



CARDMASTER

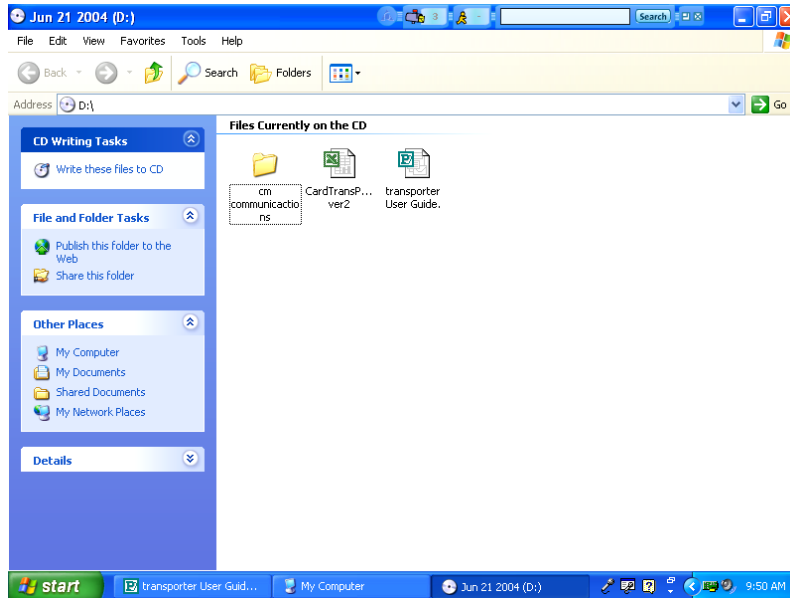
CARDTRANSPORTER

USER GUIDE



CARDLOCK VENDING

1. Insert CM CardTransPorter© CD into your CD Rom Drive. Depending on your operating system, the files on the CD will automatically appear on you screen, or you may have to go to My Computer and open the CD drive.
2. Once the CD drive is open, the CM CardTransPorter© Icon, CM Communications Icon and the User Guide Icon should appear on your screen.

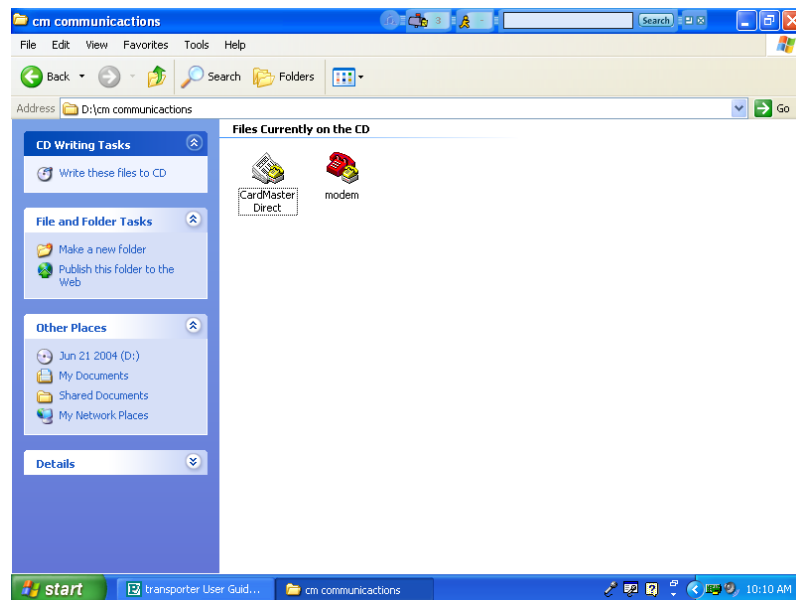


3. Click on “Edit” in your tool bar. Click on “Select All”. If you have Windows 2000® or higher operating system the Wizard window should appear with a line saying “Copy these selected items.” Click on “Copy these selected Items”. A screen should appear giving you a choice of where to copy these items. Click on the “C” drive. Then click on “Copy”. The files should copy onto your “C” Drive. Once this is accomplished close all open programs.
4. Go to “My Computer” and click on “C” drive. Locate the file “CardTransPorter©”. Right click on “CardTransPorter,” then left click on Properties”. Verify that the “Read Only” box is not checked. If it is, uncheck it and then click on “Apply”. Then click “OK”
5. Right click on the “CardTransPorter©” Icon again. Highlight “Send To” and then click on “Desktop”.
6. Click on “File” in your tool bar and select “New”. Click on “Folder”. You are now creating a new folder. The new folder will appear with the name “New Folder” highlighted. Rename this folder CMData.



