



THE  
ADMINISTRATION  
CONTROL  
PANEL



## THE ADMINISTRATION PANEL

Manage Business Set ups



1. List and Add Users
2. View & Edit Suppliers; Owners; Providers: Landlords
3. Add new Landlords or Providers
4. List of Active Aaxsys Members and Affiliate web site Members
5. Member Configuration
  - a. Customize Features of your Aaxsys System
  - b. Governs Invoicing; Availability; Logos; HTML
6. Appointment Calendar for tracking staff
7. Contact Forms Journal
  - a. All Web Requests retained forever here
  - b. Hot leads Organized for marketing
8. Alerts Journal
  - a. Alert or market to Clients at any time in advance
  - b. Alert or market on Inventory at any time in advance
9. Credit Card Transactions
  - a. View or enter manually
  - b. ALL on line bookings by credit cards kept here



## **LIST AND ADD USERS**

Set up Unique Users to Utilize various powers of your system

| User Information                               |  |
|--|--|
| User login code                                | PESBW  |
| User full name                                 | Bruce Wild   |
| User password                                  | ●●●●●●●●   |
| User password (confirm password)               | ●●●●●●●●   |
| Company name                                   | Premiere Executive Suites                          |
| Address (1)                                    | 12812-145 Ave.                                     |
| Address (2)                                    |  |
| City   | Edmonton   |
| State  | AB   |
| Zip  | T6V1C6   |
| Country  | Canada   |
| Account is Active                              | <input checked="" type="checkbox"/>                |
| Associated with (user code)                    |  |
| External Agent                                 | <input type="checkbox"/>                           |
| Company user                                   | <input type="checkbox"/>                           |
| Accounting for clients                         | <input checked="" type="checkbox"/>                |
| Accounting for suites                          | <input checked="" type="checkbox"/>                |
| Allowed to make credit card transactions       | <input checked="" type="checkbox"/>                |
| Allowed to administer credit card transactions | <input checked="" type="checkbox"/>                |
| Notify on reservation                          | ltran@premieresuites.com, dbach@premieresuites.com |
| Administrator for this Member                  | <input checked="" type="checkbox"/>                |
| Administration for clients                     | <input checked="" type="checkbox"/>                |
| Active From                                    | 12/21/2007   |
| Active To                                      | 12/21/2008   |
| Email address                                  | bwild@premieresuites.com                           |
| Phone number                                   | 780-476-9366                                       |



**(continue User form)**

1. Fill in ALL information
2. Assign a “unique” Login code
  - a. Can only be used ONCE in the entire world
  - b. Attaches ONLY to your member code
  - c. Can login from any website or any login page
3. Assign Powers
  - a. Active & External
  - b. The ONLY two check marks necessary for external agents
  - c. Allows “anyone” to book right into the reservation board
  - d. Can NOT access any business, clients or price information on guests or inventory!
  - e. Company – allows companies to view ALL their OWN reservations active and closed to view invoices – READ ONLY.
4. Percentages & Amounts
  - a. Allows you to give different rates to every user
  - b. Set base rates for every unit
  - c. Add dollars or percentages to base rates
  - d. Can use Negative amounts to assign ‘preferred’ discounts from base rates.

| Rental Rate Markup/Discount           |                                     |
|---------------------------------------|-------------------------------------|
| <b>Percentages</b>                    |                                     |
| Monthly rate markup (%)               | <input type="text" value="0.0000"/> |
| Weekly rate markup (%)                | <input type="text" value="0.0000"/> |
| Daily rate markup (%)                 | <input type="text" value="0.0000"/> |
| <b>Amounts</b>                        |                                     |
| Monthly rate markup (\$)              | <input type="text" value="0.00"/>   |
| Weekly rate markup (\$)               | <input type="text" value="0.00"/>   |
| Daily rate markup (\$)                | <input type="text" value="0.00"/>   |
| <input type="button" value="UPDATE"/> |                                     |



## ADD & VIEW & EDIT Landlord; Provider; Supplier

Allows Owners or Providers to View & Upload their Own Inventory  
Transforms ANY Web site into an Inventory Advertising site

