

# Table of Contents

Table of Contents	1
Installing Integrated Payments Manager	3
Pre-Check	3
Links Integrated Payments Manager Setup	3
Using Integrated Payments Manager	9
It is comprised of the following sections:	9
View Payments	10
Polling	14
Reports	15
Running a report	15
Output Options	16
Printing	16
Export to Excel	16
Export to PDF	17
Rejections	18
Contact Methods & Filters	18
Contact Status	18
Printing Letters	19
Viewing the message	19
Other Purchases	20
Setup	20
Add to DD Frequency	21
Balances	22
Manual Run	23
To Run a Manual Other Purchases DD Run	24
Settings	28
General Tab	28
Approval & Release Details tab	30
Rejection Feestab	31
Notifications tab	32
Setting up SMS & Email Templates	33
Log tab	36
New Feature - Health Check	37





# Installing Integrated Payments Manager

Integrated Payments Manager is the re-branded Paylink.

Like the Paylink installer, it includes the Payments Manager & the Links Service.

There is also an additional application called the Links Integrated Payments Utility. This is for Links Staff use only.

Please ensure that you are using the correct version of IPM for your version of Links. If unsure, please check with Links Support.

#### **Pre-Check**

If you are already a LinksPay customer and are simply changing from the Paylink module to the new Integrated Payments Manager module, then please proceed with the following steps.

If you are a brand new Integrated Payments customer there is some setup required before reaching this step. That setup will be performed by Links Support on your behalf.

### Links IntegratedPaymentsManager Setup



Click Next.

Just like Paylink, this screen asks if you want to install the Links Service, Integrated Payments Manager, or both. By default it only auto selects the Integrated Payment Manager.



Links Integrated Payments	Manager Setup					
Choose Components Choose which features of Links Integrated Payments Manager you want to install.						
Check the components you wan install. Click Next to continue.	t to install and uncheck the comp	ponents you don't want to				
Select the type of install:	Standalone 💌					
Or, select the optional components you wish to install:	✓ Links Service ✓ Integrated Payments Mar	Description Integrated Payments Manager is the client application used to manage all payments related processes.				
Space required: 18.8MB						
Nullsoft Install System v2,46						
	< Back	Next > Cancel				

Select your desired options and click Next.

The following screenshots use the scenario if the Links Service has been selected and is being installed.

💶 Links Integrated Payments Manager Setup
Choose Install Location Choose the folder in which to install Links Integrated Payments Manager.
Setup will install Links Integrated Payments Manager in the following folder. To install in a different folder, click Browse and select another folder. Click Install to start the installation.
Destination Folder           C:\Program Files (x86)\Links Modular Solutions\         Browse
Space required: 18.8MB Space available: 41.5GB
Nullsoft Install System v2.46

The Installer will have the default installation destination, keep it and click Install.



Links Integrated Paymen	ts Manager Setup	
Installing Please wait while Links Integr installed.	ated Payments Manager is being	🎲 LinksPlus
Execute: C:\Users\links\App[	Data\Local\Temp\ReportViewer.exe /q /	norestart
Show details		
1.	Installing ) Microsoft Report Viewer 2010	
Nullsoft Install System v2.46 —		
The second s	< Back N	lext > Cancel

If not already installed, the installer will install the Microsoft Report Viewer 2010 application.

📃 Links Integrated Payments Manager Setup
Installing Please wait while Links Integrated Payments Manager is being installed.
Execute: C:\Users\links\AppData\Local\Temp\Links Service.exe /S /D=C:\Program Files (x86)\
Show details
Links Application Service Setup
You will be prompted to configure initial connection settings for the Links Service
OK
Nullsoft Install System v2.46

Click Ok.



Links Service Config
DB Connection Service API Service
Database Connection         Database Server Name:       172.16.1.178         Database Name:       KINGSTON_LIVE         Image: Windows Authentication       Image: SQL Server Authentication         Username:       sa         Password:       *******         Test Connection       Test Connection
Status: Stopped Start Service Restart Service Stop Service
Version: 2015.1.35 Save

Enter the Database Server Name, the name of the Links production Database & the Connection Authentication (SQL is required).

Click Test Connection.

Connectio	n Successful X
	The connection to the database was successful SQL Server Name: LINKSDB SQL Server Version Details: Microsoft SQL Server 2012 - 11.0.5058.0 (X64) May 14 2014 18:34:29 Copyright (c) Microsoft Corporation Standard Edition (64-bit) on Windows NT 6.1 <x64> (Build 7601: Service Pack 1) (Hypervisor) Database Name: KINGSTON_LIVE</x64>
	OK



Hopefully the connection is successful. If not, please click Ok and re-check your information.

Click Save.



Click Ok.

🔜 Integrated Payments Manager Config	×
DB Connection Service Connection	
Database Connection	
Use Links Registry Settings	
Database Server Name: 172.16.1.178	
Database Name: KINGSTON_LIVE	
Windows Authentication SQL Server Authentication	
Username: sa	
Password:	
Test Connection	
Save	



Enter the Database Server Name, the name of the Links production Database & the Connection Authentication.

Click Test Connection.

Connectio	n Successful X
	The connection to the database was successful SQL Server Name: LINKSDB SQL Server Version Details: Microsoft SQL Server 2012 - 11.0.5058.0 (X64) May 14 2014 18:34:29 Copyright (c) Microsoft Corporation Standard Edition (64-bit) on Windows NT 6.1 <x64> (Build 7601: Service Pack 1) (Hypervisor) Database Name: KINGSTON_LIVE</x64>
	ОК

Hopefully the connection is successful. If not, please click Ok and re-check your information.

Click Save.





# Using Integrated Payments Manager

The Integrated Payments Manager (IPM) module is comprised of the following screens and options.



This is the main screen that you see when you first log into IPM.

It is comprised of the following sections:

**View Payments**: provides a breakdown of past runs processed, as well as a listing of the individual customers within that run.

**Reports**: various reporting options in order to display collated data regarding your debits.

Rejections: view and manage Rejected debits.

Other Purchases: control the debiting of the Links Customer Accounts feature.

Settings: the various options for IPM and the debiting process.

Logout: close IPM.

Each section is covered in detail below.



# **View Payments**

This section of the module provides a breakdown of past runs processed, as well as a listing of the individual customers within that run. Colour coding assists with the display of run or customer status and numerous breakdown columns display amounts sent (pending), cleared, rejected and settled. Some of the options available in this section of the Direct Debit Module are controlled by security settings in Admin.

