

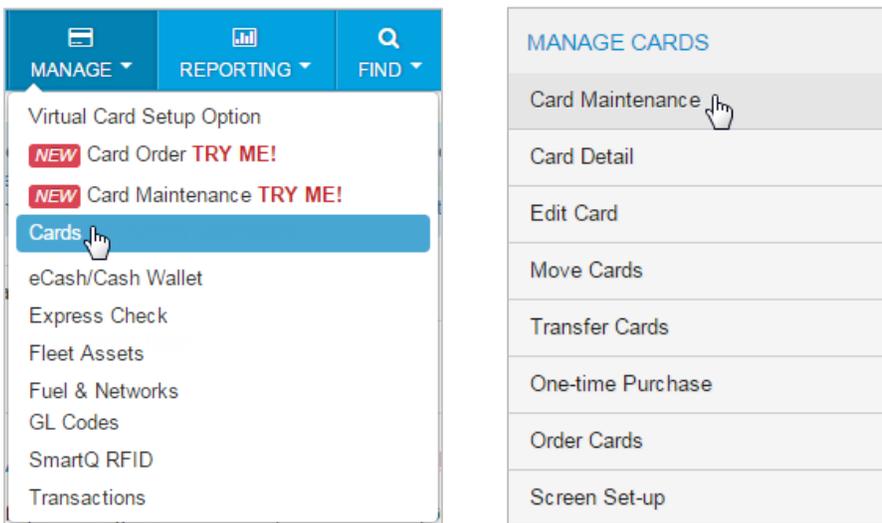
Classic Card Maintenance: Assigning Company Standards

iConnectData (ICD) > Manage > Cards > Card Maintenance

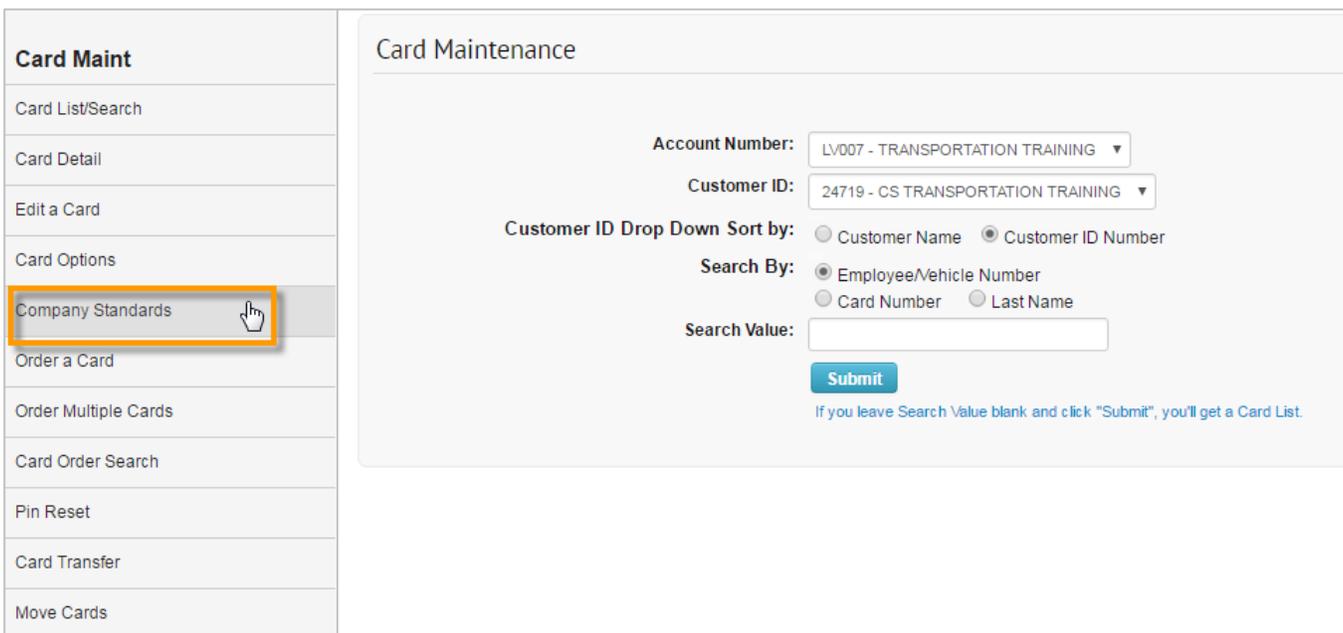
Company standards are established limits set on a card to control use and apply restrictions. Your account can have multiple company standards, but only one standard can be applied to a card at a time.