**Landlord entry page**

|                                    |   |
|------------------------------------|---|
| Name (Company)                     | <input type="text"/>  |
| Landlord is Active                 | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| <b>Contact Address Information</b> |   |
| Last Name                          | <input type="text"/>  |
| First Name                         | <input type="text"/>  |
| Address (1)                        | <input type="text"/>  |
| Address (2)                        | <input type="text"/>  |
| City                               | <input type="text"/>  |
| State                              | <input type="text"/>  |
| Zip                                | <input type="text"/>  |
| Country                            | <input type="text"/>  |
| Email address                      | <input type="text"/>  |
| Home Phone number                  | <input type="text"/>  |
| Work Phone number                  | <input type="text"/>  |
| Cell Phone number                  | <input type="text"/>  |
| Fax number                         | <input type="text"/>  |
| <b>Financial Information</b>       |   |
| Federal Tax Id                     | <input type="text"/>  |
| Credit Card                        | <input type="text"/>  |
| Expiration Date                    | Feb <input type="text"/> 2008 <input type="text"/>            |

1. Fill in ALL information
2. Tax id for Year end reporting
3. Credit card to charge for advertising



## (continue Owner-Provider form)

Allow the Provider-Owner to manipulate their own Inventory

**Address for Financial Statements**

|             |  |
|-------------|--|
| Address (1) |  |
| Address (2) |  |
| City        |  |
| State       |  |
| Zip         |  |
| Country     |  |

**Special features**

Landlord can manage own Suites  YES  NO

1. Fill in financial information
2. Allow Landlord to manage their own Units
3. REMEMBER to ADD the landlord
4. The System applies an Owner number automatically to be used when login in
5. The Provider login allows access to Inventory lists for
  - a. Editing
  - b. Adding
  - c. Putting in pictures and descriptions



## MEMBER LISTING

Member Listing includes:

- Active Members
- Members with Live demos
- Affiliate Member Web sites

### Member Listing

| Current Members                                    |               |  |              |   |
|--|---------------|--|--------------|---|
| Company  | City          | Contact Email                          | Phone        | Web address   |
| Aaxsys Technology                                  | San Francisco | zsmithton@aaxsys.com                   | 415-447-2097 | <a href="http://www.aaxsys.com">http://www.aaxsys.com</a>   |
| Abundance Corporate Housing                        | Lakewood      | geri@abundancech.com                   | 303.233.7558 | <a href="http://www.abundancech.com">http://www.abundancech.com</a>                               |
| AKA: Korman Communities                            | New York      | nhernandez@kormancommunities.com       | 212-752-8888 | <a href="http://www.kormancommunities.com">http://www.kormancommunities.com</a>                   |
| American Marketing Systems Inc. DC                 | San Francisco | krhodes@amsiemail.com                  | 415-447-2022 | <a href="http://www.amsires.com">http://www.amsires.com</a>                                       |
| American Marketing Systems Inc. New York City      | New York      | blarson@amsiemail.com                  | 212-302-1302 | <a href="http://www.amsiRes.com">http://www.amsiRes.com</a>                                       |
| American Marketing Systems Inc. Philadelphia       | San Francisco | jatencio@amsiemail.com                 | 415-447-2022 | <a href="http://www.amsiRes.com">http://www.amsiRes.com</a>                                       |
| American Marketing Systems Inc. S.F.               | San Francisco | stars@amsiemail.com                    | 415-447-2030 | <a href="http://www.amsiRes.com">http://www.amsiRes.com</a>                                       |
| American Marketing Systems Inc. San Diego          | San Diego     | saderton@amsisd.com                    | 858-488-6700 | <a href="http://www.amsiRes.com">http://www.amsiRes.com</a>                                       |
| AMSI   | San Francisco | sales@aaxsys.com                       | 415-447-2097 | <a href="http://www.aaxsys.com">http://www.aaxsys.com</a>   |
| Attache Property Management                        | Washington    | tim@attacheproperty.com                | 202-787-1885 | <a href="http://www.attacheproperty.com">http://www.attacheproperty.com</a>                       |
| Capitol Properties                                 | San Francisco | isummerfield@capprop.com               | 415-615-9200 | <a href="http://www.capprop.com">http://www.capprop.com</a>                                       |
| CitiSuites   | San Francisco | dchesnosky@citisuites.com              | 415-292-3904 | <a href="http://www.citisuites.com">http://www.citisuites.com</a>                                 |
| Corporate Living Environment                       | Cumming       | crisjan@corporatelivingenvironment.com | 678-270-4088 | <a href="http://www.corporatelivingenvironment.com">http://www.corporatelivingenvironment.com</a> |
| Executive Stay Inc (Group Company of Pelican Globa | Mississauga   | sales@pelicancanada.com                | 905-267-0777 | <a href="http://www.pelicancanada.com">http://www.pelicancanada.com</a>                           |
| Global Hospitality Inc.                            | Toronto       | thomasvincent@globalhospitalityinc.com | 416-488-9806 | <a href="http://www.globalhospitalityinc.com">http://www.globalhospitalityinc.com</a>             |
| LandMark Realty                                    | San Francisco | p_franza@showplacesquarewest.com       | 415.626.8257 | <a href="http://www.landmark.aaxsys.com">http://www.landmark.aaxsys.com</a>                       |

