



**SUBURBAN SOFTWARE SYSTEMS**

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# Web Menu

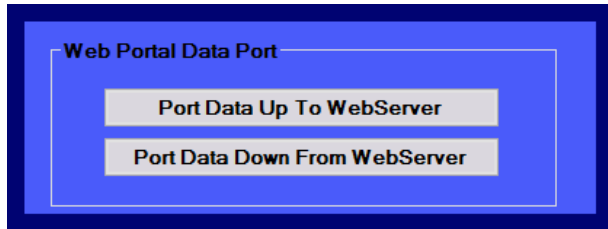
## Web Menu:



This Menu allows you to Port Down and Process Web Payments and Online Gas Orders. To get to this menu click on Web Services located at the bottom of the Gas Menu.

## Web Portal Data Port:

This option allows you to manually port data to and from the Web Server.



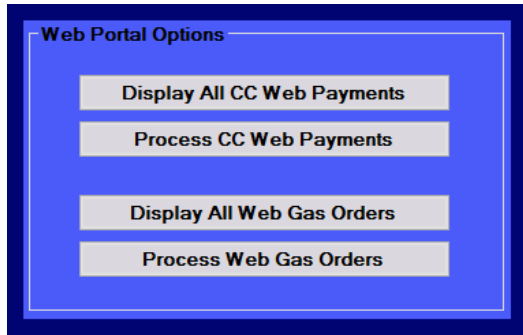
**Port Data Down:** Suburban automatically ports data down from the server every 15 minutes. This option allows you to manually port down if you get a payment notification or want that information now. When you click on it, you will get a message that asks if you are sure you want to port down. Click Yes to continue.

**Port Data Up:** Suburban automatically ports data up to the server once a day, usually after midnight. This process can sometimes take a little longer depending on the amount of data that is being ported. When you click on it, you will get a message that asks if you are you want to port up. Click Yes to continue.

**Note:** Any changes or payments made to an account will not be displayed online until data has been ported up.

## Web Portal Options:

These options allow you to display and process web payments and gas orders made online.



**Display All CC Web Payments:** This will allow you to display all payments made online. Payments will appear three ways on this list:



**Payment Created:** Greyed Out- These payments have been processed.

**Outstanding Payment:** These payments are in white. They are waiting to be processed.

**Not Approved:** In Red with a line marked through. These payments were declined.

Suburban Software Systems      Workstation Id: S8      D:\RPG\

Display Forward From: 11/15/2021      List

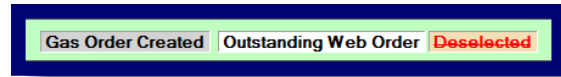
View	Prc	Br	Acct	Name	Amount	Ref#	Message	Tran Date	Card#	Page#	Batch Date
View	<input type="checkbox"/>	01	01488	COUCH, DWAYNE	367.36	89483173	EXACT ...	12/15/2021 8:56...	1094		
View	<input type="checkbox"/>	01	00829	COOK, LYNETTE	434.58	89482146	EXACT ...	12/15/2021 8:51...	5653		
View	<input type="checkbox"/>	02	04473	QUATTLEBAUM, BOB	176.77	89428914	EXACT ...	12/14/2021 5:26...	6771		
View	<input type="checkbox"/>	01	01016	FOLDS, MARGARET	100.00	89415104	EXACT ...	12/14/2021 1:14...	6920		
View	<input checked="" type="checkbox"/>	01	04082	KUMANCHIK, MARK & KELLY	150.00	89406060	EXACT ...	12/14/2021 10:4...	3640		
View	<input checked="" type="checkbox"/>	01	04381	GARRETT, TOMMY	404.66	89404165	ADDRE...	12/14/2021 10:0...	9453		
View	<input checked="" type="checkbox"/>	01	02939	READ, BOB & DONNA	479.90	89403882	EXACT ...	12/14/2021 10:0...	1239		
View	<input checked="" type="checkbox"/>	01	02037	CLAYTON, MICHAEL/SUSA...	765.45	89337150	EXACT ...	12/13/2021 8:59...	4371		
View	<input checked="" type="checkbox"/>	01	01686	DODD, KATHY	200.91	89335206	EXACT ...	12/13/2021 8:49...	0631		
View	<input checked="" type="checkbox"/>	01	03107	GUNN, AMANDA	135.07	89330915	EXACT ...	12/13/2021 7:38...	7854		
View	<input checked="" type="checkbox"/>	01	02410	MOON, ERIC	305.50	89307649	EXACT ...	12/12/2021 3:50...	1987		
View	<input checked="" type="checkbox"/>	01	01289	STYLES, SELVIN	538.36	89281647	EXACT ...	12/11/2021 9:03...	2099		
View	<input checked="" type="checkbox"/>	01	04746	LEWIS, ROBERT & STACY	158.68	89268191	EXACT ...	12/11/2021 11:5...	6375		
View	<input checked="" type="checkbox"/>	01	01427	GAMMON, SCOTT	349.73	89267726	EXACT ...	12/11/2021 11:3...	3685		
View	<input checked="" type="checkbox"/>	01	03779	WILLINGHAM, JOE	125.00	89235729	EXACT ...	12/10/2021 4:41...	3281		
View	<input checked="" type="checkbox"/>	01	02645	BRACKETT, RANDALL	320.89	89223124	NO MA...	12/10/2021 12:2...	9338		
View	<input checked="" type="checkbox"/>	01	04545	WADE, JARRETT	284.00	89216991	EXACT ...	12/10/2021 10:1...	9015		
View	<input checked="" type="checkbox"/>	01	05165	MCCORMICK, JERRY	333.72	89168547	Duplicat...	12/9/2021 7:19...	1741		
View	<input checked="" type="checkbox"/>	01	05165	MCCORMICK, JERRY	333.72	89168543	ZIP MA...	12/9/2021 7:19 ...	1741		
View	<input checked="" type="checkbox"/>	01	02522	WALKER, DOROTHY	157.86	89157389	ZIP MA...	12/9/2021 2:59 ...	7266		
View	<input checked="" type="checkbox"/>	01	02522	WALKER, DOROTHY	157.86	89156730	SEC-VIO...	12/9/2021 2:45...	1127		
View	<input checked="" type="checkbox"/>	01	05481	CARROLL, CHRISTIAN	200.53	89116493	NO MA...	12/8/2021 8:34 ...	1892		
View	<input checked="" type="checkbox"/>	01	05119	BRIGHTWELL, ROBERT	147.17	89112241	ZIP MA...	12/8/2021 6:11 ...	2361		
View	<input checked="" type="checkbox"/>	01	05209	HAMMITT, PAM	538.77	89090710	EXACT ...	12/8/2021 10:09...	5038		
View	<input checked="" type="checkbox"/>	01	02957	LEDBETTER, RICKEY	352.62	89089739	EXACT ...	12/8/2021 9:49 ...	2788		
View	<input checked="" type="checkbox"/>	01	02620	TAYLOR, BRENDA	42.18	89055466	EXACT ...	12/7/2021 3:26 ...	8098		

Exit      Payment Created    Outstanding Payment    Not Approved



**Display All Web Gas Orders:** If you have the option setup online to allow your customers to order gas, then they will be listed here.

Orders will appear three ways on this list:



**Gas Order Created:** Greyed out-Order has been processed and created.

**Outstanding Web Order:** In white- Order is waiting to be processed and created.

**Deselected:** Marked out in red- You have chosen to deselect this order and will not be processed or created.

Suburban Software Systems Workstation Id: SS D:\RPG\

Display Forward From: 11/15/2021 List

View	Order Date	Proc	Br	Acct	Name	Cr	Dlv	Tank Size	Req Fill	Prod Code	Qty Req	Dr	Rte	Payment Method	C/C Code	Web Order#	SSS Orde
View	12/13/2021 9:01 AM	<input type="checkbox"/>	01	05067	SHAFFER, ME...	3	W	120	<input checked="" type="checkbox"/>	01	0	1	YU	Charge ...	2	1666	0
View	12/13/2021 8:14 AM	<input type="checkbox"/>	01	05241	BOOKE, ADAM	6	W	250	<input type="checkbox"/>	01	125	1	CV	Cash/C...	1	1665	0
View	12/13/2021 8:10 AM	<input type="checkbox"/>	01	04988	MACPHERSON...	3	W	500	<input checked="" type="checkbox"/>	CG	0	1	DL	Pre-Bu...	1	1664	0
View	12/12/2021 3:51 PM	<input type="checkbox"/>	01	02410	MOON, ERIC	3	W	500	<input type="checkbox"/>	01	100	1	CT	Charge ...	2	1663	0
View	12/10/2021 2:05 PM	<input checked="" type="checkbox"/>	01	08267	HARRISON, RA...	3	W	250	<input checked="" type="checkbox"/>	01	0	2	22		2	1802	62745
View	12/10/2021 1:46 PM	<input checked="" type="checkbox"/>	01	07795	WINTERS, NIC...	3	W	500	<input checked="" type="checkbox"/>	01	0	5	50		2	1801	62744
View	12/10/2021 11:34 ...	<input checked="" type="checkbox"/>	01	04358	COX, TARA	3	W	325	<input checked="" type="checkbox"/>	01	0	5	50		2	1800	62743
View	12/10/2021 10:20 ...	<input checked="" type="checkbox"/>	01	08322	ELDRIDGE, AN...	3	W	320	<input checked="" type="checkbox"/>	01	0	6	61		2	1799	62742
View	12/8/2021 2:27 PM	<input checked="" type="checkbox"/>	01	06355	LEWIS, REBEC...	3	W	250	<input checked="" type="checkbox"/>	01	0	7	70		2	1798	62625
View	12/8/2021 11:20 AM	<input checked="" type="checkbox"/>	01	06786	FULGHUM, CH...	3	W	320	<input type="checkbox"/>	01	100	2	20		2	1797	62624
View	12/8/2021 8:57 AM	<input checked="" type="checkbox"/>	01	08284	POPE, AARON	3	W	250	<input type="checkbox"/>	01	150	7	70		2	1796	62623
View	12/8/2021 5:25 AM	<input checked="" type="checkbox"/>	01	06301	JOSEPH, AMY B.	3	W	250	<input checked="" type="checkbox"/>	01	0	5	50		2	1795	62622
View	12/6/2021 9:21 AM	<input checked="" type="checkbox"/>	01	00715	WILLIAMS, AD...	3	W	25	<input checked="" type="checkbox"/>	CY	0	7	70		2	1794	62530
View	12/5/2021 3:49 PM	<input checked="" type="checkbox"/>	01	02333	DUCK THRU #08	3	K	1000	<input checked="" type="checkbox"/>	05	0	7	70		2	1793	62464
View	12/5/2021 8:22 AM	<input checked="" type="checkbox"/>	01	03619	GREG HUGHES	3	W	1000	<input checked="" type="checkbox"/>	02	0	1	12		2	1792	62463
View	12/5/2021 8:22 AM	<input checked="" type="checkbox"/>	01	03766	CHUCK JOHNS...	3	W	1000	<input checked="" type="checkbox"/>	02	0	1	11		2	1791	62462
View	12/5/2021 8:09 AM	<input checked="" type="checkbox"/>	01	07971	GRANT, DUSTIN	3	S	250	<input checked="" type="checkbox"/>	KF	0	3	30		2	1790	62461
View	12/5/2021 3:22 AM	<input checked="" type="checkbox"/>	01	00715	WILLIAMS, AD...	3	W	25	<input checked="" type="checkbox"/>	CY	0	7	70		2	1789	62460
View	12/4/2021 7:37 AM	<input checked="" type="checkbox"/>	01	04180	TAYLOR, JUST...	3	W	250	<input checked="" type="checkbox"/>	01	0	2	20		2	1788	62459
View	12/3/2021 12:13 PM	<input checked="" type="checkbox"/>	01	02893	BANKS, JAMES...	3	P	320	<input checked="" type="checkbox"/>	P1	0	9	90		2	1787	62458
View	12/3/2021 10:03 AM	<input checked="" type="checkbox"/>	01	06684	BYNUM, GEOR...	3	W	120	<input checked="" type="checkbox"/>	01	0	5	52		2	1786	62457
View	12/2/2021 7:56 PM	<input checked="" type="checkbox"/>	01	03630	MEAN GENE F...	3	W	1000	<input checked="" type="checkbox"/>	Z3	0	1	12		2	1785	62456
View	12/1/2021 5:14 PM	<input checked="" type="checkbox"/>	01	08093	WAKEMAN, EA...	3	W	325	<input type="checkbox"/>	01	100	5	51		2	1784	62370
View	12/1/2021 1:19 PM	<input checked="" type="checkbox"/>	01	01622	HAVARD, DAVI...	3	K	325	<input checked="" type="checkbox"/>	KF	0	1	12		2	1783	62366
View	12/1/2021 1:06 PM	<input checked="" type="checkbox"/>	01	06741	MEADS, ERIC ...	3	W	120	<input checked="" type="checkbox"/>	01	0	2	21		2	1782	62365

Exit Gas Order Created Outstanding Web Order Deselected

**Process All Gas Orders:** This option allows you to process orders to create them in Suburban.

