



Vision Computer Programming Services, Inc.
801 2nd Street North, Suite A Safety Harbor, FL 34695
888-425-6964 email@visioncps.com www.visioncps.com

Supporter Donation System Quick Tips Unit Information

The Unit Information is basic information about each of your units that would be setup prior to getting started with data entry in order to assign pledges to a specific unit. Unit information is also used to assign credit card processing in the Supporter Donation System.

1. From the Main Menu, click on Unit Information
2. Click on the Add Unit button at the bottom
3. Fill in a Unit Code such as 01, 02, 03 or NS for Northside, SS for Southside, etc
4. Fill in the Unit Name
5. Fill in the Unit Annual Goal
 - a. NOTE: this will be different than the Organization goal if there are multiple units
 - b. NOTE: this needs to be updated annually
6. Fill in the Unit address, Country is OPTIONAL
7. Fill in the Units phone, fax, email and web site in the phone section
8. To add additional Units click on the Add Unit button and repeat steps 3 to 7
9. Click on the link on the Credit Card Processing screen or contact our office to learn more

Unit Information
Find Unit: 01 - Main Clubhouse

Unit Code: 01 Unit Name: Main Clubhouse Unit Annual Goal: \$1,000,000.00

Address/Phones Credit Card Processing

Address line 1: 801 2nd Street North, Suite A
Address line 2:
City, ST & Zip: Safety Harbor FL 34695
Country:

Phone #	EXT	Type	Primary
888-425-6964		Business	<input type="checkbox"/>
727-726-1103		Fax	<input type="checkbox"/>
nicole@visioncps.com		Email	<input type="checkbox"/>
*			<input checked="" type="checkbox"/>

Add Unit Delete Unit ? Close

Unit Information
Find Unit: 01 - Main Clubhouse

Unit Code: 01 Unit Name: Main Clubhouse Unit Annual Goal: \$1,000,000.00

Address/Phones Credit Card Processing

Use Max Giving for Credit Card Processing at this Unit * [Click here for credit card processing Pricing and Sign-up information](#)
 Yes No

* "Unit" here refers to the physical location of the user who will be accepting credit card payments.

Use of Max Giving for credit card processing requires the following:
1) Contact Max Giving to set it up (click on the above link to get more information or to begin the process)
Note: Each physical location that will do Credit Card Processing from within SDS MUST have its own Max Giving credentials!
2) Contact Vision Computer Programming Services at 888-425-6964 so they can communicate with Max Giving
3) In Organization Information / Misc. 3 tab, set "Use Max Giving for Credit Card Processing at this organization" to "Yes"
4) Enter Unit-Level Credentials here by setting "Use Max Giving for Credit Card Processing at this Unit" to "Yes" and by clicking the "Retrieve/Refresh Settings" button below. The credentials should populate automatically.
5) Set which Method(s) of Payment will trigger the cc form in Organization Information (Misc. 1 tab)

Merchant ID: _____
User ID: _____
PIN: _____

Retrieve/Refresh Settings

Add Unit Delete Unit ? Close