CARDLOCK VENDING

7. Click on the folder “CMDData” and open it. Click on “File” in your tool bar and highlight new. Click on “Folder” and another new folder will be created. Where the name is highlighted change it to “Data”.
8. Right Click on the “Data” file just created and send to the desktop.
9. Create another folder either on the “C” Drive or in “ My Documents”. It is suggested that this new folder be named “Fuel Reports”
10. Highlight the “Fuel Reports” file and send to your desktop.
11. Click on CM Communications on your “C” drive.
12. Right click on the appropriate Icon, “Direct” or “Modem” that is applicable to your CardMaster connection. Send to desk top.
13. Close all windows.
14. Double click on the “CM Communications” Icon. This opens up the HyperTerminal® communication program.

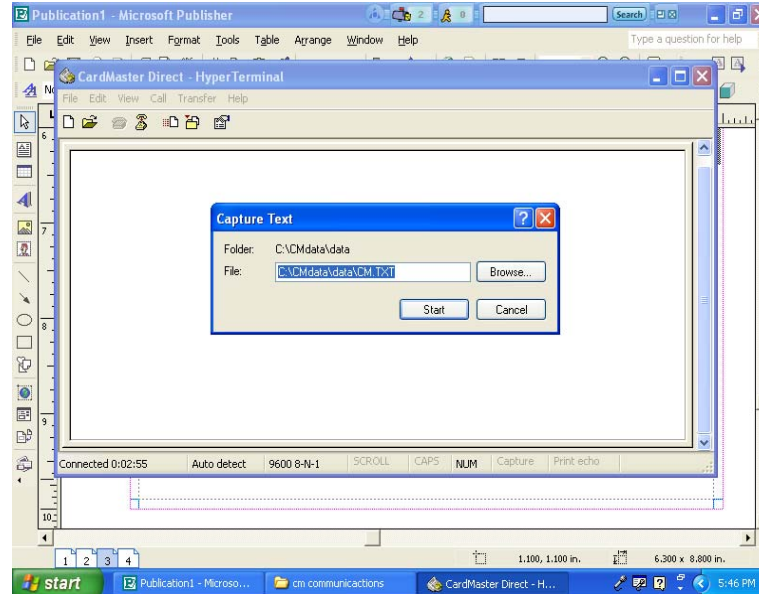


15. Choose the type of Com Link you are using to talk to the CardMaster unit.
16. Verify the com Port, and communication settings by clicking “Call” in the tool bar and then clicking on “Disconnect.”



CARDLOCK VENDING

17. Click “File” in the tool bar then click on “Properties”. Verify the com Port in the area labeled “Connect Using”.
18. Click on “Configure” and verify Port Settings. They should be:
7 data bits; 1 stop bit, space parity, and no Hardware for direct serial port connections.
If you are using a USB the Serial converter the settings should be:
8 data bits, 1 stop bit, no parity, and no hardware.
19. Click “OK” Click “OK”
20. Click on “Call” in the tool bar.
21. Type “P” at the cursor and type your Password. Default Password is MASTER.
22. Once the CardMaster has been accessed click on “Transfer” in the tool bar then click on “Capture Text”. The following screen will appear:

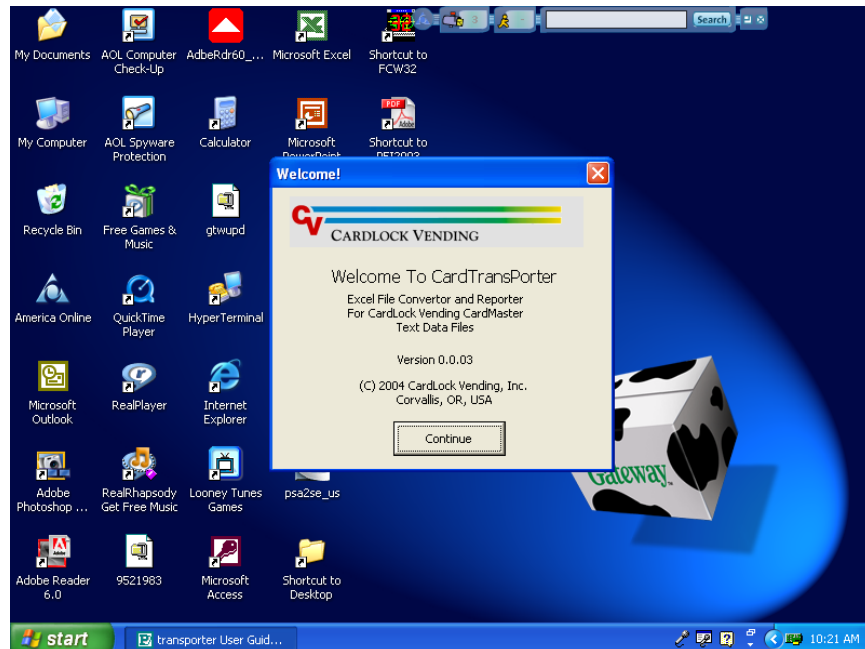


23. Type in the file window C:\CMDData\Data\CM.txt. Then click on “Start”.
24. Type “B” and then click the “Enter” key.



CARDLOCK VENDING

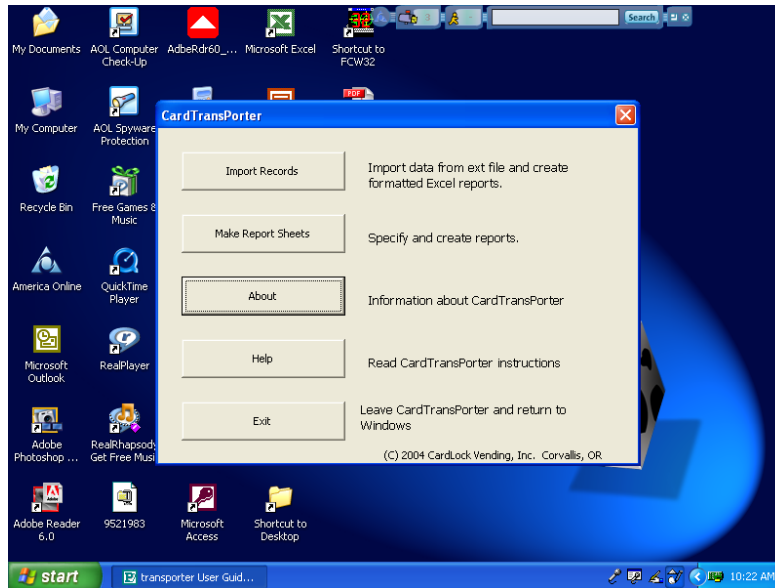
25. Once the data has finished click on “Transfer” in the tool bar, then “Capture Text” and then “Stop”.
26. Note what the last transaction number is. Then at the cursor Type “X and the next transaction number”.
27. At the cursor depress the “Shift” key and the “6” key simultaneously. This will exit you from the CardMaster. This should be done after every CardMaster access is finished to insure the com Ports are set for the next access.
28. Exit HyperTerminal®
29. On the desktop double click on the CardTransPorter© Icon. The following screen should appear:



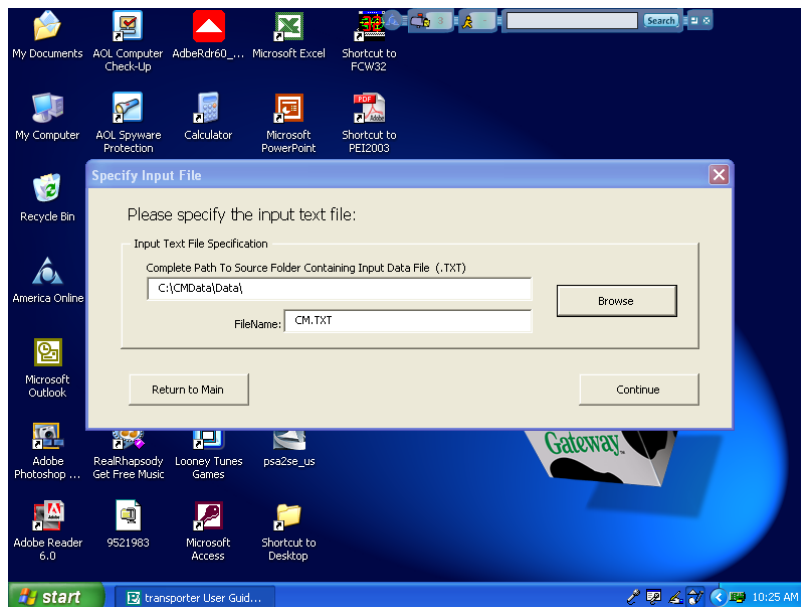


CARDLOCK VENDING

30. Click on continue. The following screen should appear:



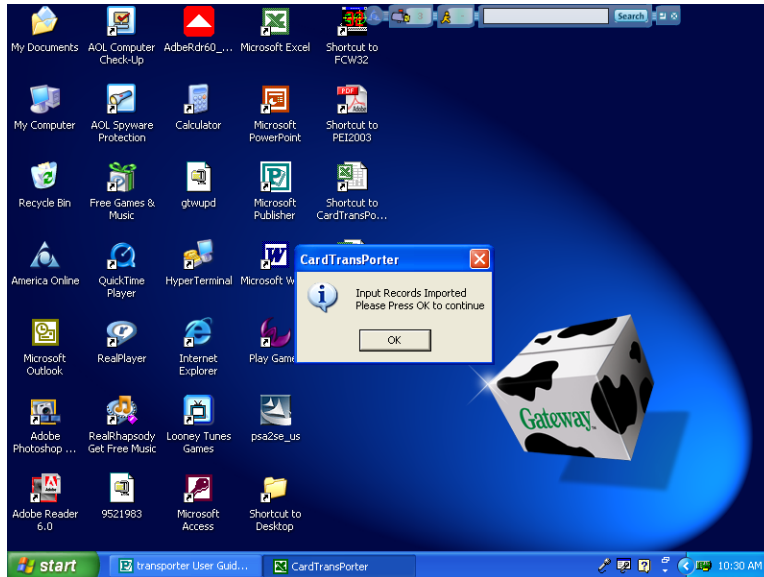
31. Click on “Import Records”. The following screen should appear.



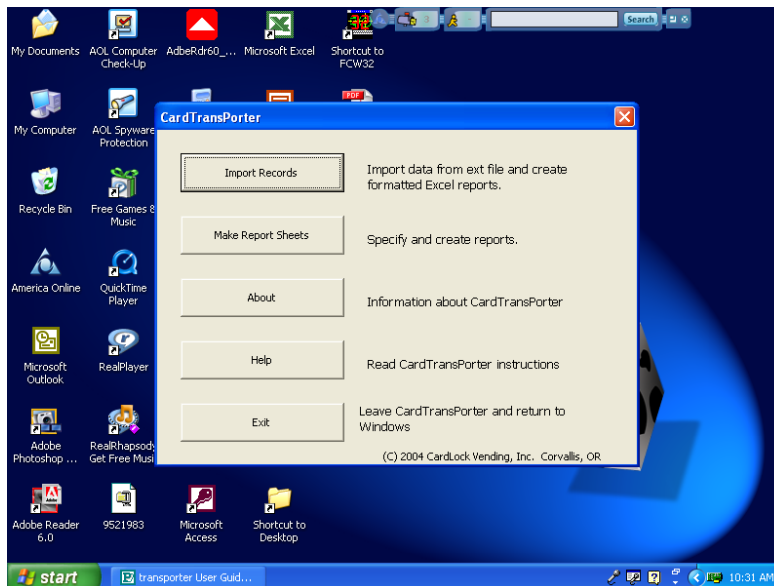
32. Either Browse the computer files to locate and insert the correct path for retrieving the data, or type the line “ C:\CMDData\Data\” in the path line and then type “CM.txt” in the file name line.

