

How to set up a PIN on the Timber 24-7 Dealer Resource Center.

In order to process a payment on the Timber 24-7 Dealer Resource Area, dealers will need to set up a PIN for the corresponding login ID. When a dealers logs on to the Timber 24-7 Dealer Resource Center, they will be prompted for this PIN any time they try to make a payment.

Since most dealers are new to this system, it is likely that they will not have a PIN for any of the Login ID's. Here is how they set up PIN code for each Login ID:

1. Under the Dealer Admin menu, go to Login IDs. Right click "change" the ID that you are wishing to set the PIN code up on.
2. In the PIN field, enter a code that you wish to assign for this ID - must contain 4 digits.
3. Click OK to save this information

Keep in mind a PIN will need to be set up for each ID that will be making payments on the Timber 24-7 Dealer Resource Center.

The screenshot shows the Raepark Rentals software interface. On the left, a menu tree is visible with 'Raepark Rentals' at the top. Under 'Dealer Admin', 'Login IDs' is highlighted with a blue box. A red box highlights the 'Change PIN' option in the main menu tree. The main window displays the 'CHANGE Login ID' dialog box. The 'User ID' field contains 'raepark'. The 'Password' field is masked with '*****'. The 'PIN' field is empty and circled in blue. The 'First Name' field contains 'Raepark Rentals' and the 'Last Name' field is empty. The 'E-Mail' field contains 'pete.blinds@gmail.com'. Below the fields, there is an 'ACCESS:' section with several checkboxes: 'Clients' (checked), 'Show Costs' (checked), 'Dealer Admin' (checked), 'Default View' (Dealer), 'Send to Fabricator' (checked), 'Account Balance' (checked), 'Define Payment Types' (Yes), 'Dealer Bookings Report' (unchecked), 'Order Listing by Employee' (unchecked), 'Margin Report' (unchecked), 'Access Orders Entered By Others' (checked), 'FAB Order Status' (checked), 'Client Groups' (No), and 'Room Locations' (No). At the bottom right, there are 'OK' and 'Cancel' buttons.

If you need to change the PIN, you can select this menu option on the main menu tree. You must know your old PIN in order to change an existing PIN.