1. View & Contact other Aaxsys Members to
  - a. Partner
  - b. Bundle Inventory into Central Systems
  - c. Trade login codes to book directly in reservation boards
2. Contact information
  - a. Company
  - b. Locations of Main office
  - c. E-mail of Contact person
  - d. Local Phone Numbers
  - e. Web Sites with direct click throughs



## MEMBER CONFIGURATION

Customize your Aaxsys System for your use & brand to your website

### Member configuration

[Configure Search Availability](#)[Edit Address and Contact Information](#)[Edit Invoice Defaults](#)  
[Credit Card interface](#)[Manage Your Files](#)

**Style configuration**

#### Aliases

|                                 |                                       |                   |                                       |
|---------------------------------|---------------------------------------|-------------------|---------------------------------------|
| Alias for PROPERTY              | <input type="text" value="Suite"/>    | Alias for COMPLEX | <input type="text" value="Property"/> |
| Alias for OWNER (of properties) | <input type="text" value="Landlord"/> | Alias for CLIENT  | <input type="text" value="Client"/>   |
| Alias for COMPANY (as clients)  | <input type="text"/>                  |                   |                                       |

#### Reservations

Default rent type  Daily  Weekly  Monthly

#### HTML for header

Enter HTML code enclosed within < table >..< /table > tags [View header](#)

```
<!-- AUTOMATICALLY GENERATED HEADER CODE -->
<table style="background:#efefef;border:2px solid #9fc7c7;">
<tr><td width="120">
</td><td align = "left" style="font-size:16pt;color:navy;
font-weight:bold;font-family: arial,sans-serif;">
PREMIERE EXECUTIVE SUITES<br>
<span style="font-size:14pt;color:navy;font-weight:bold;
font-family:arial,sans-serif;">12812-145 Ave <br> Edmonton AB T6V1C6 Canada<br></span>
<span style="font-size:16pt;color:gold;font-family:verdana,sans-serif;">
```

[Click here for a larger edit window for the header HTML](#)

#### HTML for footer

Enter HTML code enclosed within < table >..< /table > tags [View footer](#)

1. Customize your menu items for the verbiage you use locally

2. Set your reservation board to your customary default pricing
3. Use your exclusive HTML in your header for your invoices & Availability
4. Upload your logo into all your documents
5. Use HTML in your footer for Search availability
6. Remember to ALWAYS ‘SAVE’ or ‘UPDATE’ at the bottom of every page



## CONFIGURE SEARCH AVAILABILITY

Set all the Guidelines for Guests to Search Availability by important features

**Search Availability configuration**

**Search form caption**

**Search by location**

|  |                                    |  |                                      |
|--|------------------------------------|--|--------------------------------------|
| Enable city list <input checked="" type="checkbox"/> | Default city <input type="text"/>  | Enable region list <input type="checkbox"/>  | Default region <input type="text"/>  |
| Enable state list <input type="checkbox"/>           | Default state <input type="text"/> | Enable country list <input type="checkbox"/> | Default country <input type="text"/> |

