RANGEMASTER SYSTEMS

Card Manager:
Card loading software
User Manual

PROFESSIONAL SHOOTING GROUND AUTOMATION

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RANGEMASTER SYSTEMS-Maxima WarenhandelsGmbH   Web: www.rangemaster.at   Phone:+43 699 10403204   Rev.date:08/02/21 Page: 1

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1. DESCRIPTION OF THE PROGRAM

Rangemaster Card Manager is a loading software for chip cards. It allows to load cash, rounds and targets on the prepaid shooters' cards and create mode cards to change disciplines. To enter the program user needs pin code and privileges. Program also allows to set up prices for different disciplines and customer groups, print reports for a certain period. Each shooter has his own card with his contact information (if filled in), in accordance to GDPR rules, which can be also printed.

2. REQUIREMENTS

Operational systems:	Windows Vista, Windows 7, Windows 8, Windows 8.1 and Windows 10
Required monitor resolution:	1024x768
Necessary devices and component parts:	- USB chip card reader - Prepaid cards - USB stick with the program and drivers - Mode cards (if necessary)
Logged in to your computer:	with administrator privileges

3. INSTALLATION

To start using the program please follow these procedures:

1. Install the FTPI driver from USB disk or download the last version using the link to the official web site https://www.ftdichip.com/Drivers/VCP.htm in accordance to the type of OS used on you computer

2. Copy the Card Manager folder from USB to the C disk (unzip if necessary)

3. Open the folder and create a shortcut of the **CardManagerPF.exe** file and place it on your desktop

4. Start the **CardManagerPF.exe** file by double-click and **use 000 pin code to enter the program**

5. Attach USB chip card reader - refer to section 3.1

6. Set up all configurations - refer to section 4

7. Set up the prices for the customer groups (if you use Round or Target payment modes) – refer to section 5

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## 3.1 INSTALLATION: ATTACHING USB READER

To attach the USB chip card reader (CCS) plug it in inside the free USB slot on your PC or laptop.

As a new device it will be automatically set up.

To see if chip card reader is connected correctly, check the status message on the main menu:

CHIP CARD READER IS NOT CONNECTED
(or something is wrong with connection)

CHIP CARD READER IS CORRECTLY CONNECTED
AND READY TO USE
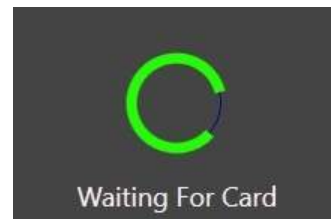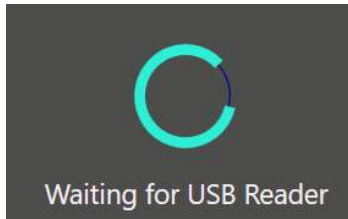
NOTE: In case it requires manual selection of serial port, go to **CONFIGURATION – USB READER** section ([refer to section 4.3](#)). There you can tag Manual selection option to select serial port manually, but it is not recommended to use Manual selection. This mode is used in case of connecting several USB Readers to a computer.

4. CONFIGURATION
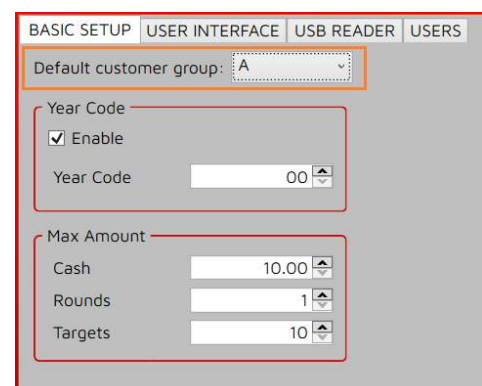
In CONFIGURATION section administrator can:
- Make basic setups
- Set up user interface
- Set up USB reader
- Add administrators and set privileges

4.1 CONFIGURATION: BASIC SETUP
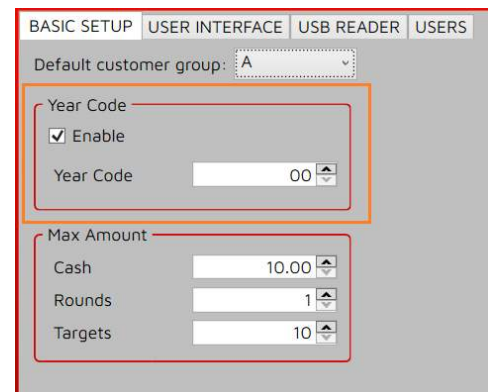
Here **Default customer group** can be set.
E.g. if we set A group, every time we assign a new card to a customer, by default A group will be set (but of course it can be changed while assigning a card).
So we recommend to set the most commonly used group.

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Year Code section allows to Enable or Disable the Year Code option and set the Year Code if it is enabled.

Year Code is an optional feature used to force cardholders turn to the shooting ground's front desk to have the code updated. Cards with old Year Code cannot be used until updated.
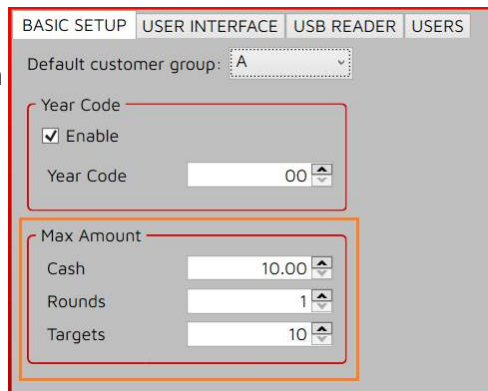
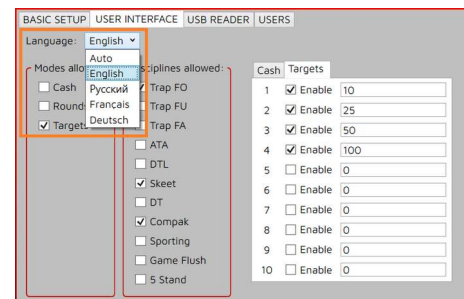**Maximum amount** is the maximum amount which can be loaded on the prepaid card. Value is entered separately for each payment mode.

