staff Front		1	10.50	325.50	0	1	0
16	0000417720764153	128053	Darius		1	1000.00	1000.00	0	1	0
17	0000417720764766	128251	Valerie Houde		1	1000.00	10000.00	0	1	0
18	0000417720764777	128255	Randy Nickerson		1	1000.00	10000.00	0	1	0
19	0000417720765350	128372	CNRL Staff Front		1	10.50	325.50	0	1	0
20	0000417720765372	128381	CNRL Staff Front		1	10.50	325.50	0	1	0
21	0000417721000131	69966	Dave Noel		1	5.00	100.00	0	1	0
22	0000417721007037	132879	CNRL Staff		1	10.50	325.50	0	1	0
23	0000417721014363	134265	JoeRae Dilcox		1	1000.00	10000.00	0	1	0
24	0000417721022762	135929	Ron Gillespie		1	500.00	5000.00	0	1	0
25	0000417721026117	136743	Ashley Hooligan		1	1000.00	10000.00	0	1	0
26	0000517720001667	475	Martha Clarke		1	500.00	5000.00	0	1	0
27	0000517720356350	61044	Kyle Fauchon		1	5.00	100.00	0	1	0
28	0000517720435703	73185	Nina Whalen		1	500.00	5000.00	0	1	0
29	0000517720453411	76676	Karen Befus		1	500.00	5000.00	0	1	0
30	0000517720523046	86803	Barbara Crowley		1	500.00	5000.00	0	1	0
31	0000517720547734	92142	CNRL Staff Front		1	10.50	325.50	0	1	0
32	0000517720554112	93221	Allan Knight		1	500.00	5000.00	0	1	0
33	0000517720560746	94451	Darius		1	1000.00	1000.00	0	1	0

# IMPORTANT:

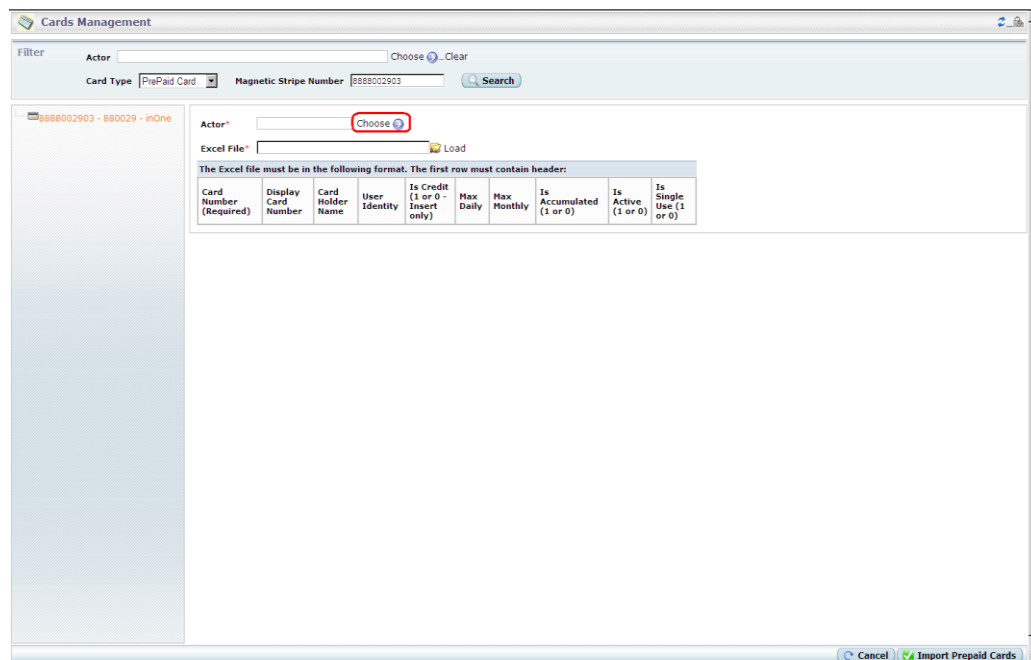
When Preparing the file make sure you have the correct Magnetic Stripe number  
Once card is created you will no longer be able to change the Magnetic Stripe number

\* The card will be created with credit of Month Limit Amount

\* Created Cards can **NOT** be deleted;