**Additional search availability options**

|   |                                  |  |   |  |   |                                  |                                       |                                   |                                   |                                      |  |
|---|----------------------------------|--|---|--|---|----------------------------------|---------------------------------------|-----------------------------------|-----------------------------------|--------------------------------------|--|
| <input checked="" type="checkbox"/> Parking | <input type="checkbox"/> Smoking | <input checked="" type="checkbox"/> Pets | <input checked="" type="checkbox"/> Cable | <input checked="" type="checkbox"/> Sofabeds | <input checked="" type="checkbox"/> Fast internet | <input type="checkbox"/> Jacuzzi | <input type="checkbox"/> Maid service | <input type="checkbox"/> Security | <input type="checkbox"/> Elevator | <input type="checkbox"/> Health club |  |
| <input type="checkbox"/> Garden             | <input type="checkbox"/> Deck    | <input type="checkbox"/> Pool            |   |  |   |                                  |                                       |                                   |                                   |                                      |  |

**No availability message**

IF NO UNITS MEET YOUR SPECIFIC CRITERIA, <P>PLEASE CONTACT US AT 866-844-1333

**Title string for availability listing pages**  
 Use this option for inserting keywords into the page title.

**Title string for suite view pages**  
 For example: %C corporate housing in %P. Arguments: [%C=city],[%P=suite code]. Use this option for inserting keywords into the page title.

**Rates display**  
 Display rates: Per day  Per period

1. Add Cities; States' Regions' Countries to your search features

2. Check Criteria important for your guests locally
3. Use HTML for your No Availability message to still 'capture' the client
4. Use Key words to gain search ranking for greater internet visibility
5. Decide to use either Nightly or Daily rates (Daily rates include billing for the Departure Day)



## CREDIT CARD INTERFACE

Configure Your Interface to process credit cards for payment

[Main Menu Options](#) | [Re-login](#) | [Return](#)

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**Credit Card interface configuration**

**Gateway configuration**

|                 |                      |                  |                      |
|-----------------|----------------------|------------------|----------------------|
| Gateway Partner | <input type="text"/> | Gateway Vendor   | <input type="text"/> |
| Gateway User    | <input type="text"/> | Gateway password | <input type="text"/> |
|                 |                      | Re-type password | <input type="text"/> |

**Additional options**

When client makes an online payment, the system will    Charge     Authorize

1. Aaxsys Technology is programmed to partner with Verisign
2. Members must contact Verisign for a separate contract to link their Aaxsys Technology System with their
  - a. Credit card Merchant Account
  - b. & their Bank Account
  - c. The contract is separate and costs \$ 59.95 monthly to Verisign
  - d. There is NO cost to Aaxsys
3. Once the Verisign Contract is signed Members need to submit
  - a. The Verisign Contract number
  - b. & your Merchant Account number to Aaxsys Technology

- c. Our 'IT' department must program those numbers into your member code.
4. Test with your 'on-line' booking engine after set up to ensure the proper flow
5. All transactions are kept in your Credit Card Transaction account
6. Decide whether to Charge the card instantly or only Authorize payment



## **EDIT YOUR MEMBER ADDRESS & CONTACT INFORMATION**

Member Update Page

## Member UPDATE page

| Member Information                             |  |
|--|--|
| Member code                                    | ABEDPES  |
| Company  | Premiere Executive Suites  |
| Address (1)                                    | 12812-145 Ave  |
| Address (2)                                    |  |
| City   | Edmonton   |
| Zip  | T6V1C6   |
| State  | AB   |
| Country  | Canada   |
| Contact  | Danny Bach   |
| Contact Phone                                  | 780-476-9366   |
| Contact Fax                                    |  |
| Contact Email address                          | dbach@premieresuites.com   |
| Alternative reservation contact mode           | <input checked="" type="radio"/> NOT USED <input type="radio"/> REPLACE <input type="radio"/> COPY (CC) <input type="radio"/> REVERSE CC |
| Reservation Contact Name                       | Bruce Wilde  |
| Reservation Phone number                       | 780-476-9366   |
| Reservation Fax number                         |  |
| Reservation Email address                      | bwilde@premieresuites.com  |
| Web address                                    | www.premieresuites.com   |
| Fallback user code (used when agent not found) | PESBW  |

1. Edit Your Member Code information if you move or change
2. The Bottom section allows alternative copies of on line requests sent