							Payme	nts						_ □	x
Menu	F	tun Type All Approval All		<ul> <li>✓ Run Date</li> <li>✓ Run Date</li> </ul>	e From 12/10/20 ate To 12/02/20	15 🔍 🕶 16 🔍 🕶	Refresh	Search	Not sent Being sent Sent	Partially se Sent with e Requires A	nt - will retry rrors pproval	TEST M Nothing to Finan	IODE IS ENABL will be sent cial Institutions	ED Manual Send & Receive	il i: e
Type Type	Approved	Fialae sa	eriens	Total	Pending	Claarad	Salliad		Rajaciad	Panting	Cleared	Sallad	Pajaciad	Slakis	
Memberships	✓	1/11/2015	92	\$2,172.40	\$0.00	\$0	D. OO	\$1,921.20	\$251.20	0 (0.0%)	0 (0.0%)	83 (90.2%)	9 (9.8%)	Feb 12 2016 9:-	484

The top row has a number of options:

Menu: click this to return to the main screen.

**Run Type**:controls what is displayed on this screen. Default is All. The other options are the different Run Types, Classes, Memberships, Other Purchases etc.

**Approval**: controls what is displayed on this screen. Default is All. The other option is 'Requires Approval'.

Run Date From: date control for what is displayed on this screen.

Run Date To: date control for what is displayed on this screen.

Refresh: refresh the screen image.

#### Search:

This button opens up the new Search feature.

<u>e</u>		Transactio	n Search				-	□ X
Search 102805j Q People ID number matching 102805		ilear	Current Location On	ly				
Credit card/bank account numbers ending in 102805 Debit Run ID matching 102805 Token matching 102805	D	escription	LastUpdated	Location	Transaction Reference	Customer Reference	Token	Con
			12/02/2016 9:49	DEMO SITE	T2279	1/266/2279/ABA		{394

When a number is entered into the search field, it uses a dynamic search tool that supplies multiple search parameters to choose from.



# DD Run Color Codes:

Not sent	The submission of the run to the financial institutionhas not yet commenced, probably because it has not yet reached the next poll time. At this stage, the Run can be reversed if required.
Being Sent	The transactions have commenced sending.
Sent	All transactions have been sent.
Partially sent – Will Retry	An interruption to the transaction sending process occurred, and once re-connection can be established, the run will continue to send.
Sent with errors	All transactions that could be sent, have been sent. Some records may have incurred errors that cannot be resolved by the automatic process (usually account issues at the financial institution's end).
Requires Approval	This run is ready for sending, however it requires that it be approved by an authorised user

Manual Send & Receive: This is used to force the Links Service to Poll immediately. It should only be used under the advice of a Links Staff Member, but will not damage your system if used by a user.

The next row displays your debit runsthemselves, in an easy to read 'snapshot'.

**Run Type**: This displays the type of debit run it was, Classes, Memberships, Other Purchases etc.

**Approved**: ticking this box lets IPM know that it is ok to send to send to your financial institution. By default this is auto ticked. Options for this setting are found in *Settings*.

**Release**: the release Date and Time for the run. Even if the run is Approved, IPM won't send it until the Date/Time entered here. By default it is set to midnight of the previous day of the first day of the DD period.

If the run hasn't yet been sent to thefinancial institution, it is possible to change the release Date/Time by right clicking the date field and selecting 'Alter Release Date/Time.



4C.C.	<b>X</b>	40	16	~
Memberships		1/03/2010	00	01 100 24
Classes	•	15/02/	Alter Delease	Date/Time
Classes	▼	1/02/2	Alter Release	
Memberships	•	1/02/2	Reverse Mem	bers DD

**#Trans**: the number of Transactions in this DD run.

**Total**: the Total debit amount of this DD run. This is not necessarily the amount that will be returned.

**Pending**: the Total currently Pending for this DD run. Transactions have been sent to Links Pay and are awaiting processing, or awaiting response from the customer's financial institution.

**Cleared**: the Total Cleared for this DD run. This applies to Credit Cards only. The financial institution has provided a response that funds are available, however these funds have not been release at this stage.

**Settled**: the Total amount in \$ that was Settled for this DD run. This is the amount that was returned.

**Rejected**: the total amount in \$ that was Rejected for this DD run. Rejected means that the customer's account cannot be debited. The reason is supplied by the financial institution.

**Pending**: the % still Pending for this DD run.

Cleared: the % that was Cleared for this DD run.

Settled: the % that was Settled for this DD run.

**Rejected**: the % that was Rejected for this DD run.

Status: the last Date/Time that the Links Service updated this DD run.

To view the individual transactions double click or right click on the run you wish to view.





The following will be displayed:

					Tra	ansaction Br	eakdown					x
Back	Refresh	Memberships (266) Approved <b>True</b> Release <b>1/11/201</b>	5 12:00 AM	Total Trans Total Amour	92 nt <b>\$2,172.40</b>	2 Cleared D Settled	\$0.00 \$1,921.20	Rejected Pending	\$251.20 \$0.00	TEST MODE IS ENABLED Nothing will be sent to Financial Institutions		
People ID	Name			Amount	Payment Type	Status	Description	Rej Fee	Last Updated	TransactionReference	CustomerReference	^
4108	BOWAST, OMOV	Ά		\$19.20	Bank	Rejected		\$10.00	12/02/2016 9:49 AM	T2326	1/266/2326/BOW	
110	BSOOKAT, FOOM	10		\$48.00	Bank	Rejected		\$10.00	12/02/2016 9:49 AM	T2305	1/266/2305/BSO	
3908	BUNNAY, KOFN			\$10.00	Bank	Rejected		\$10.00	12/02/2016 9:49 AM	T2307	1/266/2307/BUN	
2676	BYAST, GOVOG			\$48.00	Bank	Rejected		\$10.00	12/02/2016 9:49 AM	T2310	1/266/2310/BYA	
4013	CFOSNOCK, APP	20		\$19.20	Bank	Settled		\$0.00	12/02/2016 9:49 AM	T2300	1/266/2300/CF0	
4529	COMVON, COSA	Y		\$20.00	Bank	Settled		\$0.00	12/02/2016 9:49 AM	T2313	1/266/2313/COM	
102828	COPE, ALEXAND	RA		\$32.00	Bank	Settled		\$0.00	12/02/2016 9:49 AM	T2302	1/266/2302/COP	
2986	COSPONA, FUTO	:0		\$20.00	Bank	Settled		\$0.00	12/02/2016 9:49 AM	T2323	1/266/2323/COS	
4501	COTWSO, CSOT	WOON		\$10.00	Bank	Settled		\$0.00	12/02/2016 9:49 AM	T2304	1/266/2304/COT	
124	CSOTT, KOP			\$48.00	Bank	Settled		\$0.00	12/02/2016 9:49 AM	T2259	1/266/2259/CSO	
1994	FOBSA, KOFN (&	MAONA)		\$48.00	Bank	Settled		\$0.00	12/02/2016 9:49 AM	T2335	1/266/2335/FOB	
1343	FOMBOUSNA, P	DCFAMMA		\$24.00	Bank	Settled		\$0.00	12/02/2016 9:49 AM	T2338	1/266/2338/FOM	
<				111								>
Name ABA, JOHN	Detail GOLD ADULT DD	Date 23/02/2010 12:45 PM	Amount		\$22.00	Row has bee Transaction r	n successfully ser eturned with statu	it s of Rejected				

The top row includes a summary of the information that was on the previous screen.