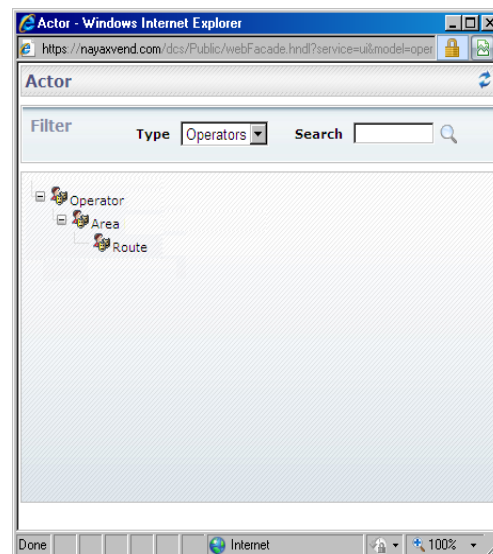
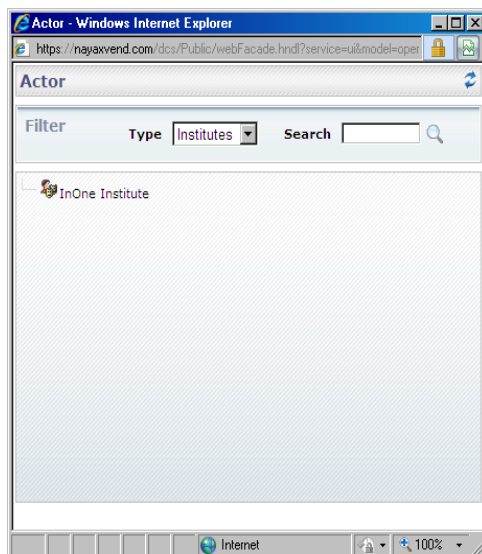
Instead Card Status can be changed to "**Not Active**" by setting "**Is Active**" to 0 (zero)

### 2.1.2 Importing the Excel file into the System – Click "Choose" Actor

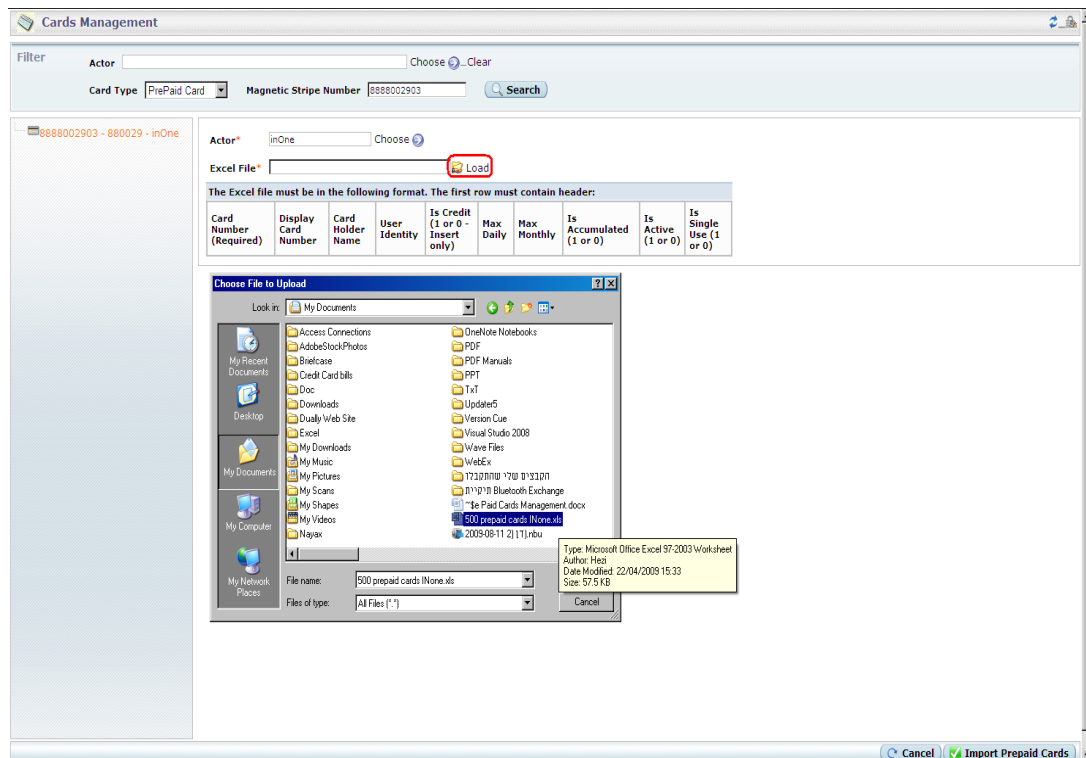


Actor window will popup:

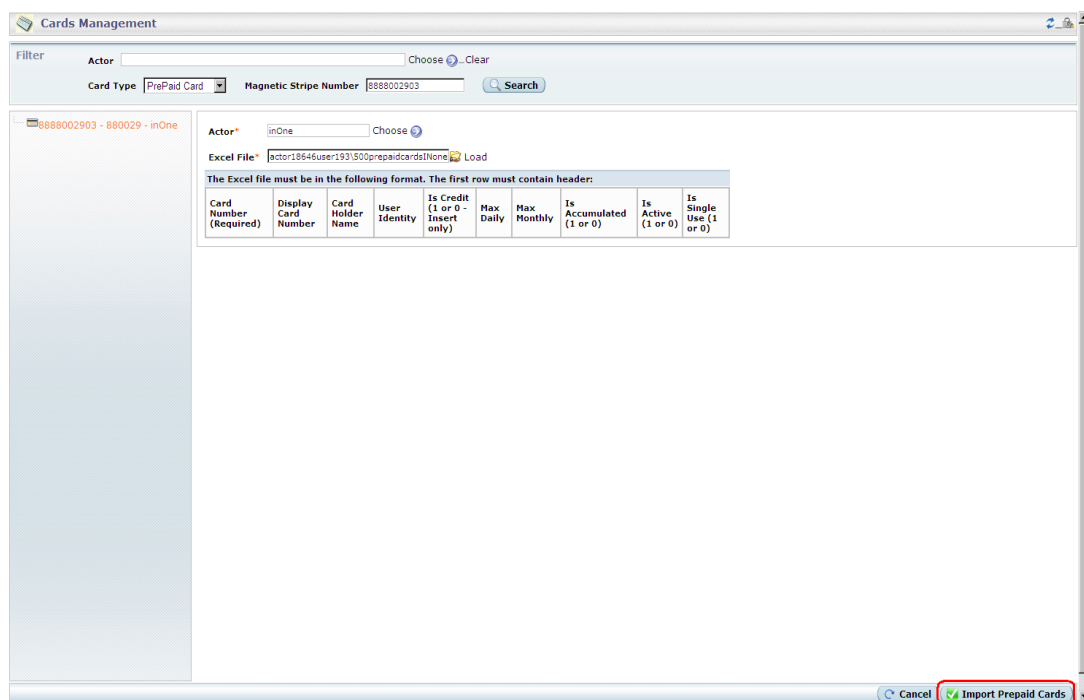
Select Operator or Institute to Import Cards