## EDIT INVOICE DEFUALTS

Many Applications to customize your invoices & features

**Billing configuration**

**Billing**

How many days before can the next billing be run?  "Daily reservation" means: Per day  Per night

Client online booking default billing period (days):  "Monthly period" means: Calendar month  Always 30 days

Rent period description (for non-final invoices): Per reservation  Per days paid

Separate **pro-rated** rental amounts for partial periods?: Yes, show them on a **separate** line  No, amalgamate them in the main line

**Default Billing Cost Codes**  
(If an entry is left empty, then a system default code will be used)

Default code for rental charges  [\(select\)](#) Default code for one-time rental fees  [\(select\)](#)

Default code for rental tax  [\(select\)](#) Default code for deposits  [\(select\)](#)

Default code for payments  [\(select\)](#)

**Billing contact information**

Use this information in e-mailed invoices:

Billing contact name  Billing contact email

Billing phone no  Billing fax no

**Billing email options**

Email account to which sent invoices are copied

Default e-mail action for the billing batch: Include new (**user include** mode)  Include all (**user exclude** mode)

The format for e-mailed client statements: Send as simple text  Send as HTML

1. Set Aaxsys to Automatically update applicable billing days in advance
2. Set your 'on-line booking engine to operate in your own style
3. Set your Rent descriptions to 'calendar months' or first & last month dates
4. Prorate on two separate lines or altogether.....Your choice
5. Override the System default Cost Codes with your own
6. Override an Agent's name for invoicing with a central person
7. Set up invoices to
  - a. Copy to secondary people;
  - b. Display as text or HTML



## EDIT INVOICE DEFAULTS (continued)

Customize a personal message to 'default' on all Invoice Headers & Footers

**Email invoice pre-statement header**

The following statement is added between the header and the system-generated invoice. It may contain html tags for formatting

Use a header in e-mailed invoices (create automatically if the following box is empty)

Dear Customer,  
This is your invoice statement from

PREMIERE EXECUTIVE SUITES  
12812-145 Ave (tel. 780-476-9366)  
Edmonton AB T6V1C6 Canada

**Email invoice post-statement text (disclaimer, etc.)**

The following statement is added after the system-generated invoice (html tags may be included):

save configuration

1. Use HTML to 'gussie up' your invoices
2. Simple Text with
  - a. Rental Rules & Regulations
  - b. Departure & Arrival Times
  - c. Thank you notices

## Manage your files

Upload Important Files from Your Desk tops – Like 'Logos'

**Member File Listing**

[Upload new file](#)

| Timestamp              | File List                        |       | Delete                   |
|------------------------|----------------------------------|-------|--------------------------|
|                        | Name                             | Size  |                          |
| 01/08/2008 01:10:30 PM | <a href="#">invoice-post.txt</a> | 110   |                          |
| 01/31/2008 01:02:09 PM | <a href="#">abedpes.ini.save</a> | 942   | <input type="checkbox"/> |
| 02/05/2008 03:06:36 PM | <a href="#">abedpes.ini</a>      | 942   |                          |
| 01/29/2008 03:14:50 PM | <a href="#">abedpes.htm</a>      | 634   |                          |
| 01/28/2008 07:36:36 AM | <a href="#">invoice-pre.txt</a>  | 143   |                          |
| 01/25/2008 12:08:22 PM | <a href="#">PremiereLogo.jpg</a> | 61194 | <input type="checkbox"/> |

DELETE



## APPOINTMENT CALENDAR

## Appointment Calendar Selection Page

### Appointment calendar selection page

**Selection criteria**

|  |                                |
|--|--------------------------------|
| 02/05/2008                               | From Date                      |
| 02/12/2008                               | Until Date                     |
| ALL <span style="float: right;">▼</span> | Select calendar user from list |
| <input type="button" value="Proceed"/>   |                                |

1. Use internally to keep and track appointments
2. Know where your staff are if out on appointments

View Appointments & Click through to more detail

### Appointment calendar query results

[Add a new appointment](#)

| Appointment calendar        |       |  |          |  |
|-----------------------------|-------|--|----------|--|
| Hour                        | User  | Description  | End Time | Actions                                  |
| Appointments for 2008-02-07 |       |  |          |  |
| ☀<br>10                     | pesjb | <a href="#">Fly to Banff Canada - Robb &amp; Zoya from Aaxsys Technology</a> | 16:00:00 | <a href="#">Edit</a> <a href="#">Del</a> |