4.2. CONFIGURATION: USER INTERFACE

In Language section administrator can change the interface language. There are four optional languages:

- English
- German
- Russian
- French

Modes allowed allows to hide the payment modes which are not used by the customer so they are not shown when loading shooters' prepaid cards.
E.g. if shooting ground uses only Targets mode, Cash and Round modes should be untagged to be hidden.
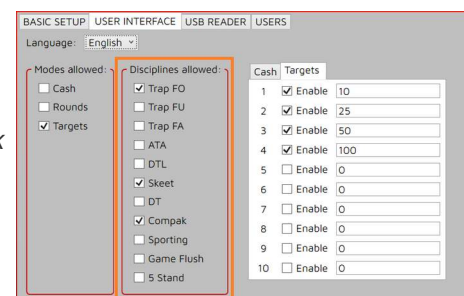
Disciplines allowed section allows to hide unused disciplines so they are not shown in loading section (if Round mode is used).
E.g. if shooting ground has Trap FO (Olympic Trap), Skeet and Compak Sporting presented on their shooting ground, other disciplines should be untagged to be hidden.

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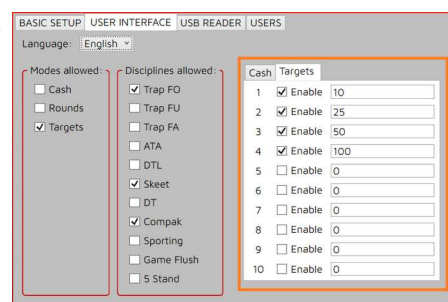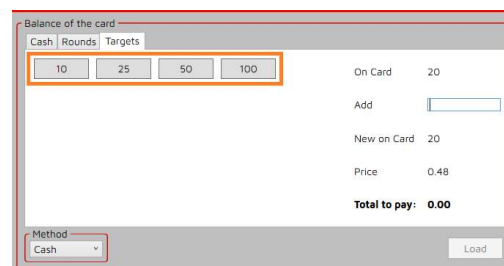In this section administrator can create „quick buttons" for Targets and Cash modes for loading shooters' prepaid cards.
E.g. On the picture on the right there are 4 „quick buttons" which are enabled. It means these values are most commonly used by administrator to load targets on the cards.
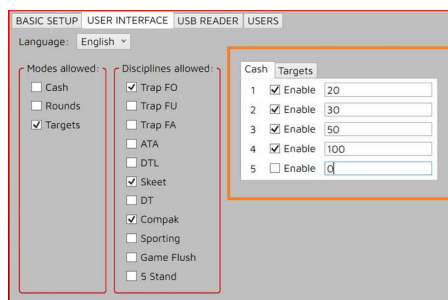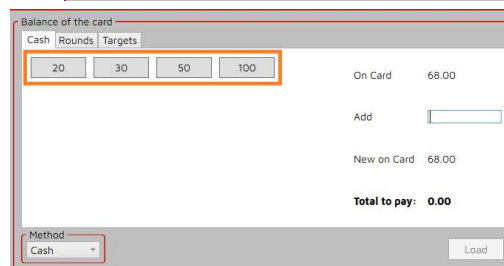
To enter the value:
- double click the filed
- enter the value
- press **Enter** or **Tab** key on the keyboard

With the following setting we have the following loading window for target mode:

For Cash mode „quick buttons" can be created as well.
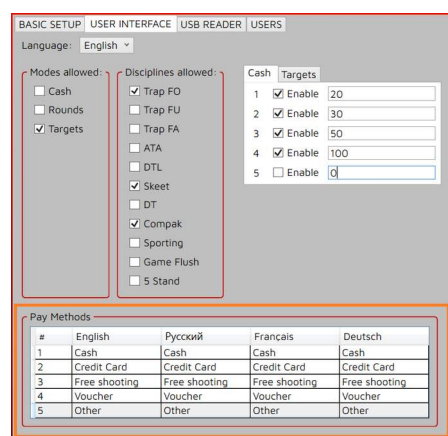
With the this setting we have the following loading window for cash mode:

Pay method field allows to create customized pay methods used by customers to pay and can be shown when customer pays for loading his card, so it is shown on the Report.
E.g. Administrator can add Voucher if it is commonly used as a payment method so administrator or owner can see the payment method in the report.

To enter the description:
- double click the field
- enter the method
- press **Enter** or **Tab** key

#	English	Русский	Français	Deutsch
1	Cash	Cash	Cash	Cash
2	Credit Card	Credit Card	Credit Card	Credit Card
3	Free shooting	Free shooting	Free shooting	Free shooting
4	Voucher	Voucher	Voucher	Voucher
5	Other	Other	Other	Other

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4.3. CONFIGURATION: USB READER

In this section administrator can set up the chip card reader.

Automatic USB reader search is used by default and automatically connects USB chip card reader to COM port 9.

Manual selection is used for option to select serial port manually, but it is not recommended to use Manual selection, because it is used only in case of connecting several USB Readers to a computer.
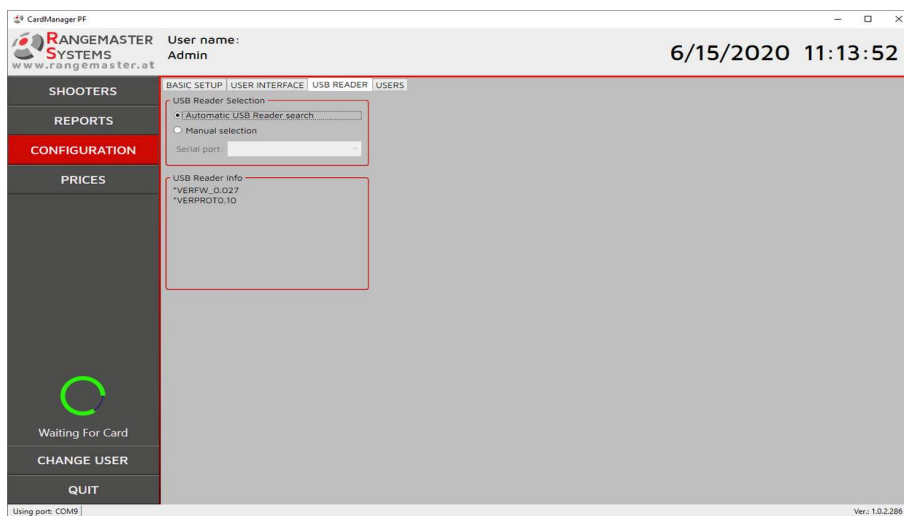
4.4. CONFIGURATION: USERS

In this section new administrators can be added to get a pin code to access this program and get privileges in accordance to their responsibilities.