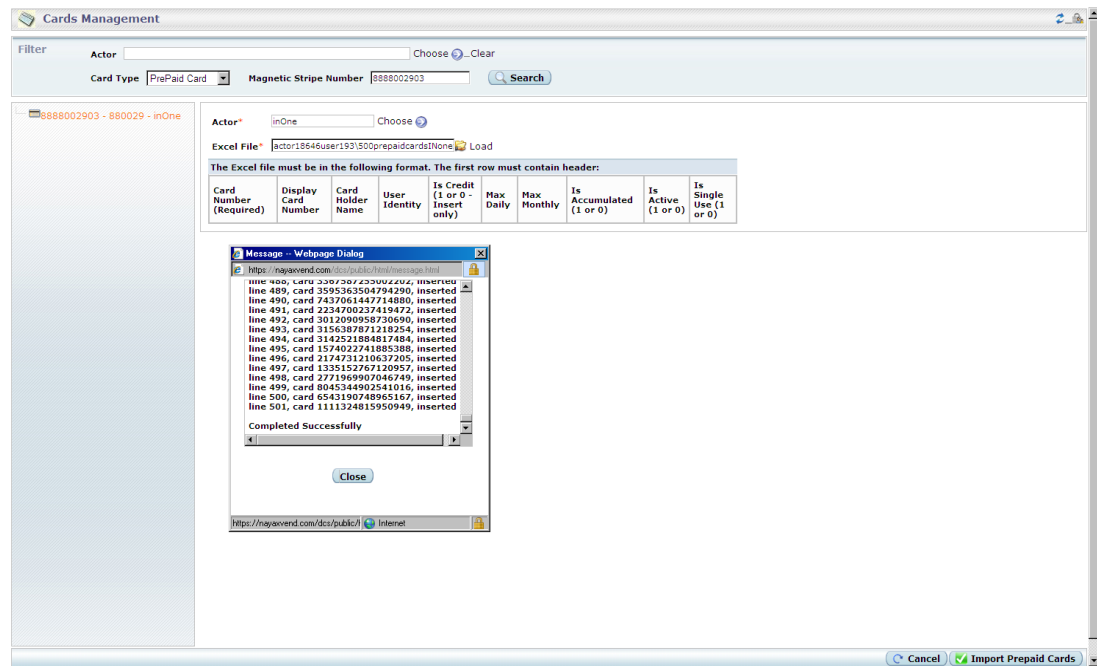
Click **"Load"** and select the prepared file to upload



After File is loaded click on the **"Import Prepaid Cards"** button



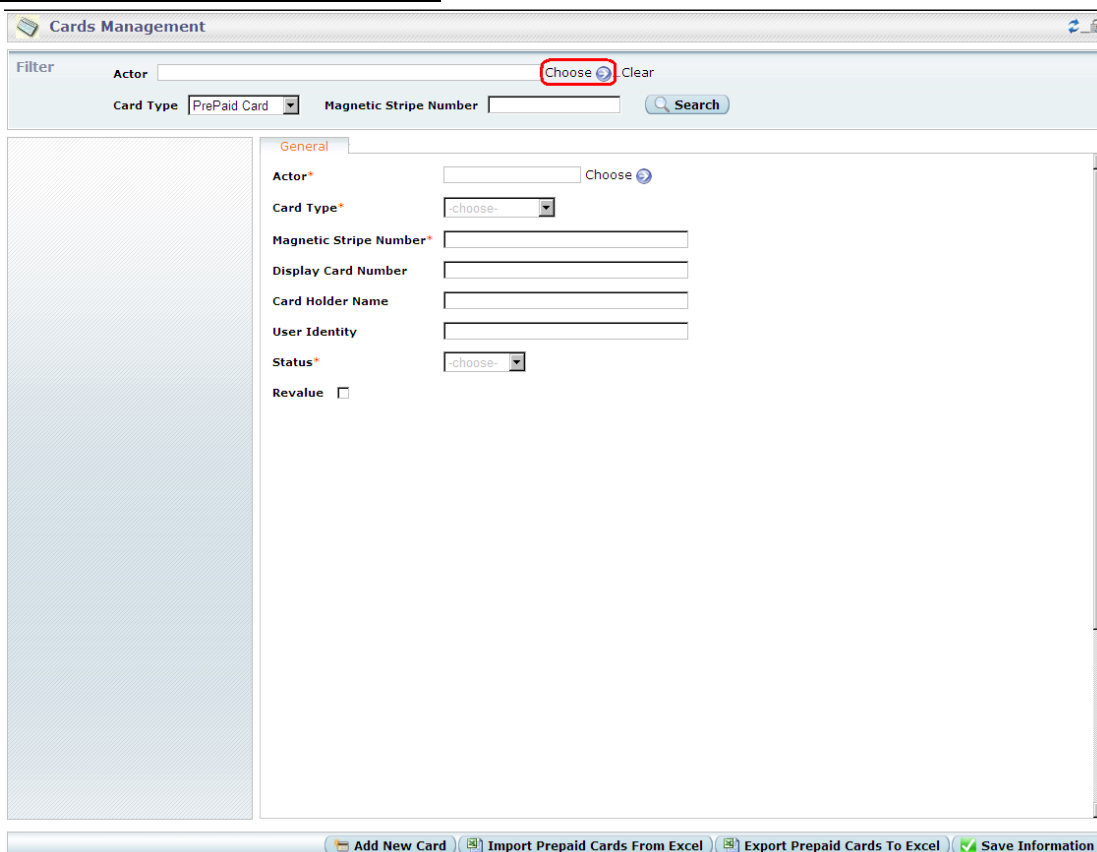
Success or Failure will be displayed in a popup window:



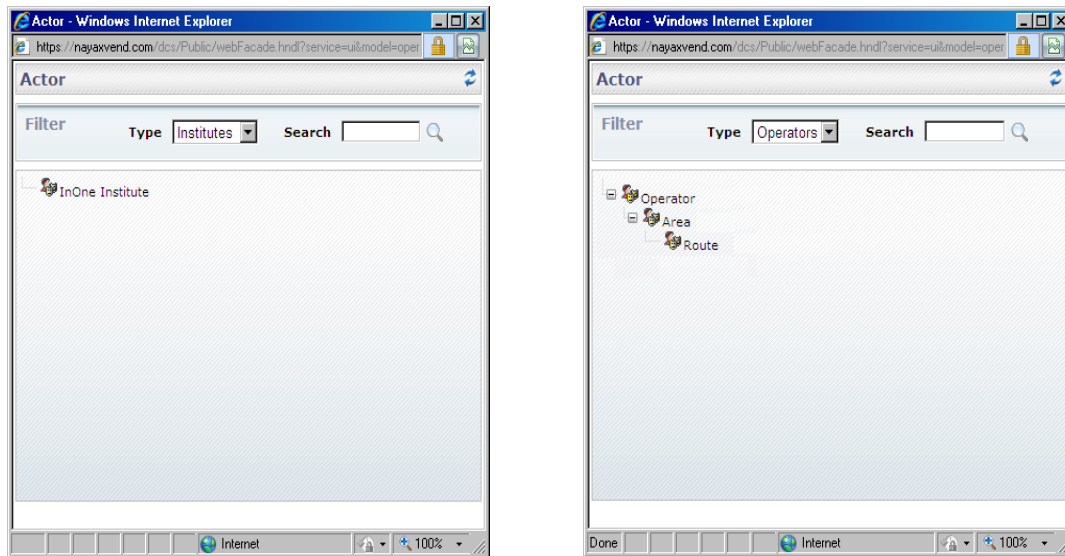
## 2.2 Updating existing Cards

To update existing cards you need to Export the cards from the system, Modify the file to suit your needs and Import the modified file into the system

### 2.2.1 Exporting Cards to Excel sheet – in the Filter section click "Choose" Actor



Actor window will popup:  
Select Operator or Institute to Export Cards



Once Actor selected click **"Search"** for the cards list to generate

The image shows a 'Cards Management' window. At the top, there's a 'Filter' section with 'Actor' set to 'InOne' and 'Card Type' set to 'PrePaid Card'. A 'Search' button is highlighted with a red box. Below the filter, there's a 'General' tab with several fields: 'Actor\*' (dropdown), 'Card Type\*' (dropdown), 'Magnetic Stripe Number\*' (text input), 'Display Card Number' (text input), 'Card Holder Name' (text input), 'User Identity' (text input), 'Status\*' (dropdown), and 'Revalue' (checkbox). At the bottom, there are buttons for 'Add New Card', 'Import Prepaid Cards From Excel', 'Export Prepaid Cards To Excel', and 'Save Information'.

Once list generated click **"Export Prepaid Cards to Excel"**

The screenshot shows the 'Cards Management' application window. At the top, there's a 'Filter' section with 'Actor' set to 'inOne' and 'Card Type' set to 'PrePaid Card'. Below the filter, a list of cards is shown, with one card 'PrePaid Card - 11580' highlighted. To the right of the list is a 'General' tab with various input fields for card details. At the bottom of the window, there's a toolbar with buttons: 'Add New Card', 'Import Prepaid Cards From Excel', 'Export Prepaid Cards To Excel' (highlighted with a red box), and 'Save Information'.