[Add a new appointment](#)

1. Add appointments
2. Edit or Delete past dates
3. Beginning and end times



## CONTACT FORMS JOURNAL

## Contact forms Selection Page

### Contact forms selection page

**Selection criteria**

|  |                                      |
|--|--------------------------------------|
| 01/06/2008                               | From Date                            |
| 02/05/2008                               | Until Date                           |
| ALL <span style="float: right;">▼</span> | Select form recipient user from list |
| <input type="button" value="Proceed"/>   |                                      |

1. Check your Dates
2. Select Criteria & Proceed

## Contact forms Journal of Requests

### Contact Forms Journal

inline style

| Contact journal                     |                                 |                     |                          |              |
|-------------------------------------|---------------------------------|---------------------|--------------------------|--------------|
| Date                                | Sent to                         | Subject             | Sent by                  | Phone        |
| <a href="#">2007-08-02 11:00:31</a> | jbrookhouser@premieresuites.com | Test                | zsmithton@aaxsys.com     | 415-447-2049 |
| <a href="#">2007-08-02 12:29:59</a> | jbrookhouser@premieresuites.com | Aaxsys URL & Logins | zsmithton@aaxsys.com     | 415-447-2097 |
| <a href="#">2007-08-16 11:31:01</a> | sbachur@premieresuites.com      | MQOS-100            | zsmithton@aaxsys.com     | 415-447-2049 |
| <a href="#">2007-12-28 19:15:19</a> | ltran@premieresuite.com         | C229                | dbach@premieresuites.com | 7807778888   |
| <a href="#">2007-12-28 19:15:20</a> | ltran@premieresuite.com         | C229                | dbach@premieresuites.com | 7807778888   |
| <a href="#">2007-12-28 19:19:39</a> | ltran@premieresuites.com        | C229                | ltran@premieresuite.com  |              |
| <a href="#">2007-12-28 19:29:31</a> | ltran@premieresuites.com        | C229                | ltran@premieresuite.com  |              |

1. ALL requests from ANY website world wide on which YOUR aaxsys link is placed will be kept in this Journal forever.
2. This is your 'hot' leads Web journal for
  - a. Tracking closings
  - b. All future marketing
3. The Phone Number & e-mail address of the 'requestee' are mandatory in the request – no matter which person gets the e-mail directly – they ALL reside here!



# ALERTS JOURNAL

## Alerts Journal Selection Page

### Alerts journal selection page

**Selection criteria**

|   |   |                           |
|---|---|---------------------------|
| <input type="text" value="02/05/2008"/> | <input type="checkbox"/>                | From Date (check to use)  |
| <input type="text" value="03/06/2008"/> | <input type="checkbox"/>                | Until Date (check to use) |
| <input checked="" type="checkbox"/>     |   | Show only active alerts   |
| <input type="radio"/> Clients           | <input checked="" type="radio"/> Suites | Alert type                |

Proceed

1. Set dates to filter alerts
2. Monitor Alerts set on either 'clients' or 'Suites'

## Alert Journal Update Page

### Alert record UPDATE page

**Alert Information for Suites** 

|                                       |   |
|---------------------------------------|---|
| Description (250 chars)               | <input type="text" value="Hi Jeff. This is your Automatic Aaxsys Alert"/>                       |
| Keywords (50 chars)                   | <input type="text"/>  |
| Time                                  | <input type="text" value="08/16/2007"/> <input checked="" type="checkbox"/> (check to activate) |
| This alert is active                  | <input checked="" type="checkbox"/>   |
| Times to repeat( until de-activated)  | <input type="text" value="0"/>  |
| On arrival                            | <input type="checkbox"/> Alerts on arrival <input type="text" value="2"/> days in advance       |
| On departure                          | <input type="checkbox"/> Alerts on departure <input type="text" value="2"/> days in advance     |
| Send notification to (e-mail address) | <input type="text" value="jbrookhouser@premieresuites.com"/>                                    |

