

How to Create a Network Site

1. From **Card Fueling** module, click **Setup**. The **Setup** screen will be displayed.
The default tab on **Setup** screen is the **Network** tab screen.

The screenshot shows the 'Setup' window with a menu bar (Save, Invoice Cycle, Price Index, Price Rule Group, Site Group, Quote Category, Close) and a tab bar (Network, Price Profile, Discount Schedule, Fee, Fee Profile, Export Tax Mapping, Special Taxing Rule, Advance Import Mapping, Audit Log). The 'Network' tab is active, displaying a table with 6 total records. The table has columns for checkboxes and labels: Network*, PacPride, CFN, Private, EEE, 14, and CF Network. The status bar at the bottom shows 'Page 1 of 1' and a 'Refresh' button.

2. Select a **Network** and click **Open** toolbar button. **Network** detail screen will be displayed.
Navigate to **Site** tab.

The screenshot shows the 'Network - CF Network' detail window. It has a menu bar (New, Save, Delete, Search, Undo, Close) and a tab bar (Details, Site, Site Tax Group, Card Type, Tax Code, Items, Product Authorization, CFN State Code, PacPride Host ID, Connection, Audit Log). The 'Site' tab is active, displaying a table with 2 total records. The table has columns for Site Name*, Site Number*, A/R Location*, Site Group, Address, City, State, Site Type*, Tax Group, and Allow Exemption. The status bar at the bottom shows 'Page 1 of 1' and a 'Refresh' button.

3. Click **Add** grid button. The **Site** detail screen will be displayed.

Site -

New Save Delete Search Undo Close

Network ID CF Network Site Number Site Name

Details Credit Cards Audit Log

Details

A/R Location Site Type Local/Network Controller Type Site Group for Price Adjustments Site Accepts Major Credit Cards Last Transaction Date Captive Site Petrovend Dual Card

Location

Address City State Tax Group Oregon Facility Number

PacPride

PacPride Host ID PP Site Type

Import Options

Process Cash Sales A/R Cash Customer Import Triple E Stock Item Detail Pump Calculates Exempt Price Recalculate Taxes on Remote Transactions Assign Import Batch by Date Import File Contains Multiple Sites Skip Transaction on Import Allow Exemptions on Ext Remote/Retail Trans No Import Mapping Import File Path

? 7.1s Ready Page 1 of 1 Refresh

4. Enter/Select the following required fields: **Site Number**, **Site Name**.
Enter/Select required fields on **Details** portion: **A/R Location**, **Delivery/Pickup**, **Site Type**, **Controller Type**, **Site Group for Price Adjustments**
Enter/Select fields on **Location** portion: **Tax Group** (Necessary for applying appropriate Tax on Transactions)
Enter/Select fields on **Import Options** portion: **Import Mapping** (Necessary for Importing Transactions)
Depending on the **Network ID**, required fields may vary. Fill in the other fields as needed.

Site - ABC

New Save Delete Search Undo Close

Network ID CF Network Site Number ABC Site Name ABC

Details Credit Cards Audit Log

Details

A/R Location 0002 - Indianapolis Site Type Remote Controller Type PacPride Site Group for Price Adjustments Site Accepts Major Credit Cards Last Transaction Date Captive Site Petrovend Dual Card

Location

Address 4242 Flagstaff Cv City Fort Wayne State IN Tax Group Oregon Facility Number

PacPride

PacPride Host ID PP Site Type Network

Import Options

Process Cash Sales A/R Cash Customer Import Triple E Stock Item Detail Pump Calculates Exempt Price Recalculate Taxes on Remote Transactions Assign Import Batch by Date Import File Contains Multiple Sites Skip Transaction on Import Allow Exemptions on Ext Remote/Retail Trans No Import Mapping Import File Path

? 1.12s Ready Page 1 of 1 Refresh

5. Click **Save** toolbar button. The **Site Number** will append on the screen title.
Then click the **Close** toolbar button or **X** button.

Site - ABC

New Save Delete Search Undo Close

Network ID: CF Network Site Number: ABC Site Name: ABC

Details Credit Cards Audit Log

Details

A/R Location: 0002 - Indianapolis
 Site Type: Remote
 Controller Type: PacPride
 Site Group for Price Adjustments:
 Site Accepts Major Credit Cards: ☐
 Last Transaction Date:
 Captive Site: ☐
 Petrovend Dual Card: ☐

Location

Address: 4242 Flagstaff Cv
 City: Fort Wayne
 State: IN
 Tax Group:
 Oregon Facility Number:

PacPride

PacPride Host ID: 0
 PP Site Type: Network

Import Options

Process Cash Sales: ☐
 A/R Cash Customer:
 Import Triple E Stock Item Detail: ☐
 Pump Calculates Exempt Price: ☐
 Recalculate Taxes on Remote Transactions: ☐
 Assign Import Batch by Date: ☐
 Import File Contains Multiple Sites: ☐
 Skip Transaction on Import: ☐
 Allow Exemptions on Ext Remote/Retail Trans: No
 Import Mapping:
 Import File Path:

1.12s Ready Page 1 of 1 Refresh

6. In the **Network > Site** tab screen, the created Site will be listed.

Network - CF Network

New Save Delete Search Undo Close

Network ID: CF Network Description: Network Type: PacPride

Details Site Site Tax Group Card Type Tax Code Items Product Authorization CFN State Code PacPride Host ID Connection Audit Log

Search Columns Search All Pages X Add Open X Remove Export View Filter (F3) 2 Total Record(s)

	Site Name*	Site Number*	A/R Location*	Site Group	Address	City	State	Site Type*	Tax Group	Allow Exemption
<input type="checkbox"/>	ABC	ABC	0002 - India...		4242 Flagsta...	Fort Wayne	IN	Remote		No
<input type="checkbox"/>	EZG	EZG	1001-Stellino...					Local/Netwo...		No

Page 1 of 1 Displaying 1 - 2 of 2

0.41s Ready Page 1 of 1 Refresh