The next row displays the details of the DD run.

**People ID**: the PeopleID of the Customer. In the case of a Classes DD run, it is also the ResponsiblePerson ID.

Name: the name of the Customer.

Amount: the amount the Customer is expected to be debited.

**Payment Type**: the nominated payment type of the Customer, as set in their Account screen in Links.

Status: the current Status of the Customer in this DD run, Pending, Rejected, Settled etc.

**Description**: if the Customer's debit is rejected, the reason supplied by the financial institution will be shown here.

**Rej Fee**: : if the Customer's debit is rejected, and a Rejection Fee has been setup in IPM, the fee will be shown here.

Last Updated: the last Date/Time that the Links Service updated this DD run.

Transaction Reference: For Links Support Use Only.

Customer Reference: For Links Support Use Only.

Combined GUID: For Links Support Use Only.

Group Pay GUID: For Links Support Use Only.

Highlighting a Customer in this view will display further details below:



	Detail	Date	Amount	Row has been successfully sent Transaction returned with status of Settled
AN, ARVIND	Driving Range 7 Day Membership Direct Debit	22/04/2013 4:03 PM	\$129.00	
•			Þ	

In the case of a Classes DD run, this will display the Students.

### Polling

In the Payments section of the Direct Debit Module is a prompt bottom right to show you that your service is polling. If you see 'Service Polling Disabled' you must contact Links Support urgently to rectify, as you will not be able to process payments or rejections within the module.





### Reports

A range of reports are available from the Direct Debit Module. As a LinksPay customer you are automatically sent a Settlement Report and Rejections report after each run is processed. These reports can also be generated here if required.

The following reports are available for viewing in the Module:

Rejection Report period	Displays the customers that rejected for a selected
Settlements Report	Shows the funds settled to your bank account
Run Comparison Report	Compares the amount of each debit over a given time period (Compares category against category)
Repetitive Rejecters	Shows customers who meet the set criteria for consecutive or number of rejections in a given time frame

### Running a report

To run a report you will first need to choose the report you wish to run from the drop down menu on the left hand side of the screen

🔛 pay.link Reporting					x
Report Options	i	of 🕨 🕅 🗍 🔃 🙆	a 🛛 🖬 🖉 -   100%	✓ Find   N	lext
Report Type: Rejections Report Settlements Report Run Comparison Report Repeat Rejecters Report					
Change Selection					
Load Report					
				Close	•

Once you have selected a report the filter options for that report will appear for example



🖳 Reject	tions Report			🚽 Settle	ments Report		
DDRuns	s to View:			DDRun	to View:		
Select	DDRunDate	DDStartDate	DDEndDate	Select	DDRunDate	DDStartDate	DDEndDate
	22/07/2009	1/05/2009	31/05/2009	<b>V</b>	22/07/2009	1/05/2009	31/05/2009
	22/07/2009	1/04/2009	30/04/2009	<b>V</b>	22/07/2009	1/04/2009	30/04/2009
S	ort Order: Batch #	elect All St	elect None	So	t Order: Batch #	elect All Sele	ect None

Once you have set the selection criteria click on OK to save the settings. You will then need

to select Load Report from the report options screen.

The following will display whilst the report is loading:



# Output Options

#### <u>Printing</u>

To print a report click on the print icon seen below



#### Export to Excel



Reports can be exported to excel using the SAVE As function

- 🔜	100%	Ŧ				
	Excel					
	Acrobat (PDF) file					

The following will display before a selection screen for where you wish to save the export file

Please wait	
Cancel	

Export to PDF

Each report generated can be exported to PDF. Once the report is viewed click on the SAVE as icon and chose the PDF option, where you will be prompted to choose where to save the PDF.

- 🔜	100%	-
	Excel	
	Acrobat (PDF) file	



# Rejections

The rejections window of the Integrated Payments module has two main functions. The automated SMS and Emails sent to customers can be viewed here, and it is also used for mail merge and phone lists functions. Any templates used for the rejection process (SMS, Email and Letter) are setup in IPM > Settings.

## Contact Methods & Filters

When a customer's payment is rejected the Direct Debit Module can automatically contact the customer via SMS or Email to notify them of the rejection. Alternatively, their details can be added to a mailing list ready for quick mailing through a single push button. If you wish to contact customers by phone individually their details will be available on the phone list.

nejections								
Menu	Actioned To Be Actioned  Type All	Method All	From To	Wednesday, 22	July July	2009 <del>-</del> 2009 <del>-</del>	PrintLetters	Refresh

By default when the rejections screen is opened only those requiring further action will display on the list. These usually are phone and letter customers.

Actioned Type	To Be Ad To Be Ad All	tioned		
Туре	All All Classes Membersl			
Method	All SMS E-mail Letter Phone Ca			
Date	From	Wednesday, 22	July	2009 👻
	То	Wednesday, 22	July	2009 🔻

You can change the view of the list using the following features:

# Contact Status

When a customer has been sent an SMS or Emailed they are automatically marked as contacted. Once a letter has been mail merged/printed for a customer they too are marked as contacted. If you are contacting them by phone, then a contacted check box is available to check once each customer is contacted.



## Printing Letters

Before letters can be printed, this option must be turned on and setup in Direct Debit Module settings.

After rejections have been received for a run, the letters can be sent via a few simple steps

1. Select the

PrintLetters button from the main rejections screen

### The following screen will display

Rejection Letters							
Menu	Actioned To Be Actioned  Type All Document Name	•	From V	Vednesday, 22 Vednesday, 22	July 2009 <del>▼</del> July 2009 <del>▼</del>	Print Letters	Refresh
Time Rejected	Customer Id Name	Reject Amount	Fee Charged	Total	Home Phone	Mobile Phone	Print
						Select All	Select None

- 2. You can change the document default if required
- 3. You can chose to deselect customers if required
- 4. Once any filters you require have been set click on PRINT LETTERS

## Viewing the message

When a customer has been sent a SMS or Email the actual message that was sent is saved for future reference. To view this text, double click on the customer name to view.



# **Other Purchases**

Other Purchases is the section that deals with the debiting of Customer Accounts.

Customer accounts can be used in two ways. They can be for other purchases which are paid by direct debit, or a customer can have a "running tab" at the centre. They can also require that a customer places credit on their account and then uses this at a later date. This is popular for crèche parents where they can load up a card with credit and then use it at the crèche each time they visit. It saves them having to have a till and take payments in the crèche.

This is separate Direct Debit run that can be run on the same day as a membership or class DD and if it is, then it will combine the amounts to be sent to LinksPay, but if it is run on a separate day, it is its own DD run.

Process Payments Menu		
You are currently log	ged into location	
Manual Run   Setup		
Manual Run		
	Manual Add to DD	
		Close

Clicking on other Purchases brings up this screen:

# Setup

The settings in this tab allow you to choose the limits that will apply to yourOther Purchases DD. For example, how much debt a customer can accrue, whether they can't accrue debt but rather get debited for credit on their account and when the DD will run.



