

# Notes and Tips

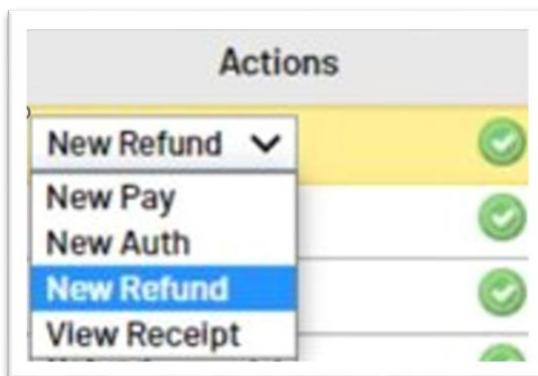
In this document, you will find some helpful notes and tips to assist you in the 3C Portal

## PAYMENT GATEWAY

### Authorizations:

Some businesses (like hotel's) can apply a reversal for pre-Authorizations

- If an authorization reversal has been applied for a direct sale in an offline settlement, it will not delete the settlement but will reverse the authorization.  
Authorization reversal should only be used by customers who use a check-in/ check-out process.
- If an account has Virtual Terminal and Payment Gateway, the Action menu in transaction search will show more options:
  - New Pay
  - New Auth
  - New Refund
  - View Receipt





## ONLINE PAYMENTS

By creating a **pay by link** through the portal, it is important to note the following field:

### Service Action:

This field is extremely important as it not only determines the type of payment, but also how your customer will complete it. “Authorize” and “3DS Authorize” are mostly used by hotels or rentals as this type of transaction only records credit card details and the amount. The payment is settled later.

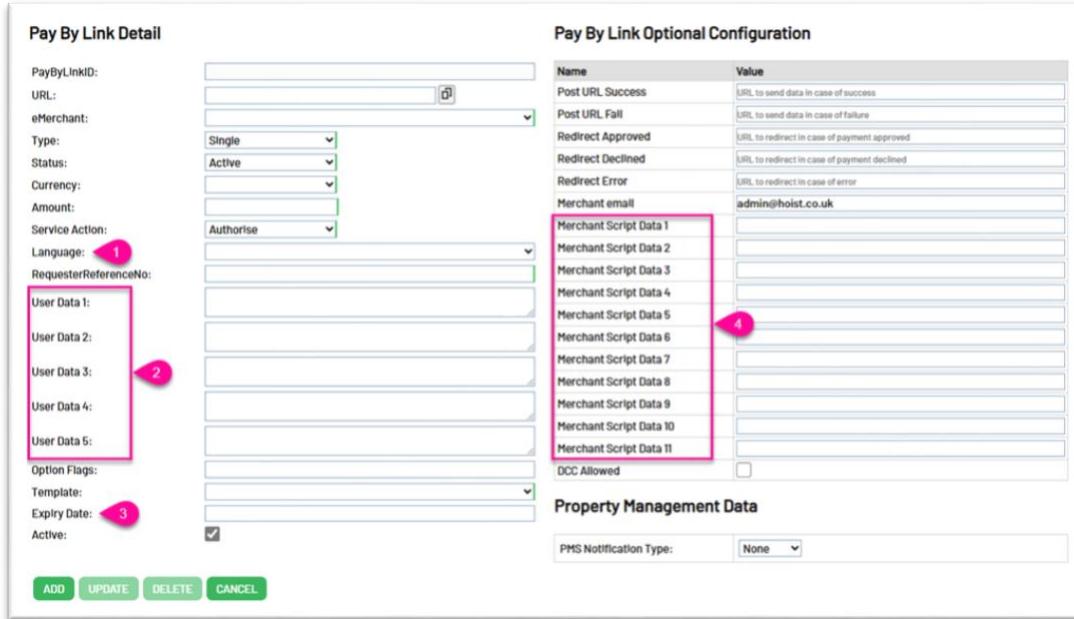
Pay	Generates a link for payment, without 3DS security
3DSPay	Generates a link for payment, with 3DS security
Authorize	Generates a link for authorization, without 3DS security.
3DSAuthorize	Generates a link for authorization, with 3DS security.

To capture the payment manually, we recommend using 3DS payments as this requires confirmation with the customers' bank and will guarantee secure transactions.

Pay By Link Detail		Pay By Link Optional Configuration
PayByLinkID:		
URL:	<input type="text"/>	
eMerchant:	<input type="text"/>	
Type:	Single	
Status:	Active	
Currency:		
Amount:		
Service Action:	<input type="button" value="▼"/>	<input type="button" value="▼"/>
Language:		
RequesterReferenceNo:		
User Data 1:		
User Data 2:		
User Data 3:		
User Data 4:		
User Data 5:		
Option Flags:		
Template:		
Expiry Date:		
Active:	<input checked="" type="checkbox"/>	
<input type="button" value="ADD"/>	<input type="button" value="UPDATE"/>	<input type="button" value="DELETE"/>
<input type="button" value="CANCEL"/>		

## Tips for Non-Mandatory Fields

There are multiple non-mandatory fields on the pay by link generator. Here are some tips on how to best use those fields:



### Pay By Link Detail

PayByLinkId:

URL:

eMerchant:

Type:

Status:

Currency:

Amount:

Service Action:

Language:  1

RequesterReferenceNo:

User Data 1:  2

User Data 2:

User Data 3:

User Data 4:

User Data 5:

Option Flags:

Template:

Expiry Date:  3

Active:

### Pay By Link Optional Configuration

Name	Value
Post URL Success	URL to send data in case of success
Post URL Fail	URL to send data in case of failure
Redirect Approved	URL to redirect in case of payment approved
Redirect Declined	URL to redirect in case of payment declined
Redirect Error	URL to redirect in case of error
Merchant email	admin@hoi.co.uk
Merchant Script Data 1	<input type="text"/>
Merchant Script Data 2	<input type="text"/>
Merchant Script Data 3	<input type="text"/>
Merchant Script Data 4	<input type="text"/>
Merchant Script Data 5	<input type="text"/>
Merchant Script Data 6	<input type="text"/>
Merchant Script Data 7	<input type="text"/>
Merchant Script Data 8	<input type="text"/>
Merchant Script Data 9	<input type="text"/>
Merchant Script Data 10	<input type="text"/>
Merchant Script Data 11	<input type="text"/>

### Property Management Data

PMS Notification Type:  None

1	Language	This setting allows customers to receive the receipt in their language (English is default). Select it before completing the pay by link.
2	User Data (from 1 to 5)	These fields can be used to record information about who managed the transaction (like name/surname, shift, etc.). Details registered in User data will not appear on customer receipt.
2	Expiry Date	Links generated by 3C portal do not have a default expiry date. In case it would be required, you can choose a date from the calendar. We recommend you not to select the same date as link creation to avoid a conflict in the system. If the expiry date coincides with issuing date, the link will be disabled, and the customer won't be able to complete the payment.
4	Merchant Script Data (from 1 to 11)	These fields can be used to take notes of articles or services purchased for your reference. Details registered in Merchant Script Data will not appear on customer receipt.