CARDLOCK VENDING

33. Click on “Continue,” the following screen should appear if the path and file name are correct:



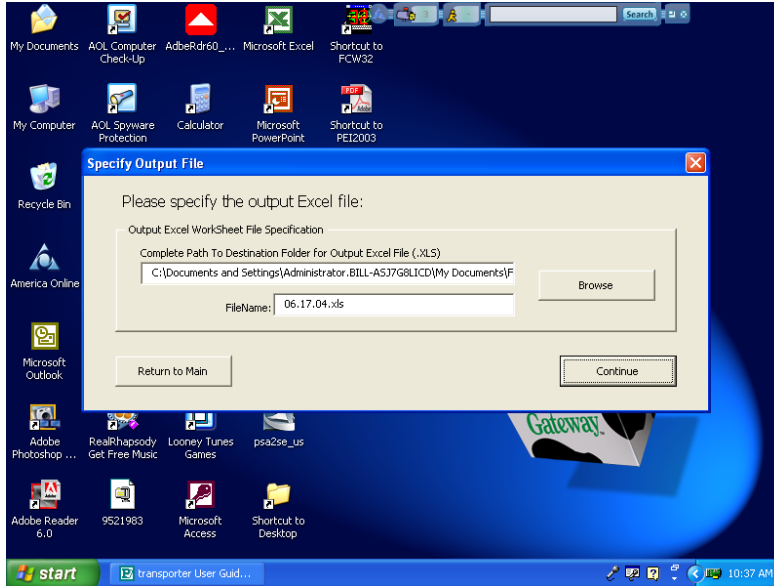
34. Click “OK” You will be returned to the main screen:





CARDLOCK VENDING

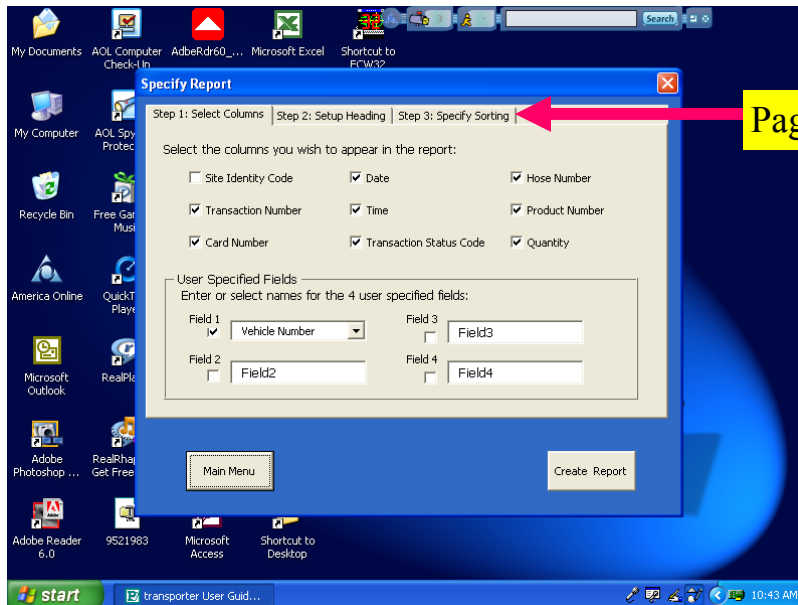
35. Click on “Make Reports:” The following screen will appear:



36. Either Browse for the correct path for a destination file or type the correct path and file name in. If the folders and file were set up as earlier suggested, then the path and file should read,

c:\Documents and Settings\My Documents\Fuel Reports\
name of file.xls

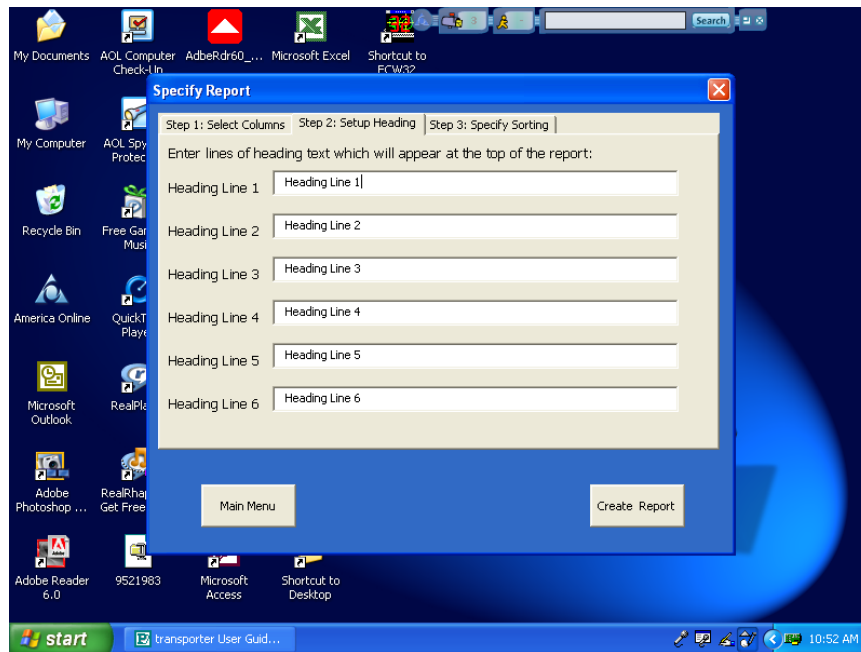
37. Click on “Continue” the following window will appear:





CARDLOCK VENDING

- 38: Step 1:
- A. Select the columns of information you wish to appear on your report.
 - B. If you have a CardMaster 1 then check only Field 1 and choose the correct name in the User Specified Fields.
 - C. If you have a CardMaster II then check the number of User Defined Fields and Type in the appropriate names.
39. Click on the “Step 2” tab at the top of the page and the following screen will appear:

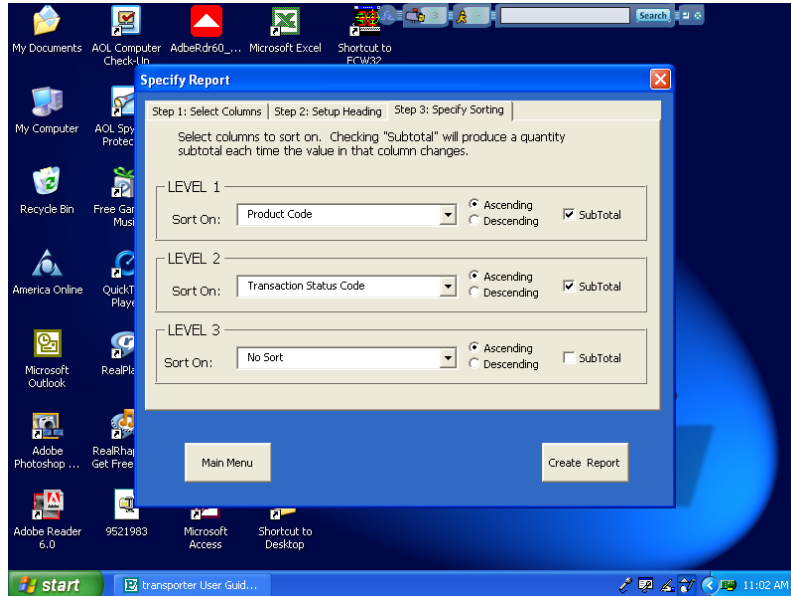


40. Type the appropriate headings you would like on your report:
i.e. Company Name, Site information, Customer Names.



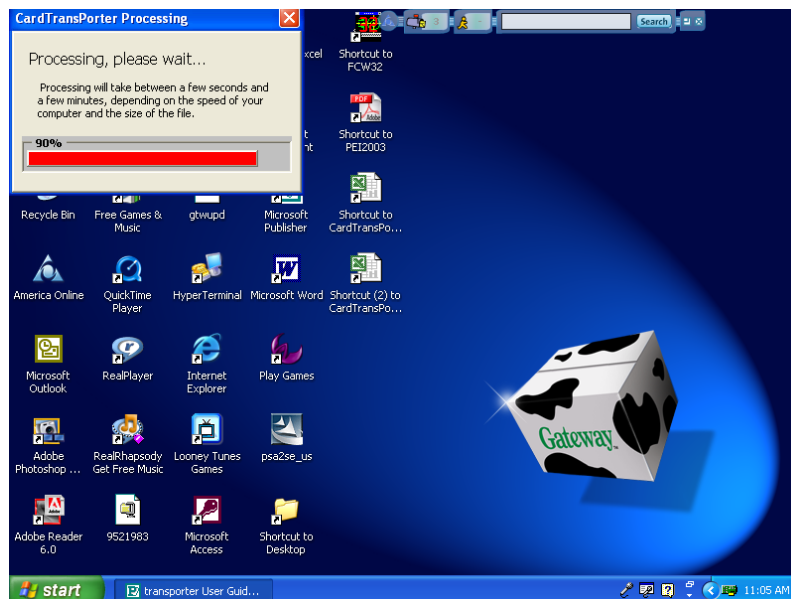
CARDLOCK VENDING

41. Click on “Page 3” tab. The following screen will appear:

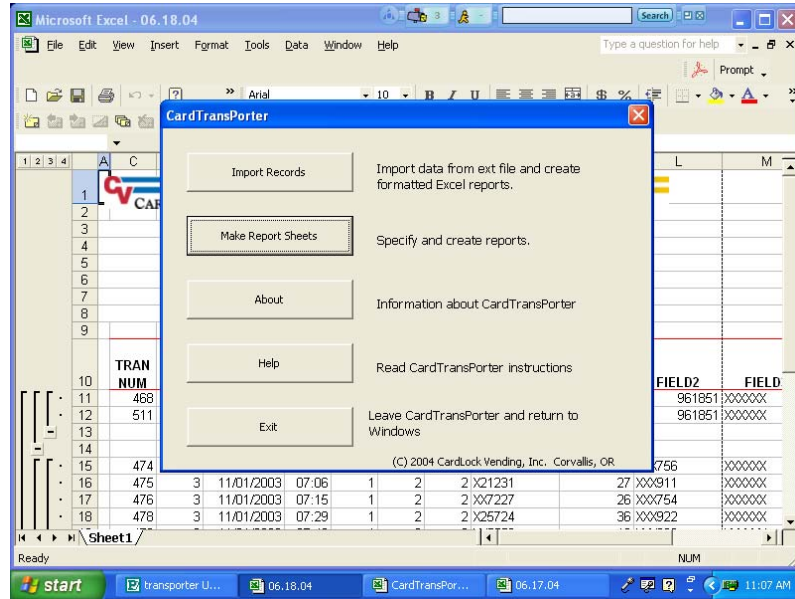


42. Choose the priority by which you wish to sort the data.