You are current	tly logged into location	
Manual Run Setup	]	
Add to DI	D Frequency	
C Off		
Align	n with Membership/Classes DD	
C Sch	eduled	
	Tara ta anno 11/43/28 AM	
	Start Date To/02/2016	
	Assign a frequency	
	Curry Real Hans and Amerika Circle Date	
	Every Days Moin the Statt Date.	
Tin	ne To Release Transactions: 12:00:00 AM	
Tin	ne To Release Transactions: 12:00:00 AM	
Tin Balances	ne To Release Transactions: 12:00:00 AM	
Tin Balances	Recharge Up To \$ 100	
Tin — Balances	Recharge Up To \$ 100	
Tin — Balances	Recharge Up To \$ 100	
Tin Balances	Recharge Up To     \$     100 +       Recharge Point     \$     0 +       Account Minimum Balance     \$     0 +	
Tin Balances A restart of t	ne To Release Transactions:       12:00:00 AM         Recharge Up To       \$         Recharge Point       \$         Account Minimum Balance       \$         0          the Links Service is required to activate any changes made in this screen.	
Tin Balances A restart of t	ne To Release Transactions:       112:00:00 AM         Recharge Up To       \$         Recharge Point       \$         Account Minimum Balance       \$         0       •         the Links Service is required to activate any changes made in this screen.         Save	
Tin Balances A restart of t	ne To Release Transactions:       12:00:00 AM         Recharge Up To       \$         Recharge Point       \$         Account Minimum Balance       \$         0       \$         the Links Service is required to activate any changes made in this screen.         Save	
Tin Balances A restart of t	ne To Release Transactions:       12:00:00 AM         Recharge Up To       \$         Recharge Point       \$         Account Minimum Balance       \$         0       *         the Links Service is required to activate any changes made in this screen.         Save	

## Add to DD Frequency

There are 3 options for the direct debit frequency:

Off: switches the Add to DD option off.

Align with Memberships/Classes DD: if it is aligned then on the day that you run a membership or classes DD, when you try to approve the run in IPM it will warn you that a Other Purchases run needs to be completed. You can then run it manually, like Membership & Classes DD runs.

**Scheduled**: f it is set to schedule then it runs automatically at the time it is scheduled for. This option would be most likely used for those that want to run it daily/weekly but different to their membership or classes DD.



## Balances

- 1. If you allow the Customer to go into debt:
  - 1. Set the Account Min Balance to a negative amount.For example, if they can go into debt of \$150 then enter -\$150.
  - 2. Set the recharge up to as \$0.
- 2. If your Customer must have credit to spend (which is paid by DD)
  - 1. Set the recharge up to the amount of credit they wish to maintain.
  - 2. Set the recharge point to when you want to top them up.For example, if the recharge up to is \$50 and they have used \$40 of their credit and the recharge point is \$5 then they wont be debited until they spend another \$5

Further examples:

- > Allowed to go into debt Example
  - Recharge up to = \$0 = always pays off the debt
  - Recharge point = -\$15 = it wont debit anyone until they owe \$15
  - Account min balance = \$150 = they can only add things to account up to \$150
- > Only allowed to use credit Example
  - Recharge up to \$50 = you want the customers to have \$50 credit on account
  - Recharge point = \$10 = the customer will be topped up to \$50 when they get to \$10 or below
  - Account Min Balance = \$0 = because they can only use pre purchased credit



# Manual Run

This tab is where you run a Manual Other Purchases DD run.

You are currently lo	ogged into location	
Manual Run Setup		]
- Manual Run		1
	Manual Add to DD	
<u>L</u>		

Clicking on Manual Add to DD will open the Process Payments screen in order to allow you to run the Other Purchases DD run.

Whether you are aligning the Customer Account charges with a member or class debit or just running an Other purchase debit run as needed the below steps will walk you through this process.



To Run a Manual Other Purchases DD Run

1. Click on Manual Add to DD. This opens the Process Payments screen.

Oth	er Purchases	1 🔽	Integrated Pay	ments 1 🖡	1				
ilable	Debit Runs								
	Group	Description			Туре	Last Period	Period Start	Period End	Schedule
7	Other Purchases	Other Purcha	ises		ntegrated Payme	nts			Every day
Sele	ect All					Manual Run		Trial mode only	Run Now
Sele ent D	ect All Nebit Runs					Manual Run		Trial mode only	Run Now
Sele	ect All Nebit Runs		Period Start	Period End	Stage	Manual Run	Status	Trial mode only	Run Now
Sele ent D	ect All Debit Runs Description Other Purchases		Period Start	Period End	Stage Schedul	- Manual Run	Status	Trial mode only	Run Now
Sele	ect All Nebit Runs Description Other Purchases		Period Start	Period End	Stage Scheduk	- Manual Run	Status	Trial mode only	Run Now

If you have a scheduled Other Purchases run setup, it will show in the bottom half of the screen.

However, the manual run is performed using the top half of the screen.

- 2. Tick the option 'Other Purchases' from under 'Available Debit Runs'
- 3. Click 'Run Now'
- 4. The details of the run will appear in the 'Current Debit Runs' section.



<s debits="" service="" status="" td=""  =""  <=""><td></td><td></td><td></td><td></td><td></td><td></td></s>						
Run Types Other Purchases	Debit Types	Payments 1				
vailable Debit Runs	1		Last Paried			
Group	Description	Туре	End	Period Start	Period End	Schedule
Other Purchases	Other Purchases	Integrate	d Payments			Every day
Select All	_	_	Manual Run			
Select All			Manual Run	1	Frial mode only 🗖	Run Now
Select All	_		Manual Run	1	Frial mode only 🗖	Run Now
Select All			Manual Run	1	Frial mode only 🗖	Run Now
Select All urrent Debit Runs Description	Period Star	t Period End	Manual Run	Status	Frial mode only 🗖	Run Now
Select All urrent Debit Runs Description Other Purchases	Period Star	t Period End	Manual Run	Status Z passed (	frial mode only 🗖	Run Now
Select All urrent Debit Runs Description Other Purchases Ø Other Purchases	Period Star	t Period End	Manual Run	Status Z passed [	frial mode only \$121.201, 0 exclusio	Run Now
Select All urrent Debit Runs Description Other Purchases V Other Purchases	Period Star	t Period End i	Manual Run	Status Z passed f	frial mode only state only	Bun Now
Select All urrent Debit Runs Description Other Purchases Other Purchases	Period Star	t Period End	Manual Run	Status Z passed (	frial mode only	Bun Now
Select All urrent Debit Runs Description Other Purchases Other Purchases Select All	Period Star	t Period End	Manual Run	Status Z passed (	frial mode only \$121.20), 0 exclusio	Run Now
Select All urrent Debit Runs Description Other Purchases Select All Advanced	Period Star	t Period End :	Manual Run	Status 7 passed (	frial mode only \$121.20), 0 exclusio Remove Run	Run Now

