



**how to:**

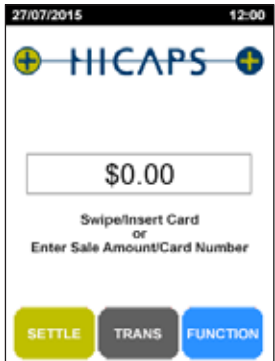
Add/Modify/  
Delete a Provider  
on your Terminal



# To add a Provider

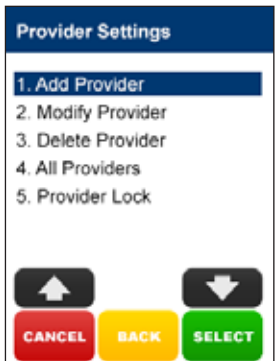
## step 1

Press **[FUNCTION]**, then key **[5][4]** and press **[SELECT]**



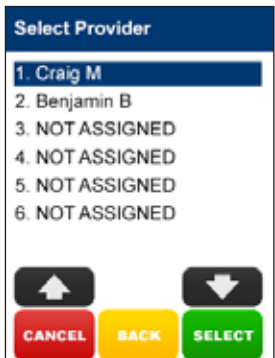
## step 2

Select **1. Add Provider** and press **[SELECT]**



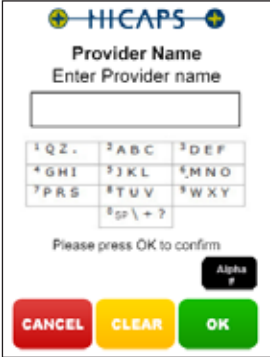
## step 3

Choose a **NOT ASSIGNED** position in the provider table and press **[SELECT]**



**step 4**

Using the keypad, enter in the **Provider Name** and press **[OK]**



**step 5**

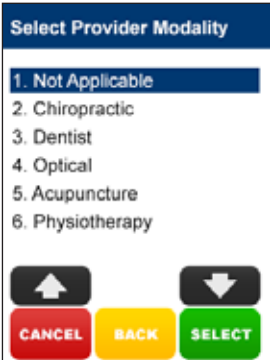
Using the keypad, enter in the **Provider Number** and press **[OK]**.

To switch between numeric and alpha keypads, select the **[Alpha #]** key on the touch screen or select the hash key **[#]** on the keypad



**step 6**

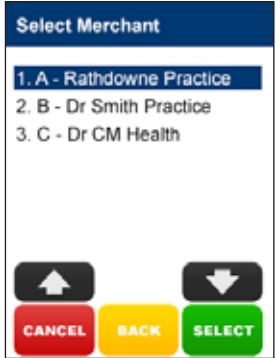
Select the **Provider Modality** and press **[SELECT]**



**step 7**

Select the **Merchant** that this provider is linked to and press **[SELECT]**

*Note: This screen only appears if the terminal has multiple merchants loaded*



**step 8**

Using the keypad, enter a 4 digit **Provider Password** and press **[OK]**

*Note: Provider Password can not be made up of repetitive or consecutive numbers.  
Eg. 1234, 0000*



**step 9**

Using the keypad, enter in the **Payee Provider Number** (only if required) and press **[OK]**



After completing these steps the provider will be added into the terminal. The terminal will automatically set the default settings to match that of the modality selected for this provider in Step 6.

For example if you select Dentist as the providers modality the terminal will automatically select tooth number as the prompt option, enter to add item will be set to enabled and the Medicare provider type will be set to Spec/AH/Dent.

After these steps have been completed the terminal will also set the following defaults for the newly added provider.

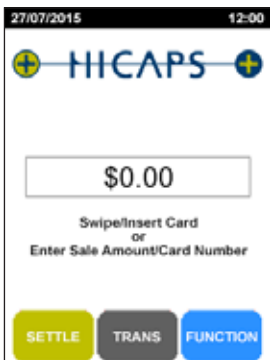
CLAIM TO SALE	ENABLED
CLAIM TO SALE PROMPT	DISABLED
CLAIM DEPOSIT	DISABLED
CLAIM TO SALE	ENABLED
ITEM MEMORY	ENABLED
AUTO SETTLE	ENABLED
SETTLE TXN LIST	ENABLED
ENTER TO ADD ITEM	DISABLED
ALLOW ALL PROVIDER	ENABLED

To modify any of these settings for an individual provider use the MODIFY PROVIDER option from the provider menu.

