

# CFN Card Printing Process

## Change Log for 07/24/19 Intranet Updates:

- Flyers Intranet
  - Added a “Clear” filter button to the CFN Card Print Manager
  - Disabled the ability to simultaneously select Print and No Print on the CFN Card Print Manager

CFN Card Print Manager

Search By: Account #  Card #  Filter

Page 1 of 1 (1 total records)

Customer	Account	Card #	Description	Vehicle #	Import At	Print	No Print
On Lok Senior Health Services	13767	0012			7/16/2019 4:08:50 PM PT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
						Select All / None	<input checked="" type="checkbox"/>

## Change Log for 6/27/2019 Intranet Updates:

- Flyers Intranet
  - Added CFN Card Print Manager to Cardlock Menu
  - Added search by Account and Card number within CFN Card Print Manager
  - Added select cards to print within CFN Card Print Manager
  - Added remove cards from the print queue within CFN Card Print Manager
  - Added Reprint option for CFN cards on Customer Manager screens

## CFN Card Printing Process on the Intranet:

Navigate to the Cardlock module of the Intranet. On the left side bar menu, select “CFN Card Print Manager”.

40 Flyers Energy 1979-2019

Home Accounting **Cardlock** Customer Service

Cardlock

Cardlock Home

**CFN Card Print Manager**

CFN Site Manager

OPIS Pricing

Retail Pricing

Global Menu

The “CFN Card Print Manager” will open up and display the cards that are ready for printing. **Please note:** There are 30 cards listed on each page of the print manager. Only 30 cards can be printed at a time so we do not overwhelm the card printer.

CFN Card Print Manager

Search By:

Page 1 of 6 (162 total records)

1 2 3 4 5 6 >

Customer	Account	Card #	Description	Vehicle #	Import At	Print	No Print
Avalon Transportation LLC	13026	1351001	RENTAL 6 RENTAL 6	0006	6/27/2019 12:00:01 AM PT	<input type="checkbox"/>	<input type="checkbox"/>
OES Equipment LLC	202560	1351002	SHAWN SCHAFFNER SHAWN SCHAFFNER	0000	6/27/2019 12:00:01 AM PT	<input type="checkbox"/>	<input type="checkbox"/>
Tel-Tec Security Systems, Inc.	78176	1351003	JUAN ESCALANTE JUAN ESCALANTE	0000	6/27/2019 12:00:01 AM PT	<input type="checkbox"/>	<input type="checkbox"/>

While in the “Card Print Manager”, you are now able to search for cards in the print queue by Account Number and Card Number. Users are also able to select which cards to print by selecting the checkbox under the “Print” column. If a User selects the “No Print” checkbox, the card will be removed from the queue.

CFN Card Print Manager

Search By:

Page 1 of 6 (162 total records)

1 2 3 4 5 6 >

Customer	Account	Card #	Description	Vehicle #	Import At	Print	No Print
Avalon Transportation LLC	13026	1351001	RENTAL 6 RENTAL 6	0006	6/27/2019 12:00:01 AM PT	<input type="checkbox"/>	<input type="checkbox"/>
OES Equipment LLC	202560	1351002	SHAWN SCHAFFNER SHAWN SCHAFFNER	0000	6/27/2019 12:00:01 AM PT	<input type="checkbox"/>	<input type="checkbox"/>
Tel-Tec Security Systems, Inc.	78176	1351003	JUAN ESCALANTE JUAN ESCALANTE	0000	6/27/2019 12:00:01 AM PT	<input type="checkbox"/>	<input type="checkbox"/>

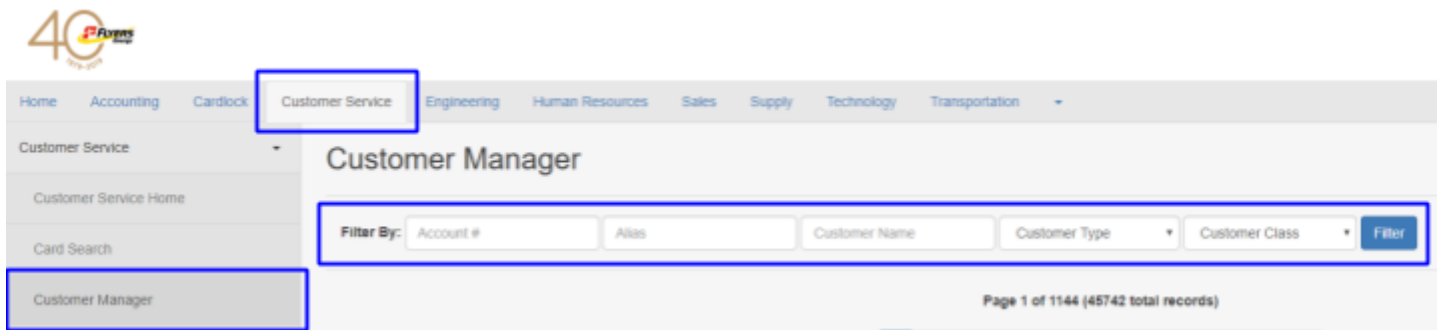
Before proceeding, check the printer to make sure it is powered on and loaded with the correct card stock. Once you have selected the cards to print via the checkbox, click “Process Selected”. This will generate a file that will be sent to the card printer within a minute. The printer will automatically start printing.