5. You can click on the link in the Status column to look at the charges in more detail:

Summary Total Valid \$11.99 Total Exclusions \$0.00 Passed Passed PAUL, FRANK 10 Amount Comments Print Total, \$ \$11.99 No. 1 Exceptions (amounts that vary from standard charge) Name 1D Amount Comments Print Total, \$ \$0.00 No. 0 Exclusions (accounts will be charged only) Name 1D Amount Description Print Total, \$ \$0.00 No. 0 Exclusions (accounts will be charged only) Name 1D Amount Description Print Total, \$ \$0.00 No. 0 Exclusions (accounts will be charged only) Name 1D Amount Description Print Total, \$ \$0.00 No. 0 Exclusions (accounts will be charged only) Cancel	Run Details	_ 🗆
Passed         Passed         Print       Total, \$ \$11.99         Name       ID         Amount       Comments         Print       Total, \$ \$11.99         Name       ID         Amount       Comments         Print       Total, \$ \$11.99         Name       ID         Amount       Comments         Print       Total, \$ \$0.00         Name       ID         Amount       Comments         Print       Total, \$ \$0.00         Name       ID         Amount       Description         Print       Total, \$ \$0.00         Name       ID         Amount       Description         Print       Total, \$ \$0.00       No.         Print       Total, \$ \$0.00       No.	Summary	
Passed          Name       ID       Amount       Comments         PAUL, FRANK       189       \$11.99       Comments         Print       Total, \$ \$11.93       No.       1         Exceptions (amounts that vary from standard charge)       Mame       ID       Amount       Comments         Print       Total, \$ \$0.00       No.       0       Comments       Comments         Print       Total, \$ \$0.00       No.       0       Comments       Comments         Print       Total, \$ \$0.00       No.       0       Comments       Comments         Print       Total, \$ \$0.00       No.       0       Cancel       Cancel		
Name       ID       Amount       Comments         PAUL, FRANK       189       \$11.99         Print       Total, \$ \$11.99       No. 1         Exceptions (amounts that vary from standard charge)       Name       ID         Amount       Comments         Print       Total, \$ \$0.00       No. 0         Exclusions (accounts will be charged only)       Name       ID         Name       ID       Amount       Description         Print       Total, \$ \$0.00       No. 0       Exclusions (accounts will be charged only)         Name       ID       Amount       Description         Print       Total, \$ \$0.00       No. 0       Exclusions (accounts will be charged only)         Remove Run       Complete Run       Complete Run       Cancel	Passed	
PAUL, PRAIN       103       \$11.33         Print       Total, \$ \$11.93       No.       1         Exceptions (amounts that vary from standard charge)       Name       ID       Amount       Comments         Print       Total, \$ \$0.00       No.       0	Name ID Amount Comments	
Print       Total, \$ \$11.39       No. 1         Exceptions (amounts that vary from standard charge)         Name       ID       Amount       Comments         Print       Total, \$ \$0.00       No. 0         Exclusions (accounts will be charged only)       Amount       Description         Print       Total, \$:       \$0.00       No. 0         Remove Run       Complete Run       Cancel	103 \$11.33	
Print       Total, \$ \$11.99       No. 1         Exceptions (amounts that vary from standard charge)       ID       Amount       Comments         Print       Total, \$ \$0.00       No. 0       ID       Amount       Description         Exclusions (accounts will be charged only)       Name       ID       Amount       Description         Print       Total, \$ \$0.00       No. 0       ID       Amount       Description         Print       Total, \$ \$0.00       No. 0       ID       Cancel		
Exceptions (amounts that vary from standard charge)         Name       ID         Amount       Comments         Print       Total, \$ \$0.00       No.         Exclusions (accounts will be charged only)       Name       ID         Amount       Description         Print       Total, \$:       \$0.00         Name       ID       Amount       Description         Print       Total, \$:       \$0.00       No.       O         Print       Total, \$:       \$0.00       No.       O         Remove Run       Complete Run       Cancel       Cancel	Print Total \$ \$11.99 No. 1	
Exceptions (amounts that vary from standard charge)   Name ID     Print Total, \$\$0.00     Name ID     Amount Comments     Print Total, \$\$0.00     Name ID     Amount Description     Print Total, \$\$     \$0.00 No.     O     Exclusions (accounts will be charged only)     Print     Total, \$\$     \$0.00     No.     O     Cancel		
Name       ID       Amount       Comments         Print       Total, \$ \$0.00       No.       0         Exclusions (accounts will be charged only)       Amount       Description         Name       ID       Amount       Description         Print       Total, \$:       \$0.00       No.       0         Remove Run       Complete Run       Cancel       Cancel	Exceptions (amounts that vary from standard charge)	
Print       Total, \$ \$0.00       No.       0         Exclusions (accounts will be charged only)	Name ID Amount Comments	
Print       Total, \$ \$0.00       No.       0         Exclusions (accounts will be charged only)		
Print       Total, \$       \$0.00       No.       0         Exclusions (accounts will be charged only)       ID       Amount       Description         Name       ID       Amount       Description         Print       Total, \$:       \$0.00       No.       0         Remove Run       Complete Run       Cancel       Cancel		
Exclusions (accounts will be charged only)       Name     ID     Amount     Description       Print     Total, \$:     \$0.00     No.     0	Print Total, \$ \$0.00 No. 0	
Name     ID     Amount     Description       Print     Total, \$:     \$0.00     No.     0       Remove Run     Complete Run     Cancel	Exclusions (accounts will be charged only)	
Print     Total, \$:     \$0.00     No.     0       Remove Run     Complete Run     Cancel	Name ID Amount Description	
Print     Total, \$:     \$0.00     No.       Remove Run     Complete Run     Cancel		
Print     Total, \$:     \$0.00     No.     0       Remove Run     Complete Run     Cancel		
Remove Run Complete Run Cancel	Brint Total & \$0.00 No. 0	
Remove Run Complete Run Cancel		
Remove Run Complete Run Cancel		
	Remove Run Complete Run	Cancel



6. If you need to make changes select 'Remove Run'. If you want to proceed select 'Complete Run'.

### 7. Select 'Yes' to proceed

Confirmation Complete the selected run(s)?	×
Yes No	

8. The screen will show 'Updating Accounts completed'

Uthe	r Purchases	1 🔽	Integrated Payme	ents 1 🖡	7				
ailable D	)ebit Runs Group	Description			Туре	Last Period End	Period Start	Period End	Schedule
	Other Purchases	Other Purchas	es		Integrated Paymer	ts			Every day
Selec	at All					Manual Run		Trial mode only 🗖	Bup Now
Í Selec	t All bit Runs					Manual Run		Trial mode only 🗖	Run Now
Selec	t All bit Runs Description		Period Start	Period End	Stage Schedule	Manual Run	Status	Trial mode only 🗖	Run Now
rent De	t All bit Runs Description Other Purchases Other Purchases		Period Start	Period End	Stage Schedule Updating	Manual Run	Statue d <u>Zacco</u>	Trial mode only 「	Run Now