# Modify a Provider

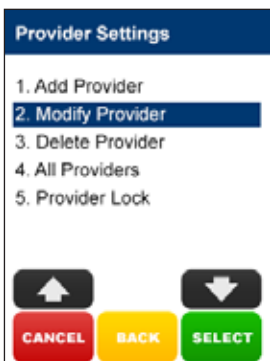
## step 1

Press **[FUNCTION]**, then key **[5][4]** and press **[SELECT]**



## step 2

Select **2. Modify Provider** and press **[SELECT]**



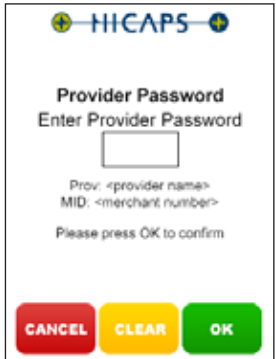
## step 3

Select a **Provider** to modify and press **[SELECT]**



**step 4**

Using the keypad, Enter the 4 digit **Provider Password** and press **[OK]**



**step 5**

Select the option you want to modify, make the change and press **[SELECT]** to save the change.

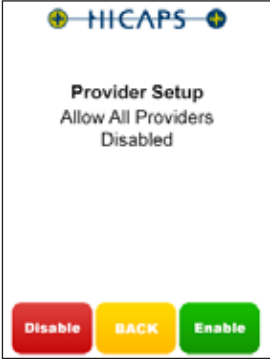
You can then press **[CANCEL]** or **[BACK]** to return to the menu, or press **[SELECT]** to go through the rest of the provider options

***Note:** When you exit the menu a provider summary will be printed with the new settings*



**step 6**

The last Modify option will be **ALLOW ALL PROVIDERS**. By selecting **[ENABLE]** for this option the individual provider settings will be changed to match what is set in **All Providers** in the provider menu

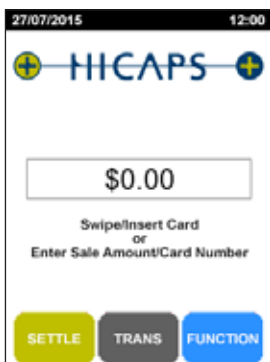




# To Delete a Provider

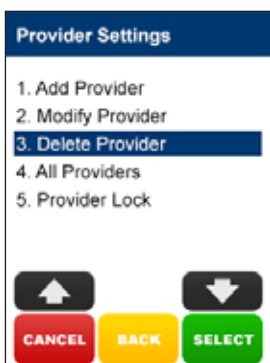
## step 1

Press **[FUNCTION]**, then key **[5][4]** and press **[SELECT]**



## step 2

Select **3. Delete Provider** and press **[SELECT]**



## step 3

Select a **Provider** to delete and press **[SELECT]**



**step 4**

Using the keypad, enter the 4 digit **Provider Password** and press **[OK]**



**step 5**

Press **[YES]** to delete, or **[NO]** to return to the provider menu.

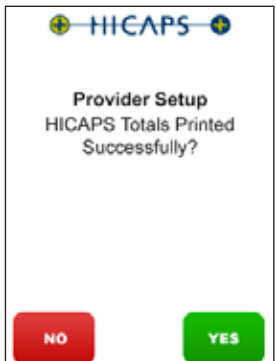
If **[YES]** is selected the HICAPS Totals will be printed for this provider



**step 6**

If the HICAPS Totals were printed OK, press **[YES]**.

To print HICAPS Totals again, press **[NO]**



**step 7**

Press **[YES]** to confirm deletion.

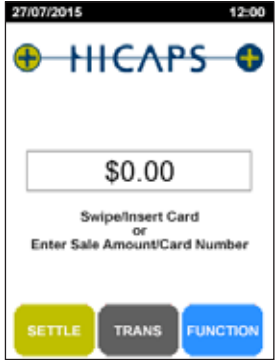
The terminal will now return to the provider menu



# All Provider Function

## step 1

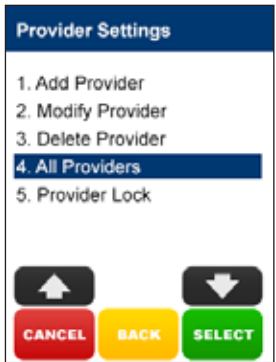
Press [FUNCTION], then key [5][4] and press [SELECT]



## step 2

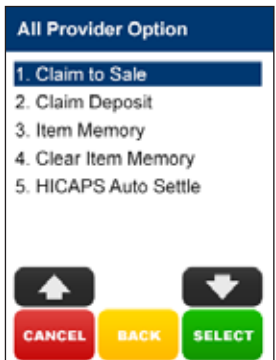
Select **4. All Providers** and press [SELECT]

**Note:** Changing a setting in this function will apply that change to all providers that have the All Provider flag enabled