And save the Excel file on your computer

This screenshot shows the same 'Cards Management' interface as the previous one, but with a 'File Download' dialog box open in the foreground. The dialog box asks 'Do you want to open or save this file?' and provides details about the file: 'Name: operations\_cards.xls', 'Type: Microsoft Office Excel 97-2003 Worksheet, 2.87MB', and 'From: nayaxvend.com'. There are 'Open', 'Save', and 'Cancel' buttons. Below the buttons, there's a warning message: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'. The 'Export Prepaid Cards to Excel' button in the background toolbar is still highlighted with a red box.

## 2.2.2 Modifying Excel for Update – Open the file saved on your computer

You can update only the fields marked in yellow

	A	B	C	D	E	F	G	H	I	J
	card number	display card string	card holder name	card user identity id	is credit	daily max	monthly max	is accumulated	is active	is single use
1										
2	0000000627657455	44950	Nelson		1	50.00	50.00	0	1	0
3	0000000627657474	44958	April		1	5.00	100.00	0	1	0
4	0000417720002374	638			1	10.50	325.50	0	1	0
5	0000417720003023	777			1	10.50	325.50	0	1	0
6	0000417720004251	1108			1	10.50	325.50	0	1	0
7	0000417720005474	1438			1	10.50	325.50	0	1	0
8	0000417720005632	1485			1	10.50	325.50	0	1	0
9	0000417720006433	1677			1	10.50	325.50	0	1	0
10	0000417720013000	2816			1	10.50	325.50	0	1	0
11	0000417720014263	3161			1	10.50	325.50	0	1	0
12	0000417720014744	3314			1	10.50	325.50	0	1	0
13	0000417720016612	3781			1	10.50	325.50	0	1	0
14	0000417720017040	3856			1	10.50	325.50	0	1	0
15	0000417720020505	4258			1	10.50	325.50	0	1	0
16	0000417720021357	4471			1	10.50	325.50	0	1	0
17	0000417720023210	4832			1	10.50	325.50	0	1	0
18	0000417720025126	5419			1	10.50	325.50	0	1	0
19	0000417720025544	5554			1	10.50	325.50	0	1	0
20	0000417720026446	5779			1	10.50	325.50	0	1	0
21	0000417720026701	5856			1	10.50	325.50	0	1	0
22	0000417720026732	5869			1	10.50	325.50	0	1	0
23	0000417720027117	5927			1	10.50	325.50	0	1	0
24	0000417720031541	6576			1	10.50	325.50	0	1	0
25	0000417720031572	6589			1	10.50	325.50	0	1	0
26	0000417720032146	6707			1	10.50	325.50	0	1	0
27	0000417720032175	6718			1	10.50	325.50	0	1	0
28	0000417720032276	6751			1	10.50	325.50	0	1	0
29	0000417720032773	6909			1	10.50	325.50	0	1	0
30	0000417720033543	7089			1	10.50	325.50	0	1	0
31	0000417720035114	7462			1	10.50	325.50	0	1	0
32	0000417720037237	8015			1	10.50	325.50	0	1	0
33	0000417720040226	8267			1	10.50	325.50	0	1	0
34	0000417720042172	8765			1	10.50	325.50	0	1	0
35	0000417720042664	8922			1	10.50	325.50	0	1	0
36	0000417720042756	8951			1	10.50	325.50	0	1	0
37	0000417720043353	9077			1	10.50	325.50	0	1	0
38	0000417720043665	9178			1	10.50	325.50	0	1	0
39	0000417720045322	9577			1	10.50	325.50	0	1	0
40	0000417720045377	9599			1	10.50	325.50	0	1	0
41	0000417720047670	10204			1	10.50	325.50	0	1	0
42	0000417720051464	10650			1	10.50	325.50	0	1	0

**Card Number** – Magnetic Stripe Number – Can **NOT** be modified

**Is Credit** – Card Type: Money / Transaction Credit - Can **NOT** be updated using an Excel sheet

Save file after updating the desired fields

### 2.2.3 Importing Excel file to update cards - to begin importing click "Import Pre-Paid Cards"

**Cards Management**

Filter: Actor  Choose

Card Type:  Magnetic Stripe Number:

8888002903 - 880029 - inOne

**General** | Change Credit | Information

Actor\*  Choose

Card Type\*

Magnetic Stripe Number\*

Display Card Number

Card Holder Name

User Identity

Status\*

---

Money credit yes/no : ☒

Day Limit\*

Month Limit\*

Accumulated Credit ☐

Single Use ☐

Revalue ☒

Credit 350.00 Monthly Usage 0.00

This screen will appear:

**Cards Management**

Filter: Actor  Choose

Card Type:  Magnetic Stripe Number:

8888002903 - 880029 - inOne

Actor\*  Choose

Excel File\*

The Excel file must be in the following format. The first row must contain header:

Card Number (Required)	Display Card Number	Card Holder Name	User Identity	Is Credit (1 or 0 - Insert only)	Max Daily	Max Monthly	Is Accumulated (1 or 0)	Is Active (1 or 0)	Is Single Use (1 or 0)
------------------------	---------------------	------------------	---------------	----------------------------------	-----------	-------------	-------------------------	--------------------	------------------------

Click "**Choose**" Actor \*

Filter Actor Choose Clear

Card Type PrePaid Card Magnetic Stripe Number 8888002903 Search

8888002903 - 880029 - inOne

Actor\* Choose

Excel File\* Load

The Excel file must be in the following format. The first row must contain header:

Card Number (Required)	Display Card Number	Card Holder Name	User Identity	Is Credit (1 or 0 - Insert only)	Max Daily	Max Monthly	Is Accumulated (1 or 0)	Is Active (1 or 0)	Is Single Use (1 or 0)
------------------------	---------------------	------------------	---------------	----------------------------------	-----------	-------------	-------------------------	--------------------	------------------------

Cancel Import Prepaid Cards

Actor window will popup:

Select Operator or Institute to Import Cards

Actor - Windows Internet Explorer

https://nayaxvend.com/dcs/Public/webFacade.html?service=ui&model=oper

Actor

Filter Type Institutes Search

InOne Institute

Actor - Windows Internet Explorer

https://nayaxvend.com/dcs/Public/webFacade.html?service=ui&model=oper

Actor

Filter Type Operators Search

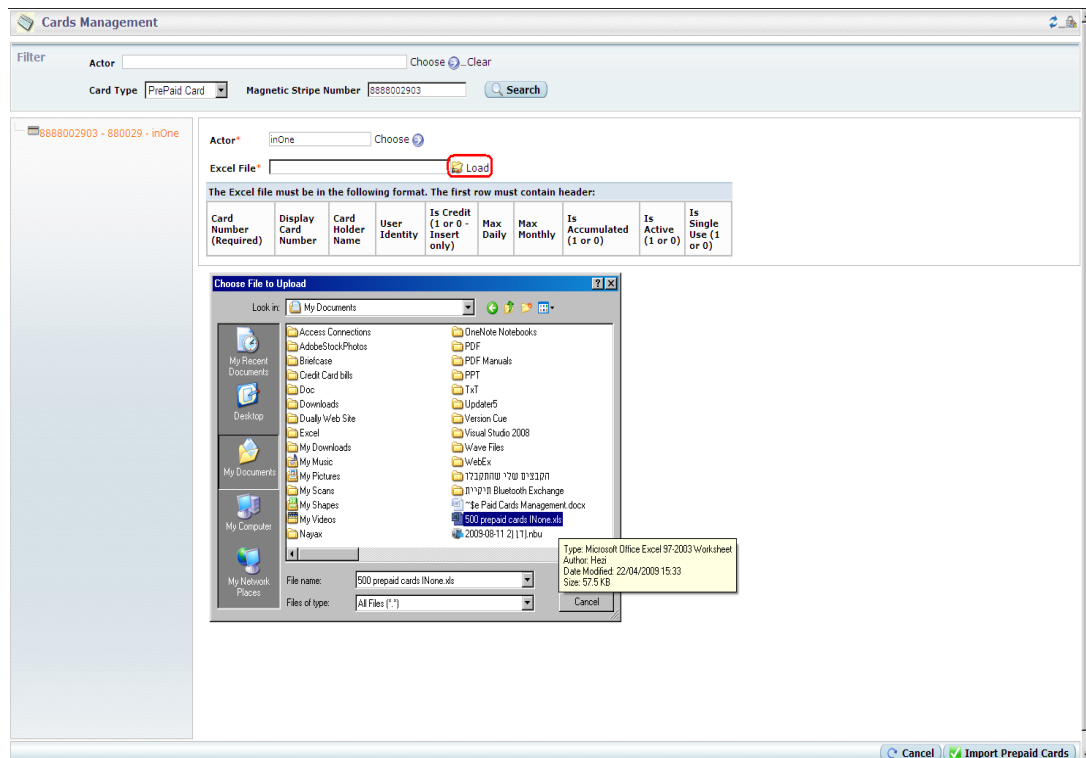
Operator

Area

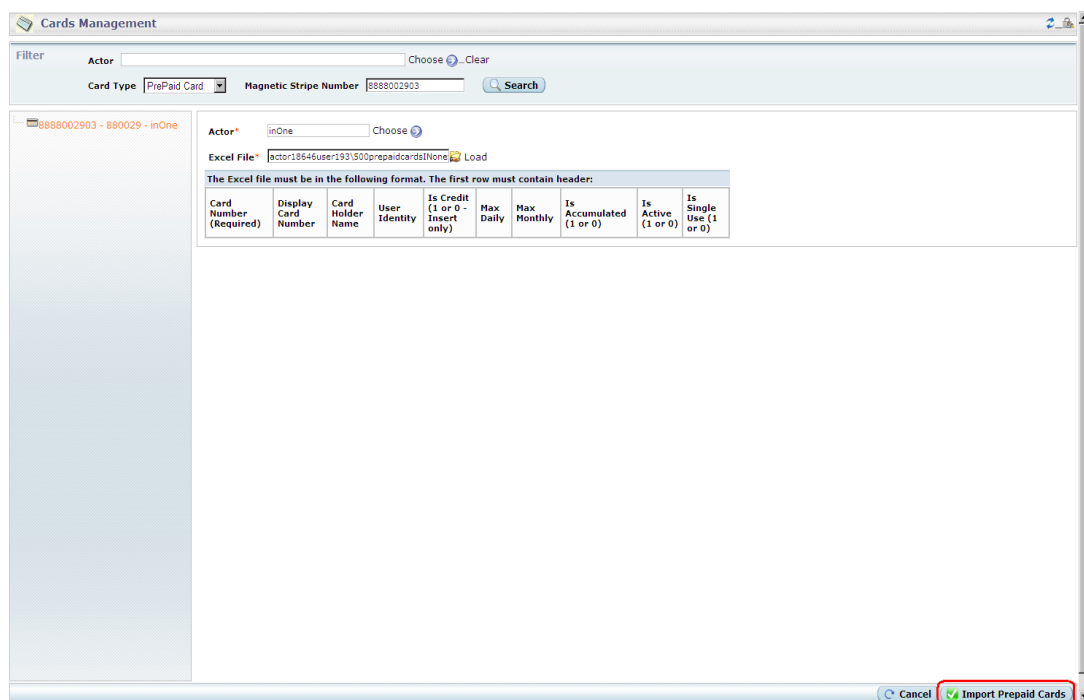
Route

\* Must be same Actor – Can **NOT** transfer cards using Excel sheet

Click **"Load"** and select the modified file to upload



After File is loaded click on the **"Import Prepaid Cards"** button



Success or Failure to update card(s) will be displayed in a popup window

Cards Management

Filter

Actor inOne Choose Clear

Card Type PrePaid Card Magnetic Stripe Number 88002903 Search

8888002903 - 880029 - inOne

Actor\* inOne Choose

Excel File\* actor18646user193\operationscardsxls\_16 Load

The Excel file must be in the following format. The first row must contain header:

Card Number (Required)	Display Card Number	Card Holder Name	User Identity	Is Credit (1 or 0 - Insert only)	Max Daily	Max Monthly	Is Accumulated (1 or 0)	Is Active (1 or 0)	Is Single Use (1 or 0)
------------------------	---------------------	------------------	---------------	----------------------------------	-----------	-------------	-------------------------	--------------------	------------------------

Message -- Webpage Dialog

https://nayaxvend.com/dcs/public/html/message.html

line 2, card 8888002903, updated  
Completed Successfully

Close

https://nayaxvend.com/dcs/public/ Internet

Cancel

Import Prepaid Cards