9. You can also click on the hyperlink to add a Comment if you wish

name	ID	Amount	Std. Amount	Description	Time	Message	Detailed Message
.OGAN, ADAM	173	\$70.00	\$70.00		2:23:01	Processing 2 outstanding	
ROAST, LIAM	41	\$6.00	\$6.00		2:23:01	Processing £35.00 charge	
DAVE, BAGGINS	329	\$7.99	\$7.99		2:23:01	£35.00 charge processed	
STILLER, BEN	89	\$7.99	\$7.99		2:23:01	Processing £35.00 charge	
RICE, PENELOPE	14	\$8.24	\$8.24		2:23:01	£35.00 charge processed	
GOETZE, PETER	27	\$12.99	\$12.99		2:23:01	Processing £70.00 debit t	
SLACK, SAM	84	\$7.99	\$7.99		2:23:01	£70.00 debit total added	
					2:23:01	Using credit card debit det	
					2:23:01	Processing complete	
					OP run	March 15 by Dave	



10. Select Close to exit.

11. The run will now appear in the View Payments screen where you can approve it ( if required)

🤼 P	ayments														
	Menu	F	lun Type All Approval All		▼ Run Dat ▼ Run D	e From 11/15/20 ate To 3/15/20	15 💌 🛛	Search	N B S	otsent eingsent ent	Partially se Sent with e Requires A	ent – will retry errors Approval			
		4ª arouad		#1 <sup>-811</sup> 3	Tc lat	a lang	Na Brad	ia liec	a dectar		Panding	Gaarad	Saurac	Rajactad	Status
	Other Purchases	•	3/15/2016	7	\$121.20	\$121.20	\$0.00	\$0.00		\$0.00	7 (100.0 %)	0 (0.0 %)	0 (0.0 %)	0 (0.0 %)	
	Classes		10/1/2015	2	\$450.00	\$0.00	\$0.00	\$450.00		\$0.00	0 (0.0 %)	0 (0.0 %)	2 (100.0 %)	0 (0.0 %)	Mar 1 2016 7:52P
	Classes	V	9/1/2015	9	\$2,400.00	\$0.00	\$0.00	\$2,126.00		\$274.00	0 (0.0 %)	0 (0.0 %)	8 (88.9 %)	1 (11.1 %)	Mar 15 2016 2:00F
	Classes	◄	1/1/2016	13	\$6,860.70	\$0.00	\$0.00	\$4,461.30		\$2,399.40	0 (0.0 %)	0 (0.0 %)	9 (69.2 %)	4 (30.8 %)	Mar 15 2016 2:00F
	Classes	V	2/14/2016	7	\$740.40	\$450.80	\$0.00	\$0.00		\$289.60	4 (57.1 %)	0 (0.0 %)	0 (0.0 %)	3 (42.9 %)	Feb 15 2016 12:26



## Settings

To assist with the automation of feature within the IPM module there are a range of settings that must be first decided upon before using IPM. These settings control everything from the Till the transactions are completed on, right through to the template for automated SMS's and Emails. It also includes our new feature - the Health Check.

General Tab

You are currently logged into l	ocation Go	If and Tennis Centre	Change Location	
Integrated Payments requires a	a till to save transacti	ons against when they h	ave been processed an	d settled.
Till RADMIN		<b>_</b>		
Integrated Payments will send	an email to a staff m	ember if there is a proble	m with the internet com	nunications
Email communication errors to				
Links can automatically alert a These messages are checked	staff member when I when the first perso	Direct Debit runs are du n logs into Links each d	e or overdue. ay.	
	C before	]		
Calculate the due date to be	C after	the start of the period		
Overdue				
Due today	0 days after the o	due date.		
Staff member to notify				
			28 - 24	

**Location**: if you run a multi location site, the option to change locations is available here, for single location sites this simply displays as a label.

To change Location, click on the Change Location button and select the new Location from the dropdown list.



**Till**: you can choose which Till the transactions for your Direct Debit are processed through. It is recommended to have a separate Till for DD income tracking. Tills are setup in Admin > Site Menu > Setup Locations/Other Site Parameters.

To select an existing Till, click on the dropdown box.

**Communication Errors**: if continued problems with the internet connection are seen by the Direct Debit Module then an email will be sent to the selected staff member informing them of the possible issues. The email address for the staff member must be set in Links > Admin > Security Menu > Staff Members.

To select an existing Staff Member, click on the search box.

**DD Run Reminders**: if you would like to be reminded when a run is due for processing or has been missed the below parameters can assist this.

First you need to choose what you consider the due date for your run. Most sites will choose that the due date is the same as the start of the debit period; however others may choose that this is earlier. For example the Run period is from the 1st through to the 31st of the month, but you process this run on the 25th of the month.

You can also choose which reminders you would like to be sent to the nominated staff member.

As an example:

"We process our run 4 days before the start of the period and we would like to be reminded if we forget to process the run"

		noga into Linka cach day.
Calculate the due date to be	<ul> <li>before</li> <li>same day as</li> <li>after</li> </ul>	the start of the period by 4 days
Verdue		
Due today		
Due within the next	0 days after the d	ue date.
Staff member to notify 777	7 777	-



# Approval & Release Details tab

Wh to n Dire	nen the Direct Debit run is p release the transactions for ect Debit period.	processed, Links will autom payment, based on the Sta	atically calculate a date art Date for the	and time	
	Calculate the Release dat Release Time 12:00:00 /	e to be $\bigcirc$ before $\bigcirc$ same day as $\bigcirc$ after M $\bigcirc$	the start of the perio	d.	
App Che bef Not aut Late	vorval eck the boxes below if you ore the transactions are se te that if transactions to be omatically sent for process e approvals may mean tha Classes Require Approva Staff member to notify of Memberships Require Ap	want all Direct Debit runs t nt. manually approved are no ing. t the transactions are proce pending approvals	o be manually ticked of approved, payments w essed later than expecte	ill not be :d.	
	Staff member to notify of Other Purchases Require Staff member to notify of	pending approvals			
	Notify for Processed Othe Staff member to notify of p	r Purchases Debit Runs rocessed debit runs			
Health	h Check			Save	Cancel

**Release Date**: When the direct debit run is processed, Links will automatically calculate the date and time to release the transactions to LinksPay for payment. This setting controls what should be the default release date. In most cases the release date will be the same day as the start of the period. Again this could be prior if you wish to collect monies prior to start of a period.

**Approval**: By default, once a run is processed through Admin and the release date and time is met the transactions will be sent off to LinksPay for processing. However if you wish to apply a secondary level of approval this can be applied here. By selecting that approval is required, this will require that a staff member of relevant authority will log into the module and mark the run as approved for sending. A non approved run will NEVER send to LinksPay, regardless of when it is due for release.