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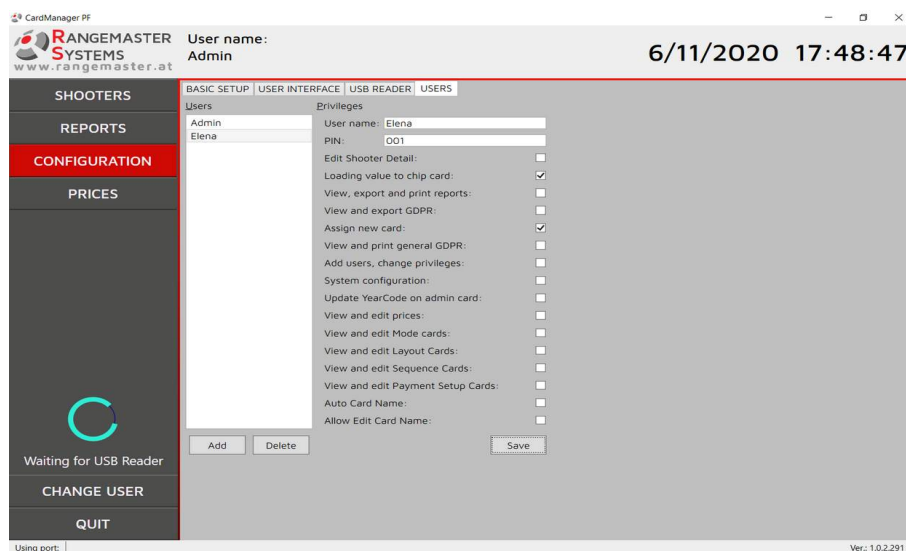
To add a new administrator:
- press **Add** button
- enter his name and set the password he will use to access the program
- set privileges
- press **Save**

E.g. if shooter just has to load value on the shooters' prepaid card only, set the minimum privileges to avoid mistakes. But the head manager should have maximum privileges to have access to reports, add new administrators and so on.

Next time when administrator enters the program using his own pin code, his name will be shown on the top of the program window.
And his name will be shown in the reports for all loadings done by him.

NOTE: pin code 000 is used to enter the program for the first time. We recommend to change the pin code for security reasons and create new pin codes for each administrator.

To delete the administrator from the list, mark his name by clicking once on it and press **Delete** button.

NOTE: if pin code is entered 3 times incorrectly program will be automatically closed.

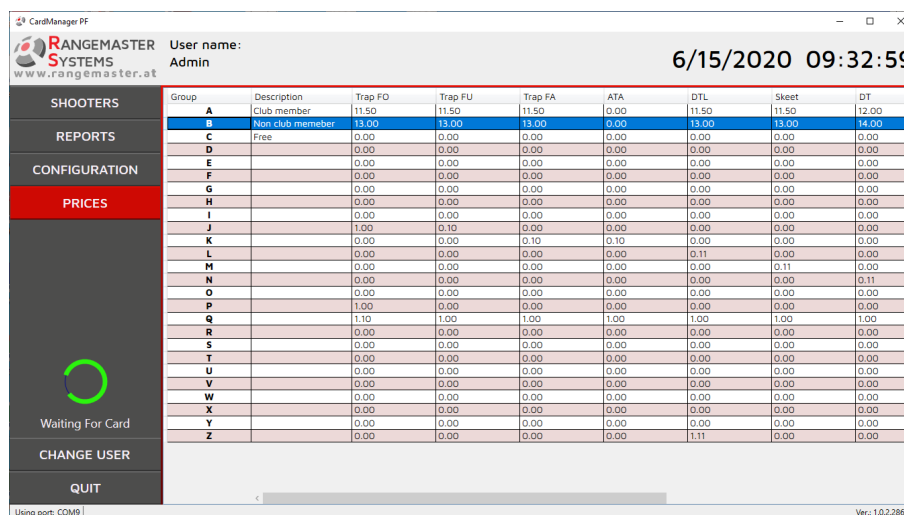To change the user press **CHANGE USER** button on the main menu below.

5. PRICES

In PRICES section administrator can set the prices for each customer group.
E.g. group A can be used as Club members and the price for one Trap FO (Olympic Trap) round will cost the member of A group 11.50, and the same round for Non club member shooter with customer group B rounds will cost 13.00.

To name the Group description click twice on the field and enter the name.
To enter the price, click twice on the field, enter the value and press *Enter or Tab* key on the keypad.

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6. ADDING A NEW SHOOTER AND ASSIGNING A PREPAID CARD

Adding a new shooter into the data base and assigning a new prepaid chip card is done simultaneously.
To do so:

- start the program
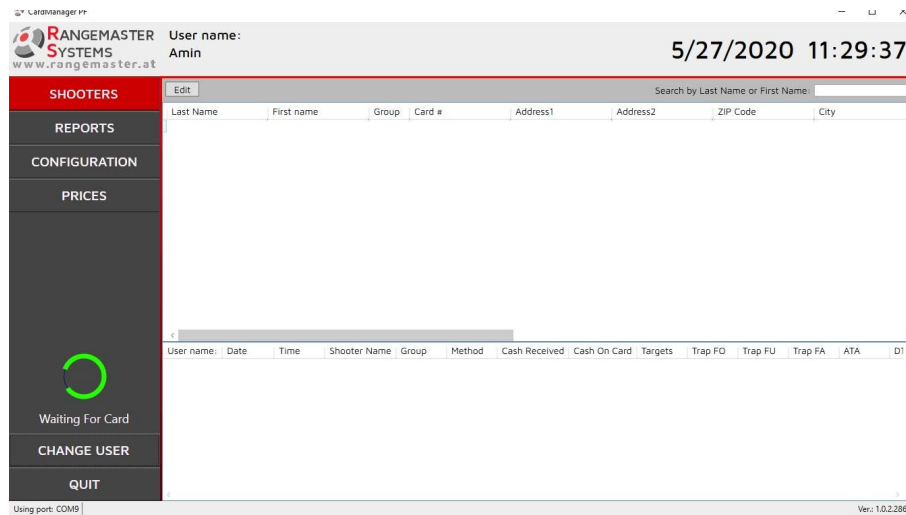
- take a new chip card and attach/insert it to the chip card reader.

When the card is attached, the following status message will be shown on the left side of the main menu:
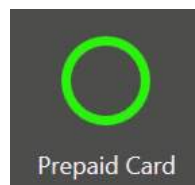
When the card is attached, the following window pops up which has to be filled in:

Red fields (Last name, First name, Card name) are compulsory to fill in, otherwise you cannot press **OK** button to save.
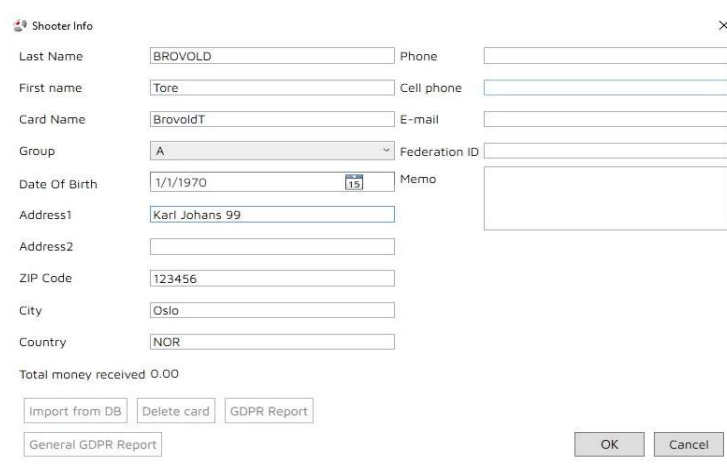
And it is important to set correct customer group.