## step 3

Choose the option you want to modify and press [SELECT]

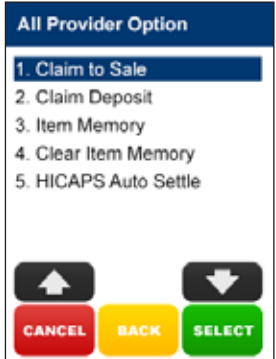


# Claim to Sale

This option enables the terminal to prompt to automatically start an EFTPOS transaction for the gap amount

## step 1

Follow the All Providers Function process to step 3



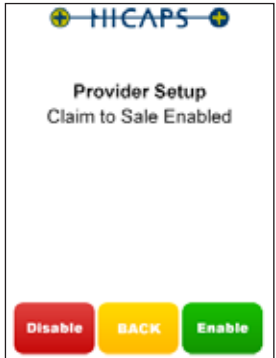
## step 2

Select **1. Claim to Sale** and press **[SELECT]**

## step 3

Selecting **[ENABLE]** will enable **Claim to Sale**

*Note: This function is ENABLED by default*



**step 4**

**Claim to Sale Prompt** will only display if Claim to Sale is ENABLED.

Selecting **[ENABLE]** will enable **Claim to Sale Prompt**

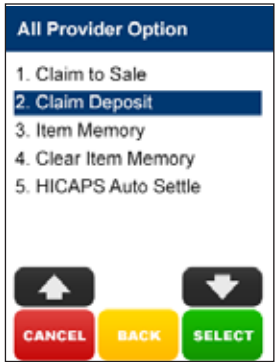


# Claim to Deposit

This option enables the terminal to prompt for deposits

## step 1

Follow the All Providers Function process to step 3



## step 2

Select **2. Claim Deposit** and press [SELECT]

## step 3

Selecting [ENABLE] will enable **Claim Deposit**

*Note: This function is DISABLED by default*

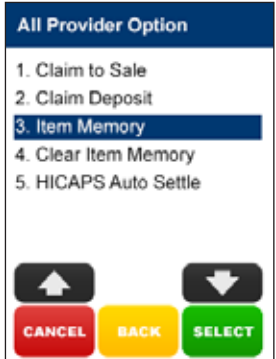


# Item Memory

This option will populate the item cost with the previous entered value

## step 1

Follow the All Providers Function process to step 3



## step 2

Select **3. Item Memory** and press **[SELECT]**

## step 3

Selecting **[ENABLE]** will enable **Item Memory**

**Note:** This function is **ENABLED** by default





# Clear Item Memory

This option will clear any item costs in the terminals memory

## step 1

Follow the All Providers Function process to step 3



## step 2

Select **4. Clear Item Memory** and press **[SELECT]**

## step 3

Selecting **[YES]** will clear the Item Memory

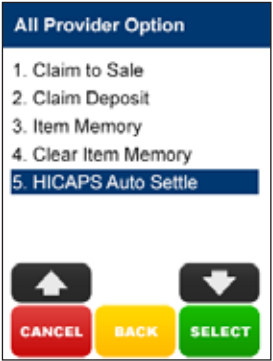


# HICAPS Auto Settle

This option will produce a HICAPS settlement receipt for a provider at the change of date

## step 1

Follow the All Providers Function process to step 3



## step 2

Select **5. HICAPS Auto Settle** and press [SELECT]

## step 3

Selecting [ENABLE] will enable **HICAPS Auto Settle**

**Note:** This function is **ENABLED** by default

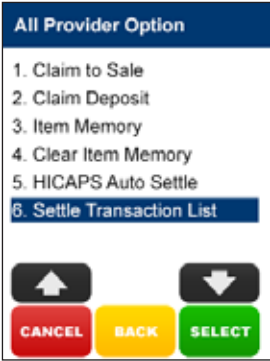


# Settle Transaction Listing

This option will print a transaction listing with the HICAPS Settlement receipt

## step1

Follow the All Providers Function to step 3



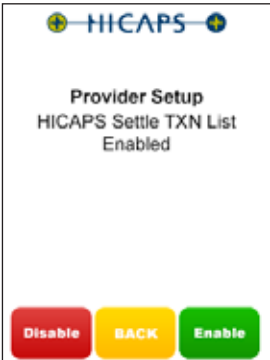
## step 2

Select **6. Settle Transaction Listing** and press **[SELECT]**

## step 3

Selecting **[ENABLE]** will enable **HICAPS Settle Txn Listing**

*Note: This function is ENABLED by default*



**HICAPS Help Desk**  
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[www.hicaps.com.au](http://www.hicaps.com.au)