Note: If you need to apply or change company standards for your entire account, contact your Comdata Customer Service Representative.

1. Access the Card Maintenance page from the ICD menu bar (**Manage > Cards > Card Maintenance**).



2. Select an account code and customer ID, then click **Company Standards**.



3. On the Company Standards page, enter a card number and employee/vehicle number (optional), then click **Search**.

Note: If you do not know the card number, click **View Card List** and locate it on the Card Listing page. Then, return to this page and enter the card’s information.

The screenshot shows the 'Company Standards' form with the following elements:

- Card Number:
- Employee/Vehicle Number:
- View Card List: [View Card List](#)
- Search:

4. The page populates with card and cardholder’s information as well as the standard currently in place. Use the **Standard** drop-down to assign the card to a different company standard. Click **Update Card** at the bottom of the page to apply the company standard to the card.

The screenshot shows the 'Company Standards' form populated with the following information:

- Card Number: 5600171619576038
- Employee Number: TONYA
- First Name: LISA
- Last Name: SLOAN
- Current Standard: ONE TIME
- Standard: [001] ONE TIME

TYPE	Limit	Used	Reset	Daily	M	T	W	T	F	S	S	Trip
Cash:	100.00	0.00	Reset	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>						
Purchase:	1000.00	0.00	Reset	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>						
Phone:	0.00	0.00	Reset	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>						
Oil Limit:	0.00	0.00	Reset	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>						

Daily Max #2 Gallons: 0
 Max Daily Reefer Gallons: 0
 Allow Multiple Transactions in One Hour: No

Note: To change Company Standards for an entire account you must call your Customer Representative.

Update Card

5. The fields below the **Standard** drop-down allow you to set off company standard limits. To open the fields for editing, select **None** in the **Standard** drop-down menu. When you are finished making changes, click the **Update Card** button at the bottom of the page.

Note: If your account is set up for Fleet Limits, you will not have access to these fields.

Selecting "NONE" and "UPDATE" will take the card off Company Standards

Standard
None

TYPE	Limit	Used	Reset	Daily	M	T	W	T	F	S	S	Trip
Cash:	<input type="text" value="100.00"/>	0.00	Reset	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>						
Purchase:	<input type="text" value="1000.00"/>	0.00	Reset	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>						
Phone:	<input type="text" value="0.00"/>	0.00	Reset	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>						
Oil Limit:	<input type="text" value="0.00"/>	0.00	Reset	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>						

Daily Max #2 Gallons:
 Max Daily Reefer Gallons:

Allow Multiple Transactions in One Hour: Yes No

Note: To change Company Standards for an entire account you must call your Customer Representative.

Update Card
Return to Card Maintenance

- **Limit.** In the **Limit** column, you can increase or decrease the dollar amount for the limit type in the **Type** column (cash, purchase, phone, or oil). If the limit is not available, the field in the **Type** column cannot be edited.
- **Daily.** Select a check box in the **Daily** column to set a limit type in the **Type** column to reset every day.
- **MTWTFSS.** These columns refer to a day of the week (M - Monday, W - Wednesday, etc.). Use the open fields to enter one of the following values to set the day the limit type will reset: **1** - Dollar limit resets, **9** - Dollar limit is blocked, **0** - Dollar limit will not reset.
- **Trip.** Select a **Trip** check box to set a limit type for use on a single trip.
- **Allow Multiple Transaction in One Hour.** Select the **Yes** radio button to allow multiple transactions on the card within one hour. Normally, this is not allowed to avoid fraud.

The message, "Update Complete" displays at the top of the page, confirming your changes are saved.

Company Standards

Update Complete

Card Number:

Employee/Vehicle Number:

Search

[View Card List](#)