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Card name – is the field where name of the shooter is filled in and it is how it will be shown on the devices with display where name of the card holder is shown. Maximum number of symbols is 10. Latin letters and numbers can be used. E.g. T.Browold.

*Customer groups are 26 groups (from A to Z). Each customers can be assigned to a certain customer group and have different price per target or round if shooting ground uses **Round and Target loading payment type***. *E.g. customer group A can be used for club members and in accordance to the price list, A group participants will have lower price than other customer groups.*
To set the price list for customer groups refer to section 5.

When shooter's card is filled in, press **OK** button to save and close the window.
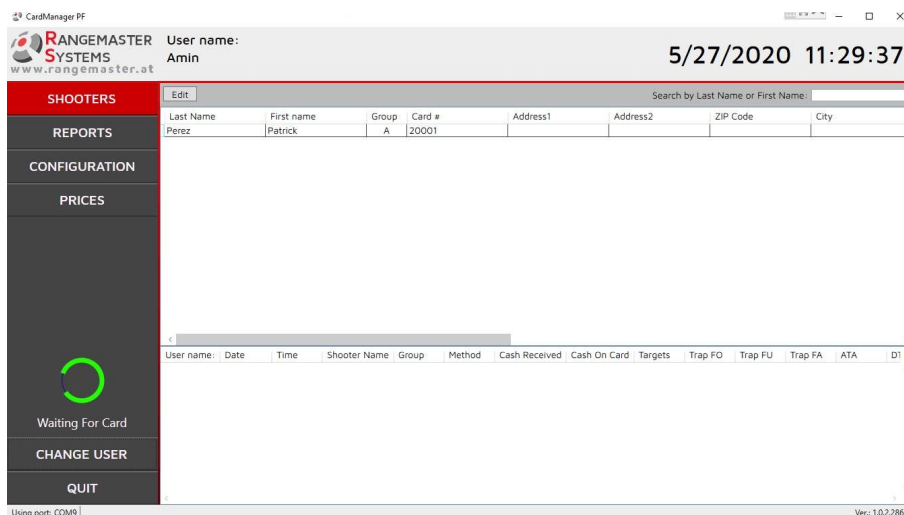
To open the shooter's card to edit or add more information later, double click on his name on the shooters list.

There is also a possibility to import shooters data from data base by using the **Import from DB** button on shooter's page.
Import from DB button is activated when the shooter doesn't have a card assigned + there is a new card attached/inserted to the chip card reader.
By pressing the button **Import from DB** all fields are filled in automatically.

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6.1 ASSIGNING A NEW CARD TO EXISTING CUSTOMER

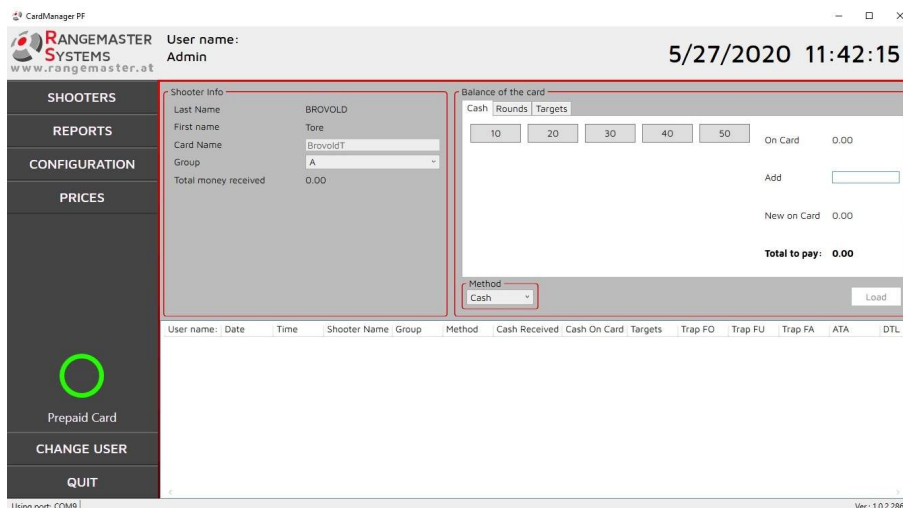In case shooter has lost his card or for example card is damaged, first of all, delete the card (refer to section 8) so the lost card is not assigned to the shooter any more, so a new card can be reassigned (each shooter can have only one card assigned).

Steps to assign a new card to the existing customer:
- Select the shooter from the Shooters list and double click on his name
- Click the **Delete Card** button
- Attach a blank / new card
- Click the **Fill from DB** button
- Click **OK**

7. LOADING CASH/ROUNDS/TARGETS ON THE PREPAID SHOOTERS CARD

The only way to open the Card Loading window is to attach the shooter's prepaid chip card which is already assigned to a shooter.