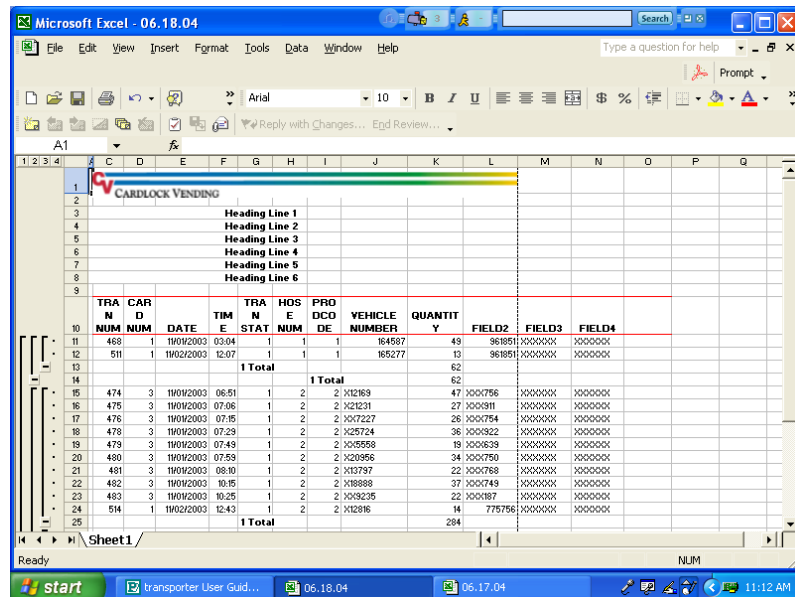
43. Click on “Create Reports”. The following screen with processing bar should appear.



44. When the processing is complete the following screen will appear:



45. Click on “Exit” and your Report will be ready to review. The report will appear as follows:





CARDLOCK VENDING

46. At this point you may print or save your report.
If you have an understanding of Microsoft Excel® you may manipulate the data to achieve other information such as miles per gallon.
47. If you make any changes to the report at this time you will have to save it once again.
48. Now click on the “Data” Icon on your desktop. Open on the “CM.txt” file. Click on “Edit”. Click on “Select All”. Click on “Edit”. Click on “Delete”.
49. Save the changes to “CM.txt.”
50. You are now done and ready for the next report period.