**Tip:** There is a “Select All / None” check box located at the bottom of the page for bulk processing.

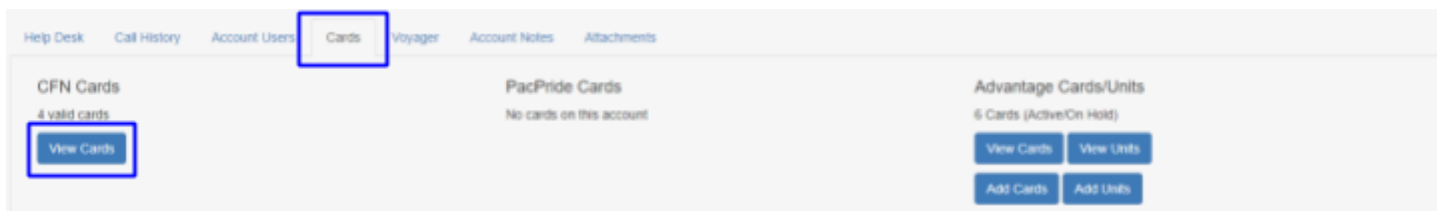
Capital PP, LLC	204318	5051863	BRITTNEY WILLIAMS BRITTNEY WILLIAMS	0000	6/27/2019 12:00:01 AM PT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gardeners Guild Inc.	19589	5051864	TOMAS DE LOS SANTOS TOMAS DE LOS SANTOS	0000	6/27/2019 12:00:01 AM PT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coach, Coach, Coach, Inc.	11351	5051865	SETRA (MC-33) SETRA (MC-33)	0006	6/27/2019 12:00:01 AM PT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pavement Coatings, Co	206587	5051866	GARY STERN FLOATER GARY STERN FLOATER	0000	6/27/2019 12:00:01 AM PT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Capital PP, LLC	204318	5051867	SJ SPARE SJ SPARE	0000	6/27/2019 12:00:01 AM PT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pavement Coatings, Co	206587	5051868	JAMES RAD FLOATER JAMES RAD FLOATER	0000	6/27/2019 12:00:01 AM PT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
						Select All / None <input checked="" type="checkbox"/>	<input type="checkbox"/>
						<input type="button" value="Process Selected"/>	

## Card Reprinting:

If you need to reprint a card, navigate to the "Customer Service" tab and select the "Customer Manager" menu. Search for the account.

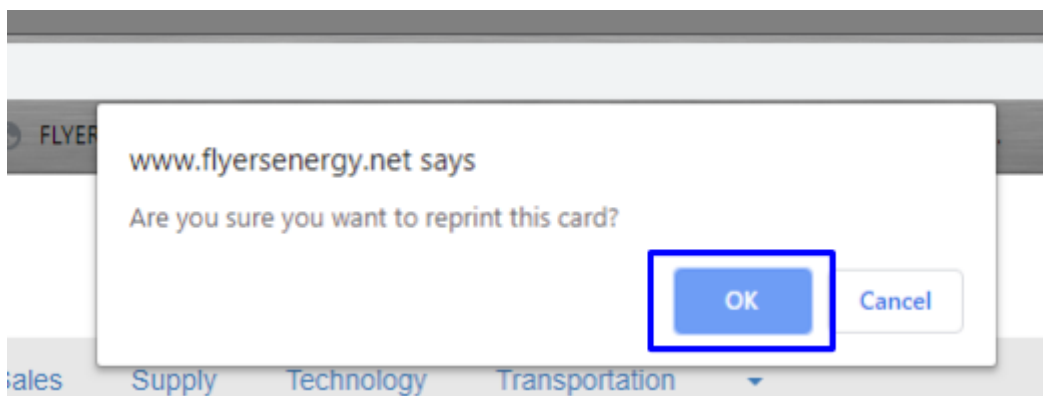


Once the Customer's account has been opened, navigate to the "Cards" tab and select "View Cards" under "CFN Cards".



Select the "Reprint" button next to the card needing to be reprinted. You will receive a confirmation message. Select "OK" to continue with the reprint request.

Card	Description	Status	Pin	Report	Product	Profile	Reprint
5524048	AUBURN IT ANGEL	Valid	042018	NONE	31	00014	Reprint
6712877	HQ TACOMA / ITDEPT	Valid	096308	NONE	8	00005	Reprint
8998618	IT AUBURN BLAZER	Valid	013830	NONE	31	00383	Reprint
8662307	TACOMA PU / IT DEPT	Valid	015552	NONE	8	00005	Reprint



Navigate back to the “Cardlock” tab and select the “CFN Card Print Manager”. Search for the requested reprint card number or account number and select the “Print” checkbox. Click “Process Selected” to reprint the card.

The screenshot shows the 'CFN Card Print Manager' interface. At the top, there is a navigation bar with tabs for Home, Accounting, Cardlock, Customer Service, Engineering, Human Resources, Sales, Supply, Technology, and Transportation. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a sidebar menu with options: Cardlock Home, CFN Card Print Manager (selected), CFN Site Manager, CFS Pricing, Retail Pricing, and Global Menu. The main content area is titled 'CFN Card Print Manager' and features a search box with the text 'Search By: Account #' and the value '5524048'. Below the search box, it indicates 'Page 1 of 1 (1 total records)'. A table displays the following data:

Customer	Account	Card #	Description	Vehicle #	Import At	Print	No Print
Flyers - IT Dept 666	19645	5524048	AUBURN IT ANGE AUBURN IT ANGE	0000	7/15/2019 10:30:14 AM PT	<input checked="" type="checkbox"/>	<input type="checkbox"/>

At the bottom right of the table, there is a 'Process Selected' button. The 'Print' checkbox in the table is highlighted with a blue border, and the 'Process Selected' button is also highlighted with a blue border.