There are three types of loading value on the card (the type is usually discussed with the Rangemaster manager in accordance to the shooting ground policy and devices used on the ranges):
- **Cash**: shooter has money value on his prepaid card and for each round a certain amount in accordance to the price list or the value set on the device is deduced.
E.g. shooter has 90 euro on his prepaid card. One round of skeet costs 12 euro. After registration shooter has 78 euro left on his prepaid card.
- **Rounds**: shooter has amount of rounds stored oh his prepaid card and for every registration he has one round deduced.
E.g. shooter has 10 rounds on his prepaid card. After registration for a round shooter has 1 round deduced and has 9 rounds left on his prepaid card.
- **Targets:** shooter has amount of targets stored oh his prepaid card so he has targets deduced.
E.g. shooter has 100 targets on his prepaid card. After releasing 30 targets he will have 70 targets on his card left.
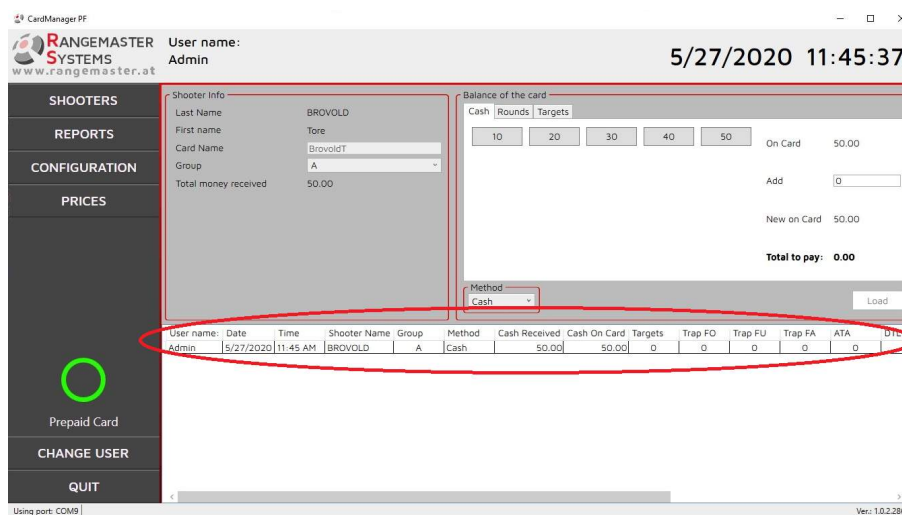
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NOTE: Unused Loading Modes can be hidden in Configuration section (<u>refer to 4.2</u>).

After loading a value on the card, the new line with all details is added to the table below:
- **User name:** name of the administrator who logged using his password (*e.g. Admin, Fred, etc.*)
- **Date:** when amount was loaded
- **Shooter Name**: prepaid card holder's name
- **Group**: his customer group *(e.g. A, B, etc.)*
- **Method**: payment method (*cash, credit card, gift card, etc.*)
- **Cash received**: money received from a customer
- **Cash on card**: value if Cash was loaded on the card
- **Targets**: amount of targets loaded on the card in case Targets payment system is used
- **Trap FO, Trap FU**, etc.: amount of rounds loaded on the card if Rounds payment system is used
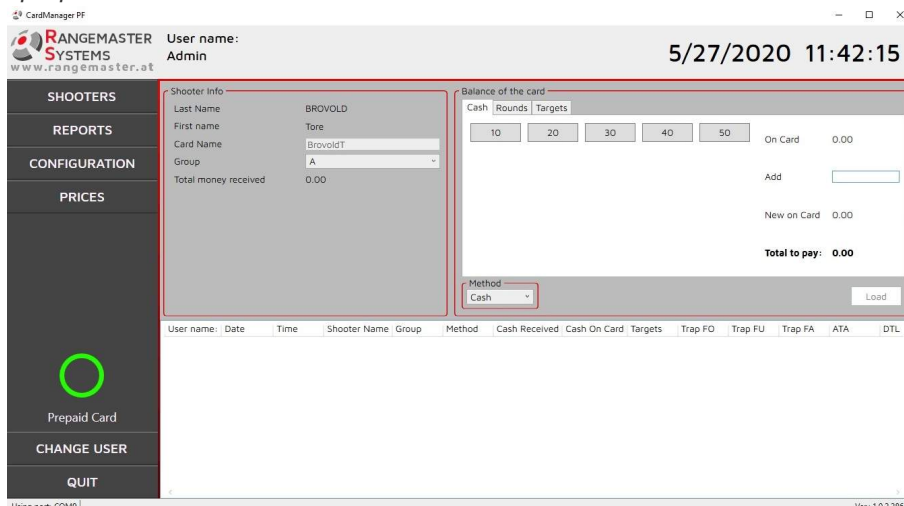
7.1. LOADING CASH ON CARD

To load cash on the card, attach / insert the prepaid card to chip card reader.
In **Cash loading** type shooter has money value on his prepaid card and for each round a certain amount in accordance to the price list or the value set on the device is deduced.
E.g. shooter has 90 euro on his prepaid card. One round of skeet costs 12 euro. After registration shooter has 78 euro left on his prepaid card.

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On the **On Card** field you see the value is currently on the card.
To load the value:
- use preset "quick" buttons (how preset quick buttons – refer to 4.2)
- or enter the value manually in the **Add** field and press **Enter** key on the keyboard
- press **Load.**
The value **New on Card** will increase to the loaded amount.
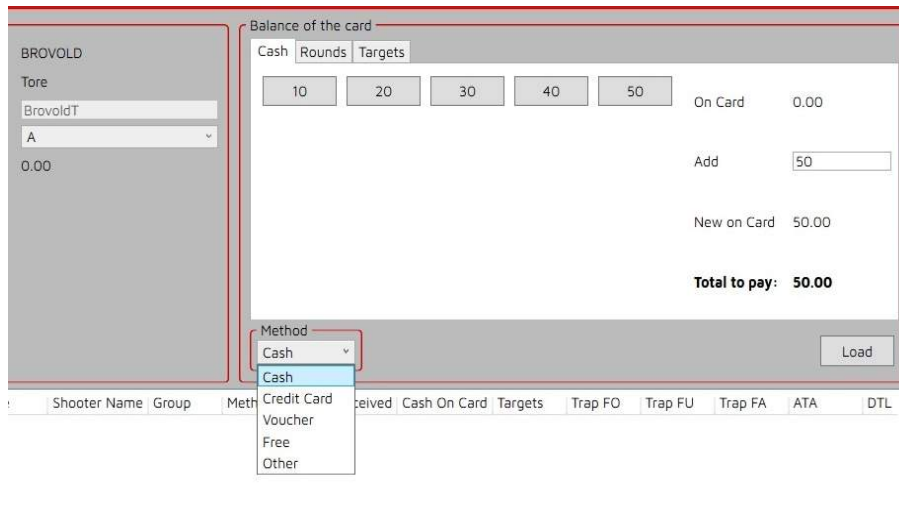
There is an option to show which payment method was used:
- cash
- credit card
  etc.
Methods may be set by administrator (how to set payment methods – refer to 4.2).

To close the window just remove the card from the chip card reader.

NOTE: in case the value has to be deduced from the prepaid card, in the Add filed enter the value which has to be deduced with the "-" (minus) in front. *E.g. shooter wants to get the left money on the card back (if policy of the shooting grounds allows that), let's say 20 euro, administrator should attach/ insert the*

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card and in the Add section enter " -10 " and press Load. 10 euro will be deduced from the card and can be seen on the report, so administrator can give the 10 euro back to the shooter.