UPDATE

1. Set Alerts for Any Client or Unit for any day in advance
2. Repeat the alert as many times as necessary
3. Alerts are ALWAYS sent by Aaxsys at 1:00 am PST to the e-mail address in the Send notification
4. Alert Guests prior to arrival or Departure
5. Alert yourself of Appointments or Tasks in advance



## ENTER CREDIT CARD TRANSACTIONS

Credit Card Transaction Page

### Credit Card Transaction Page

**Transaction Details**

|                          |   |
|--------------------------|---|
| Transaction Type         | Sale <input type="button" value="v"/>                             |
| Original Transaction ID  |   |
| Voice Authorization Code |   |
| Total Amount             | <input type="text"/>  |
| Credit card Number       | <input type="text"/>  |
| CVV2                     | <input type="text"/>  |
| Expiration date          | <input type="button" value="v"/> <input type="button" value="v"/> |
| Comment (1)              | <input type="text"/>  |
| Comment (2)              | <input type="text"/>  |
| Cardholder's Name        | <input type="text"/>  |
| Street                   | <input type="text"/>  |
| ZIP                      | <input type="text"/>  |

1. Enter ALL credit card Payments manually through here
2. Fill in ALL the information correctly
3. Submit the form
4. Aaxsys sends the transaction to your Merchant Account for authorization
5. All transactions – accepted or Declined are kept in your Credit Card Transaction Journal



## VIEW CREDIT CARD TRANSACTIONS

Credit Card Transaction Selection Page

### Credit card transaction selection page

Selection criteria

|   |   |
|---|---|
| <input type="text"/>                    | Credit card number (empty, partial or full)       |
| <input type="text" value="02/04/2008"/> | From Date   |
| <input type="text" value="02/05/2008"/> | Until Date  |
| <input type="text"/>                    | Reference number                                  |
| <input type="text"/>                    | Name on card                                      |
| <input type="text"/>                    | Address on card (text anywhere in street address) |

1. Select Criteria by which to View transactions
2. Review transactions individually or in groups

Credit Card Transaction Page

### Credit card transaction query results

| Credit Card Transactions |          |        |              |                              |                                  |             |          |                  |        |
|--------------------------|----------|--------|--------------|------------------------------|----------------------------------|-------------|----------|------------------|--------|
| Time                     | User     | Action | Reference    | Name on card                 | Comment (1)                      | Card number | Amount   | Card type        | Result |
| 2007-05-01:10:45:53      | aaxsyszs | Sale   | VTJEDFCB7023 | Michael Benson               |                                  | *****0154   | 25000.00 | Visa             | 117    |
| 2007-05-01:10:54:33      | aaxsyszs | Sale   | VLFE1A8E05E0 | Taylor Lembi                 | Aaxsys Membership may, 2007      | *****012    | 100.00   | American Express | 0      |
| 2007-05-01:10:59:47      | aaxsyszs | Sale   | VQFE1A597D84 | Ned Scharpf                  |                                  | *****3335   | 50.00    | Visa             | 0      |
| 2007-05-01:11:03:42      | aaxsyszs | Sale   | VXJE1A240D17 | Joel Makela                  | Aaxsys Membership 5-1 to 5-31-07 | *****0029   | 50.00    | MasterCard       | 0      |
| 2007-05-01:16:25:24      | aaxsyszs | Sale   | VPCE0FCE5BA3 | Michael J. Benson            | Aaxsys Membership 5-1 to 5-31-07 | *****0154   | 250.00   | Visa             | 0      |
| 2007-05-01:16:49:34      | aaxsyszs | Sale   | VQCE1A5B8BC3 | Churchill Corporate Services | Aaxsys Membership                | *****087    | 200.00   | American Express | 112    |
| 2007-08-16:9:52:34       |          | Sale   | VTHE1BDAA2A3 | Zoya Smithton                |                                  | *****7847   | 1.00     | Visa             | 0      |

**Totals for this listing: Sales: 451.00 Credits: 0.00 Voided: 0.00**

1. All Transaction submitted On Line or Manually are kept here
2. Aaxsys & Global Aaxsys are secure sites No numbers visible
3. Credit cards on line go right into the Invoice as Payments
4. Transactions in Red are cancelled