### **Rejection Feestab**

Fi Ei Li	ees can be automatically applied against transactions that inter a service code to apply the fees against and the stan astly, select the rejection reasons that will attract this fee fi	t are rejected. Idard amount for r rom the list below	ejection fees.		
	Service Code REJFEE Rejecti	ion Fee			
	Amount \$10.00	🗖 Ali	🗆 Ali		
	Rejection Reason	Apply Fee	Send Notification	-	
1	nsufficient Funds				
	nvalid Bank Account				
	nvalid Credit Card				
E	Expired Credit Card				
1	Technical Failure/Invalid Transaction				
1	Transaction Declined				
1	Authority Revoked By Payer				
F	Payer Deceased				
1	nvalid Bank Account BSB				
E	Bank Account Closed				
	nvalid Payer Contact Details				
[	Direct Debit Claim				
	· · · · · · · ·	-	-		

Rejections are automatically added to a customer account through the Direct Debit Module there is no manual intervention required. For this reason then we need to setup what service code we wish to collect rejection fee monies to, along with the amount to charge. You can chose which reasons you wish to apply a fee to the customer account.

The rejection fee service code must be first setup in Admin > Products/Services > Services.

In Links, the rejection fee amount must be entered under the pricing tab in the 'Advertised Price' field.

Once the 'Advertised Price' has been entered click 'Save'.



For more information regarding how to setup a new service please see the Admin User Guide.

Once the rejection fee service code has been setup in Links, in LinksPay the service code and rejection fee amount must be entered under the Rejection Fees Tab.

You must then select the Rejection Reasons that you wish to charge a rejection fee for.

These reasons are derived from the rejection codes LinksPay receive from your financial institution.

Notifications tab

Ger	neral Approval & Release Details Rejection Fees Notifications Log
	When rejections are received, notifications can be sent to customers Select the methods you wish to use for notifying customers. For example, if all checkboxes were selected and a rejection was received, Links would first check if the customer had a cell number and they were flagged to receive SMS. If so Links would merge the data with the nominated template and send the message. If the client doesn't receive SMS, Links would then try email. If the client doesn't receive emails, Links would then produce letters from the Rejection Page. If the client doesn't receive any automated messages, they would appear in a list on the rejections page and would need to be manually contacted.
	Notify by   Image: by SMS Rejection   then   Image: by Email   reject email   then
	then by phone           Setup SMS Templates         Setup Letter Templates         Setup Email Templates
H	Health Check Save Cancel

There are 2 types of Notifications available, Debit & Rejection.



Debit Notifications advise the customer that a DD run has occurred. This was added to warn people that funds would soon be deducted from their accounts.

Rejection Notifications are used to automatically send an SMS or Email to a customer if their debit has been rejected by the financial institution.

To allow SMS messages and Emails to be automatically sent out through the Module users must first setup a template that is going to be used by the automatic process. It is important to note that SMTP& SMS details must also be entered for emails. These are entered in Admin > Site > Site Setup. Further information about SMTP & SMS please refer to the Admin User Guide.

You can also chose which methods you wish to utilise. For example if you only want customers to be sent a SMS and then you will phone the customer, you would only select the SMS option.

The process will only send one form of contact and for each customer it will move through the methods until it finds one it can contact by. For example if all options were selected but the customer didn't have a mobile number or an email address then they would be placed on the list to send a letter to.

Setting up SMS & Email Templates

The setup of SMS and Email templates is almost the same, however the Letter template is a little different, including the requirement of having Microsoft Word installed, so we will cover that as well.

To begin select one of the 'Setup' buttons:





### This is the SMS Template screen:

The Debit Rejection Templates	
Description Rejection New	
Dear < <givennames>&gt;&lt;<sumame>&gt;, your direct debit of \$&lt;<amount>&gt; has been reject. Please contact The Golf and Tennis Centre.</amount></sumame></givennames>	
Merge Fields Sumame Add Field Delete Clear Save Close	

1. To create a new template click New

- 2. Enter a Description
- 3. Enter the text of the message to be sent. Note: SMS can only have 160 characters.

4. Links can auto insert information for you using Merge Fields. To enter a Merge Field into your message, select one from the dropdown list down the bottom left and click Add Field.

5. When finished click Save.

To create a Letter Template:

1. click Setup Letter Templates

2. The following screen will appear:



🚰 Mail Merge Te	mplates					_	
Docume	nt Name					•	
De	scription					_	
	Create Ten	nplate	Sa	ive	Clear		
					Close		
							111

- 3. click on the Document Name dropdown to select 'New Document'
- 4. Enter the Letter Name & Description
- 5. click Create Template. This will open Microsoft Word.
- 6. Create your Template and Save.



Log tab

	Se	ettings		
General Approval 8	Release Details Rejection Fees N	otifications Log	System Security	
Filter by process	All	~		Display Log
Filter From date	Monday , 7 March 2016			
Filter To date	Monday , 7 March 2016	<b>T</b>		
Health Check	View Log Files		Save	Cancel
				4

There are 2 parts to this feature - Display Log & View Log Files. View Log Files is only available to Links Staff.

On the main screen you are able to display 3 types of Logs by selecting from the Filter by Process dropdown list:

All	×
All	
Links Service	
Add to DD	
PayLink Service	

Clicking Display Log then displays the appropriate data.



This can then be further extended by clicking on one of the Log entries:

			Setti	ngs	<b></b>	Log Details	_ 🗆 🗙
General	Approval & Releas	e Details	Rejection Fees Notific	ations Log System	Log ID: Date / Time: Process	582563 7/03/2016 9:34:04 AM JLMS-AU-GOLF12(37-6261-8835-23	
	ProcessTypeId	Flag	ProcessDateTime	LocationName	Commont		
	PayLink Service	2	7/03/2016 9:34 AM	RGTC	Deservall Chester	d Decession	
	PayLink Service	2	7/03/2016 9:34 AM	RGTC	ProcessAll - Starte	a Processall	
	PayLink Service	1	7/03/2016 9:34 AM	RGTC			
	PayLink Service	1	7/03/2016 9:34 AM	RGTC			
	PayLink Service	1	7/03/2016 9:34 AM	RGTC			
	PayLink Service	2	7/03/2016 9:34 AM	ALGC			
	PayLink Service	2	7/03/2016 9:34 AM	ALGC			
	PayLink Service	1	7/03/2016 9:34 AM	ALGC			
	PayLink Service	1	7/03/2016 9:34 AM	ALGC			
•	PayLink Service	1	7/03/2016 9:34 AM	ALGC			
	PayLink Service	2	7/03/2016 9:05 AM	RGTC			
	PayLink Service	2	7/03/2016 9:05 AM	RGTC			
	PayLink Service	1	7/03/2016 9:04 AM	RGTC			
	PayLink Service	1	7/03/2016 9:04 AM	RGTC			
	PayLink Service	1	7/03/2016 9:04 AM	RGTC			
	PayLink Service	1	7/03/2016 9:04 AM	RGTC			
	PayLink Service	2	7/03/2016 9:04 AM	ALGC			
	PayLink Service	2	7/03/2016 9:04 AM	ALGC			
	PayLink Service	1	7/03/2016 9:04 AM	ALGC			
	PayLink Service	1	7/03/2016 9:03 AM	ALGC			
	PayLink Service	1	7/03/2016 9:03 AM	ALGC			
	PayLink Service	1	7/03/2016 9:03 AM	ALGC			
	PayLink Service	2	7/03/2016 8:34 AM	RGTC			
	PayLink Service	2	7/03/2016 8:34 AM	RGTC			
	PayLink Service	1	7/03/2016 8:34 AM	RGTC		×	
Filter by	process Pay	uLink Serv Iondau	/ice 7 March 2016 (#		C	isplay Log	
Filter To	odate M	ionday ,	7 March 2016	<ul> <li>▼</li> </ul>			
Health	h Check View	w Log File	\$		Save	Cancel	