7.2 LOADING ROUNDS ON CARD

To load rounds on the card, attach / insert the prepaid card to chip card reader.
In **Rounds loading** type shooter has amount of rounds stored on his prepaid card and for every registration he has one round deduced.
E.g. *shooter has 10 rounds on his prepaid card. After registration for a round shooter has 1 round deduced and has 9 rounds left on his prepaid card.*

To load Rounds add necessary amount of rounds for each discipline in **Add** column and press **Enter** key on the keyboard.
In **On Card** column the existing numbers of rounds (before loading) are shown.
In **New on card column** the amount of existing rounds from On card column plus New Rounds to be added are shown.
In **Price** column the price per rounds is shown. To set the price per discipline refer to 5.
To pay column shows the amount to pay for each round in total.
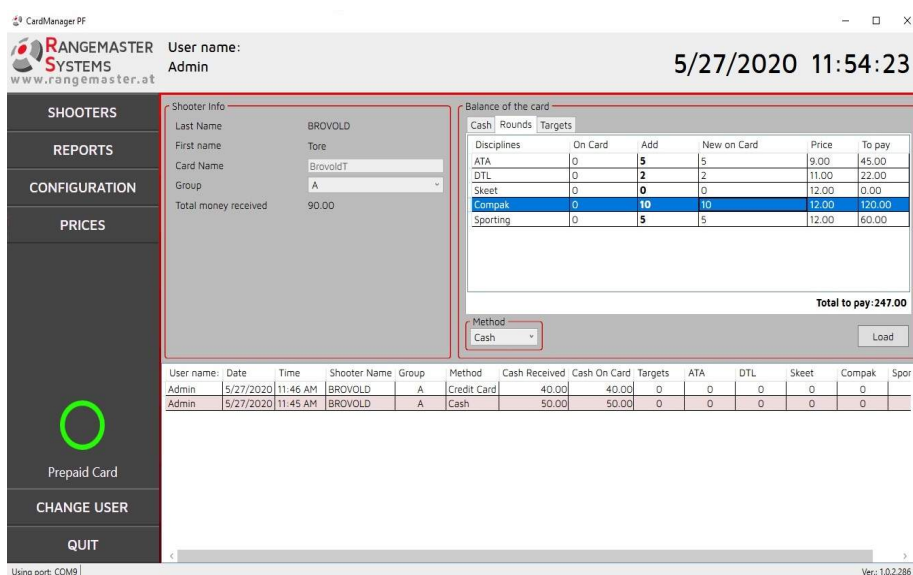**Total to pay** is the total amount shooter has to pay.

To load the amount on the card, press **Load**.

There is an option to show which payment method was used:
- cash
- credit card
- gift card, etc.
Methods may be set by administrator (how to set payment methods – refer to 4.2)

After loading the amount a new line will be shown on the quick Report list below.

To close the window just remove the card from the chip card reader.

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7.3 LOADING TARGETS ON CARD

To load rounds on the card, attach / insert the prepaid card to chip card reader.

In **Targets loading** type shooter has amount of targets stored on his prepaid card so he has targets deduced.
E.g. *shooter has 100 targets on his prepaid card. After releasing 30 targets he will have 70 targets on his card left.*

On the On Card field you see the value is currently on the card.
To load the value:
- use preset buttons (how preset quick buttons – refer to 4.2)
- or enter the value manually in the Add field and press **_Enter_** key on the keyboard

In **On Card** field you see the value is currently on the card.
In **New on card** field the amount of existing targets from On card field plus New on Card to be added are shown.
In **Price** column the price per target is shown. To set the price per discipline refer to 5.
Total to pay is the total amount shooter has to pay.

To load the amount on the card, press **Load.**
There is an option to show which payment method was used:
- cash
- credit card
- gift card, etc.

Methods may be set by administrator (how to set payment methods – refer to 4.2).

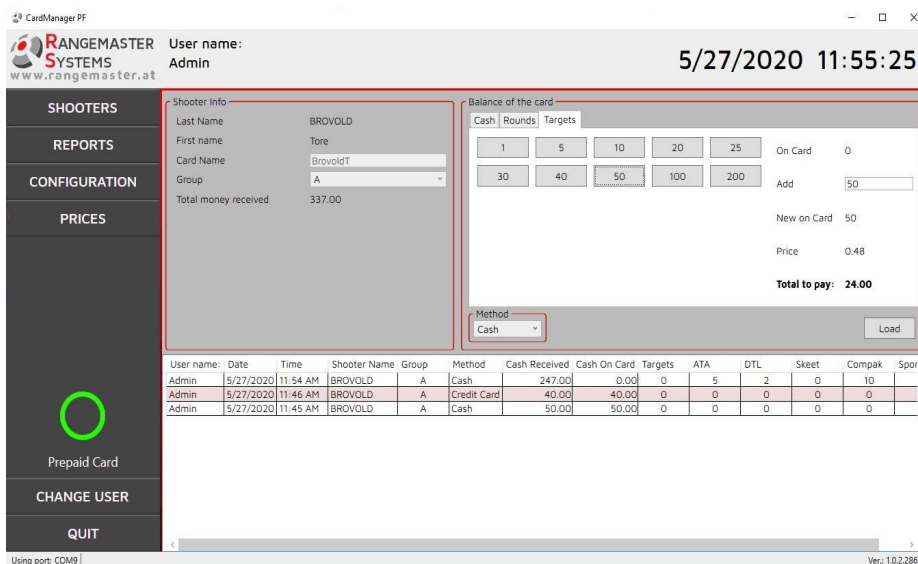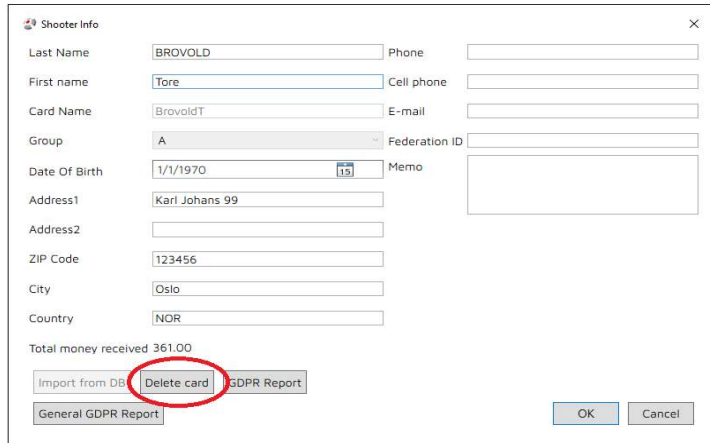After loading the amount a new line will be shown on the quick Report list below.

To close the window just remove the card from the chip card reader.

