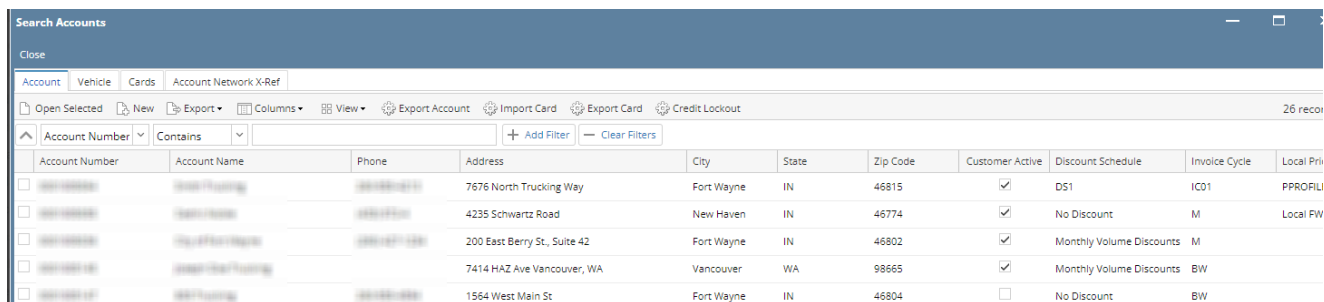


How to Add a Card Fueling Card

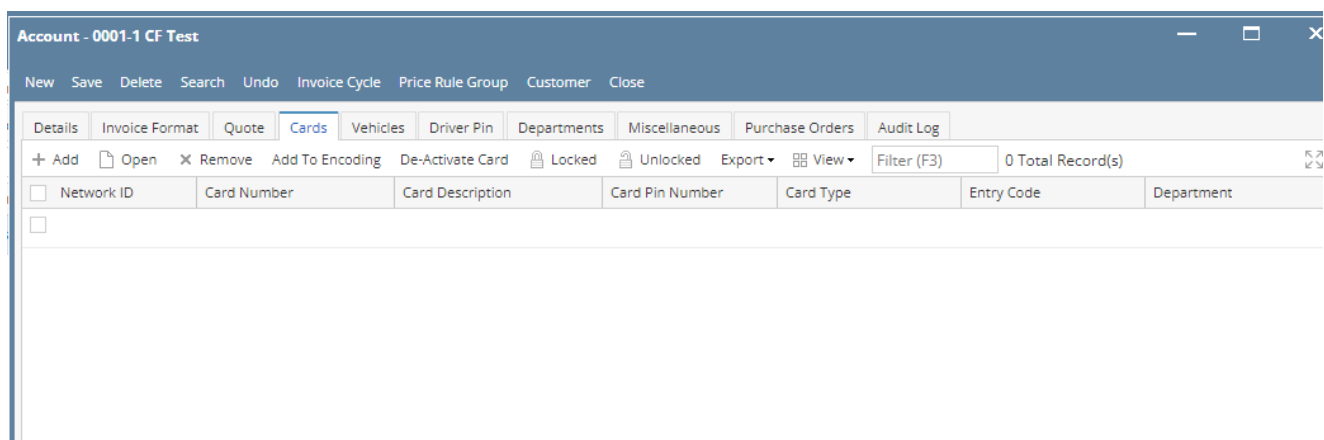
1. From **Card Fueling** module, click **Card Accounts**. Display the **Account search screen** and existing CF Accounts.



The screenshot shows the 'Search Accounts' window with the 'Account' tab selected. It displays a table of existing CF Accounts with columns for Account Number, Account Name, Phone, Address, City, State, Zip Code, Customer Active, Discount Schedule, Invoice Cycle, and Local Pri. The table contains five rows of data.

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Pri
0001-0001	CF Test	202-555-0101	7676 North Trucking Way	Fort Wayne	IN	46815	<input checked="" type="checkbox"/>	DS1	IC01	PPROPRI
0001-0002	CF Test	202-555-0102	4235 Schwartz Road	New Haven	IN	46774	<input checked="" type="checkbox"/>	No Discount	M	Local PW
0001-0003	CF Test	202-555-0103	200 East Berry St., Suite 42	Fort Wayne	IN	46802	<input checked="" type="checkbox"/>	Monthly Volume Discounts	M	
0001-0004	CF Test	202-555-0104	7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	<input checked="" type="checkbox"/>	Monthly Volume Discounts	BW	
0001-0005	CF Test	202-555-0105	1564 West Main St	Fort Wayne	IN	46804	<input type="checkbox"/>	No Discount	BW	

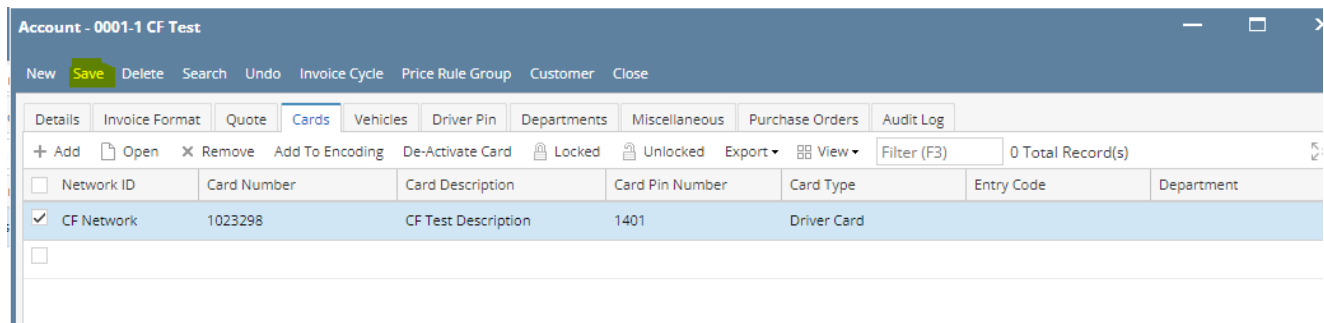
2. Select a CF Account then click **Open Selected** button. This will display the CF Account detail screen and focus should be on **Cards** tab.



The screenshot shows the 'Account - 0001-1 CF Test' detail screen. The 'Cards' tab is selected, and the table is empty, showing 0 Total Record(s).

Network ID	Card Number	Card Description	Card Pin Number	Card Type	Entry Code	Department
------------	-------------	------------------	-----------------	-----------	------------	------------

3. To create Card on CF Account, enter required values: **Network ID**, **Card Number**, **Card Description**, **Card PIN Number** and **Last Used Date** on grid then click on Save.



The screenshot shows the 'Account - 0001-1 CF Test' detail screen. The 'Cards' tab is selected, and the table now contains one record, indicating a new card has been added.

Network ID	Card Number	Card Description	Card Pin Number	Card Type	Entry Code	Department
<input checked="" type="checkbox"/> CF Network	1023298	CF Test Description	1401	Driver Card		

4. Another way to create Card on CF Account is to click on **Add** grid button and fill out complete Card details. Created Card will also be displayed on Card grid upon saving.