New Feature - Health Check

IPM has a built in Health Check that displays a list of the appropriate services and their operational statuses.

It is found in IPM > Settings, in the bottom left hand corner:



Tod ale culterity logged into lo	cation Gol	f and Tennis Centre	Change Location	
Integrated Payments requires a	till to save transactio	ons against when they	have been processed and	i settled.
Till RADMIN		•		
Links can automatically alert a These messages are checked Calculate the due date to be	staff member when I when the first persor before same day as	Direct Debit runs are du n logs into Links each o the start of the period	ue or overdue. day. d	
C Overdue	C after	J		
Due today Due within the next	0 days after the d	lue date.		
	-		<u> </u>	

Its information includes the following:

All     Links Service Connectivity     OK     Indexterm     OK     Indexterm       All     Links Service Connectivity     OK     OK     2015.215.0       All     Links Service Server Disk Space     OK     Drive C:\ has 54531.00MB free space.     1200.31     ServerLMS-4U     OK     Microsoft Windows Server 2012 Standard       All     Links Database     OK     Drive C:\ has 54531.00MB free space.     120.0.31     ServerLMS-4U     OK     Microsoft SQL Server 2008 R2 (SP2) (10.50.400       RGTC     Links Pay Configuration     OK     Drive C:\ has 54531.00MB of free space.     120.0.31     ServerLMS-4U     Microsoft SQL Server 2008 R2 (SP2) (10.50.400       RGTC     Links Pay Configuration     OK     Drive C:\ has 54531.00MB of free space.     120.0.31     ServerLMS-4U     Microsoft SQL Server 2008 R2 (SP2) (10.50.400       RGTC     Links Pay Configuration     OK     Eusines: Dealt from root card FINABLED (Mattercard VISA ) Realime credit card finABLED (Mattercard VISA )     I20.0.31     Integr./// spi.links p     Integr.// spi.links p       RGTC     Links Pay Connectivity     VK     Dealt from credit card FINABLED (Mattercard VISA )     I20.0.31     Integr.// spi.links p	Location	Name	Status	StatusMessage	<b>IpAddress</b>	<b>DbDetails</b>	ServiceAddress	Version
All         LinksService         OK         Procession         1200.31         ServerLMS-AU         OD1252150         OD1252150           All         LinksService Server Disk Space         OK         Drive CN has 54531.08MB free space.         1200.31         ServerLMS-AU         Microsoft Windows Server 2012 Standard           All         LinksService Database         OK         Drive CN has 54531.08MB of free space.         1200.31         ServerLMS-AU         Microsoft Windows Server 2012 Standard           AGTC         LinksPay Configuration         OK         Drive CN has 54531.08MB of free space.         1200.31         ServerLMS-AU         Microsoft SQL Server 2008 R2 (SP2) [10.50.400           RGTC         LinksPay Configuration         Diffe         ONFIGURATION OK         Busines: Busines: Debt from bark account ENABLED [Mastecard VISA]         Jacobia 1200.31         Jacobia 1200.31         Https://api.linksp         Https://api.linksp           RGTC         LinksPay Connectivity         Debt from bark account ENABLED [Mastecard VISA]         Jacobia 1200.31		LinksService Connectivity	OK				localhost:8000	
All       Links Service Server Disk Space       0 K       Dires C \ has \$4531.08MB free space.       120.0.31       Constant Manual Manu	All .	LinksService	OK		120.0.3.1	Server:LMS-AU		2015.2.15.0
All       Links Database       OK       Drive c:\has 54531.08MB of free space.       120.0.3.1       ServerLMS-AU       Microsoft SQL Server 2008 R2 (SP2) (10.50.4000)         NGTC       LinksPay Configuration       OK       CONFIGURATION OK       Image: Configuration of the space o	AJI .	LinksService Server Disk Space	OK	Drive C:\ has 54531.08MB free space.	120.0.3.1			Microsoft Windows Server 2012 Standard
AGEC     LinksPay Configuration     OK     Image: Configuration     OK     Image: Configuration     OK       AGEC     LinksPay Connectivity     DK     CONFIGURATION OK Business: Debt from cards card FINABLED (Mastercard VISA ) Realtime credit card interactions FINABLED (Mastercard VISA ) Max realtime amount: 2000.00 Max recurring amount: 2000.00     120.0.3.1     Https://api.linksp	AJI .	Links Database	ОК	Drive c:\ has 54531.08MB of free space.	120.0.3.1	Server:LMS-AU		Microsoft SQL Server 2008 R2 (SP2) (10.50.4000.
RGTC LinksPay Connectivity OK Example Configuration DC K Businese: Debit from bark account ENABLED (Mastercard VISA.) Readimer certain card target ENABLED (Mastercard VISA.) Location Registration ID: Max readimer and control Configuration C	RGTC	LinksPay Configuration	OK					
	RGTC	LinksPay Connectivity	ок	Death from Fark account ENABLED Debit from cards card ENABLED (Mastercard VISA) Realtime credit card transactions ENABLED (Mastercard VISA) Location Registration ID: Mast realting amount: 2000.00 Mast recurring amount: 2000.00	120.0.3.1		https://api.linksp	

**Location:** the Location that IPM is logged into. Some information applies to all Locations, while some is Location specific.

Name: the name of function supplying the data.

**Status**: the status of the function. Either OK or ERROR. And ERROR status also highlights the line in red.

**Status Message**: details supplied by the function. For example. In the image above you can see that the C:\ Drive of the PC that the Links Service is installed on has 54531MB free space.

IP Address: the IP (Internet Protocol) address of the PC that the function is on.

**DbDetails**: the Server & Database names.

Service Address: the address the Links Service is using.



Version: the version of the function/application.

The Health Check can be run for all Locations, or a single Location and is refreshed by clicking the **Run Checks** button.