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8. DELETE THE CARD

In case the card was returned by a shooter or you just want reuse the card, you have to delete it first.

Find a shooter in the shooters list and click twice to open the shooters card.

When the card is attached/ inserted, the following message pops up.
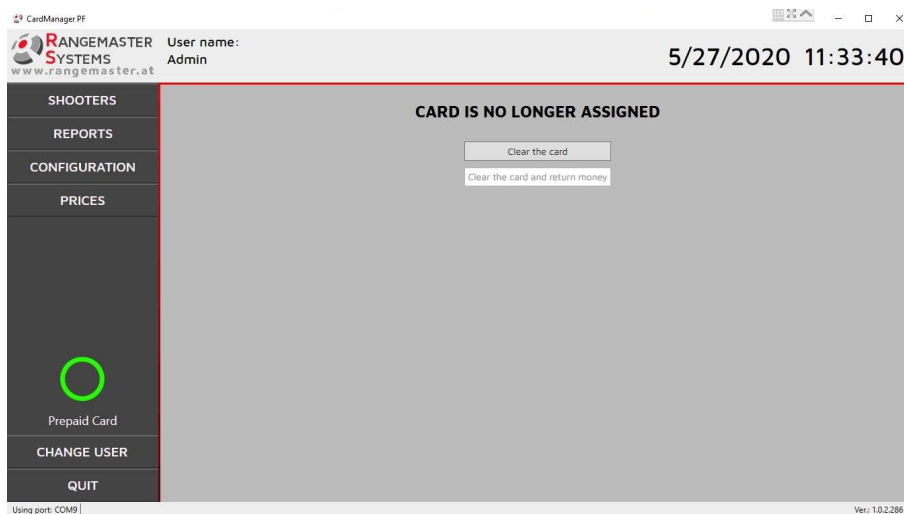
To clear the card press **Clear the card**.
After this procedure the card is clear and ready to be assigned to a new shooter.

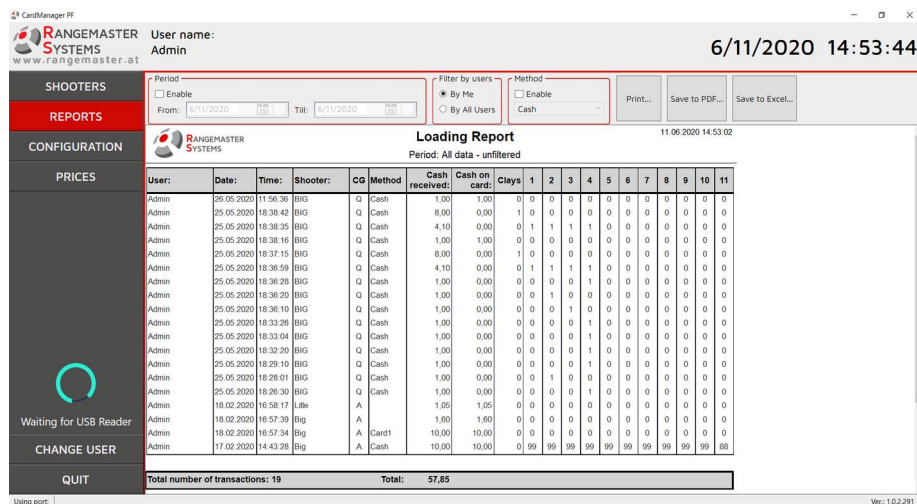In case there is an amount left on the card and shooter wants to receive them back, press **Clear the card and return money** so the operation is recorded and will be shown on the Report.

9. REPORTS

In **REPORTS** section Loading Reports with full information about loading on prepaid cards can be printed or saved.

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It is possible to use different filters:

- **Period**: report can be printed for a certain period by enabling period section and setting the period.

- **Filer by users:** report can be printed for loadings done by a logged in administrator (tag **By me**) or by all administrators (tag **By all users**).

- **Method**: report in accordance to the payment type.
  E.g. by choosing Cash method, report will show loadings which were paid by cash only.

To print the report press **Print**
Save to PDF button saves the report in PDF format.
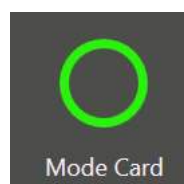**Save to Excel** button saves the report in Excel table format.

10. MODE CARDS

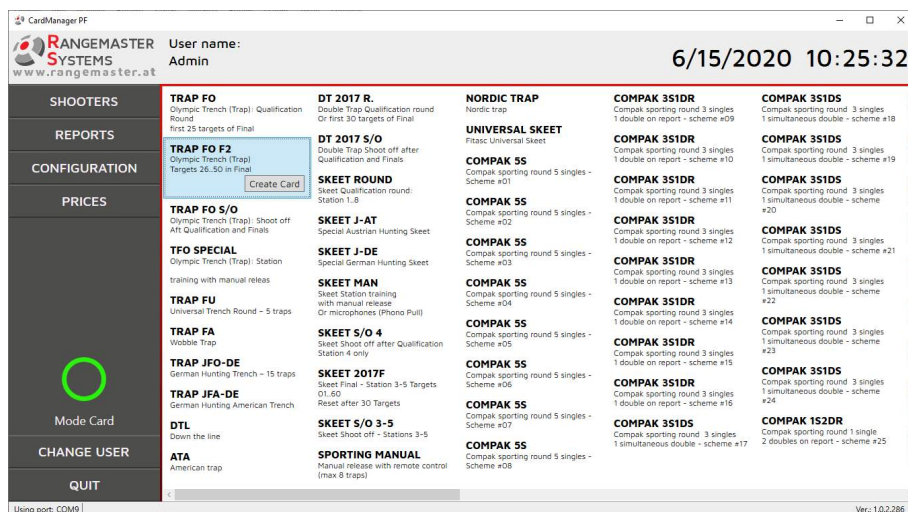Mode cards are used to change the discipline on the device (*if device has this feature, e.g. X2).*

NOTE: To create a mode card only special mode cards can be used. Prepaid card cannot be used to create a mode card!

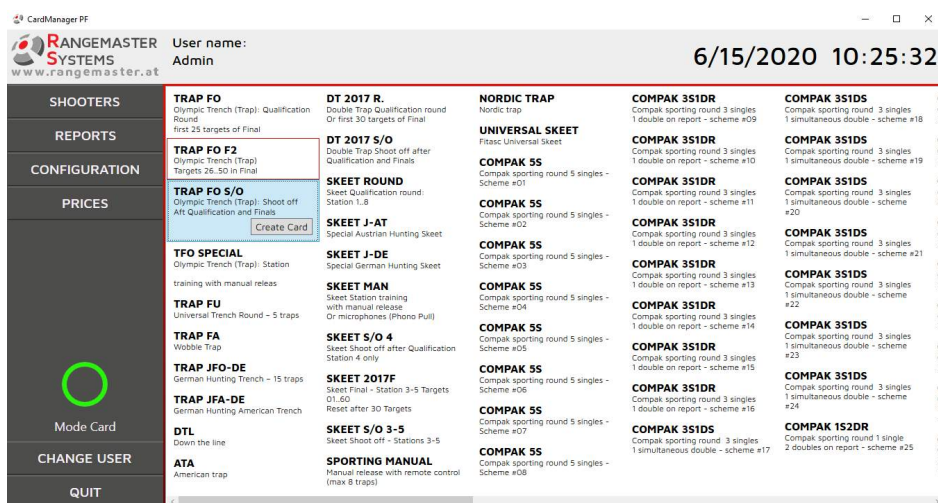To create a mode card and assign it to a certain discipline, attach/ insert the mode card.

When the mode card is attached/inserted, the following status message is be shown on the main menu:

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Next the following window pops up:

Select the necessary discipline and press **Create Card** button. When card is assigned to a new discipline, it is marked red and **Create Card** button turns inactive.


NOTE: to know to which discipline a card is assigned, attach the card. Assigned discipline will be marked.

11. LAYOUT CARDS

Layout cards are used to change the layout on the device (*if device has this feature, e.g. TXSMART) j*ust by attaching/ inserting a layout card.

NOTE: To create a layout card only special layout cards can be used. Prepaid card cannot be used to create a layout card!

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To create a layout card and assign it to a certain layout, attach/ insert the layout to the chip card reader. When the card is attached/inserted, the following status message will be shown on the main menu:
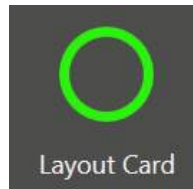
And the following window pops up:
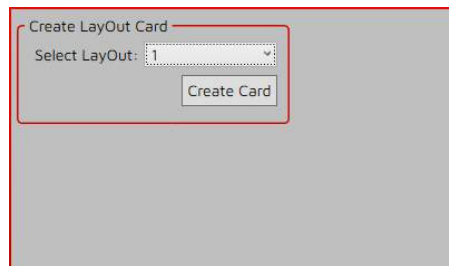
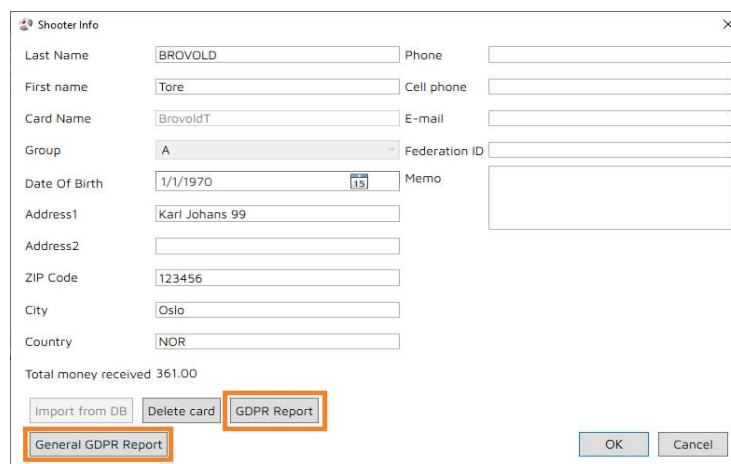Select the necessary layout and press **Create Card** button.

12. GDPR REPORTS

In accordance to GDPR rules administrator can see and print GDPR reports for each shooter on demand.
To see the reports, open a shooter's page by clicking on his name on the shooters list.
In the bottom you will see two buttons:
GDPR report and **General GDPR Report**

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GRPR report looks following and can be printed or saved as PDF or Excel:

General GDPR Report looks following and can be printed or saved as PDF or Excel:

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13. TROUBLESHOOTING & HOW TOS

№	Issue	Possible reason	Solution
1.	Program does not start	1. Inconsistency between your PC specifications and software requirements as described in section 2. 2. The file (s) of the program are damaged.	1. It is necessary to ensure compliance with the characteristics of the PC software requirements 2. Contact Rangemaster Systems manager.
2.	USB Reader cannot be connected	1. USB Reader is not connected correctly 2. The mode of manual selection of the USB Reader port is selected 3. The corresponding driver is not installed	1. Check that the USB Reader is correctly connected (refer to 3.1) 2. Select the automatic USB Reader port selection mode (refer to 4.3). 3. Install the appropriate driver (refer to 3).
3.	The program defines the attached card as "Wrong card type"	1. Wrong cart type is used 2. Card is damaged	1. Use the card assigned by your shooting ground only 2. Exchange the card - refer to 6.1 if prepaid card should be exchanged - refer to 10 if mode card should be exchanged - refer to 11 if layout card should be exchanged
4.	The program defines the attached card as "Invalid Card"	Card is damaged	Exchange the card - refer to 6.1 if prepaid card should be exchanged - refer to 10 if mode card should be exchanged - refer to 11 if layout card should be exchanged
5.	Impossible to load the card	1. Maximum card limit is exceeded 2. Incorrect value is entered 3. Wrong value set in the price list for the selected customer group	1. Check the maximum limits in the program settings (refer to 4.1 - Maximum amount) 2. Enter the correct value and press Load 3. Make sure that the price list is correctly filled in (refer to 5)
6.	Administrator can't open a section or do a certain procedure (e.g. load money or see reports)	Administrator does not have a privilege	Set a privilege to an administrator (refer to 4.4)

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What to do if shooter lost his card?
- If a shooter lost his card, first delete it - refer to section 8
- Assign the shooter a new card – refer to section 6.1

How to print a shooters GDPR report?
- How to print a GDPR report - refer to section 11

How to deduce value from shooters card and return him money?
for Cash: In case the value has to be deduced from the prepaid card, in the Add field enter the value which has to be deduced with the "-" (minus) in front. *E.g. shooter wants to get the left money on the card back (if policy of the shooting grounds allows that), let's say 20 euro, administrator should attach/ insert the card and in the Add section enter " -10 " and press Load. 10 euro will be deduced from the card and can be seen on the report, so administrator can give the 10 euro back to the shooter.*

What to do if when I attach/insert the card I see CARD IS NO LONGER ASSIGNED message?
It means that this card probably was lost and shooter already got a new card assigned. This card can be deleted (refer section 8) and reused again as a new card.

How can I delete a shooter from the Data Base?
It is impossible to delete a shooter

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