

# PayFabric

For Microsoft Dynamics 365 Business Central  
User Guide

June, 2019

**PayFabric**<sup>®</sup>

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# Introduction

PayFabric for Microsoft Dynamics 365 Business Central connects Microsoft Dynamics 365 Business Central with the payment processing services of PayFabric.

This document covers how to configure and utilize the functionality available with the PayFabric for Microsoft Dynamics 365 Business Central Extension.

## PayFabric

PayFabric is a cloud-based payment acceptance engine and storage hub that can be integrated with any application with ease and simplicity. PayFabric offers transaction processing for both credit card and eCheck transactions while achieving the highest standards of security.

## PayFabric Receivables

PayFabric Receivables is an additional service that is available to be added to PayFabric. With automatic bi-directional integration between PayFabric Receivables and Microsoft Dynamics 365 Business Central, merchants can automate their collections processes by providing their customers with a portal to view and pay invoices.

### *ePay Advantage*

As an alternative to PayFabric Receivables, ePay Advantage provides the similar benefits of a portal for users to view and pay invoices. The ePay Advantage portal is installed locally in the business' environment to allow for full access to the styling and branding of the portal. For more information on ePay Advantage please contact Nodus Technologies.

## Installation

The PayFabric extension can be installed onto Microsoft Dynamics 365 Business Central from the Extension Marketplace.

## Support

For support related inquires or for questions not found within this document, contact Nodus Support for further assistance.

Contact Method	Address/Numbers
<b>E-Mail</b>	<a href="mailto:support@nodus.com">support@nodus.com</a>
<b>Website</b>	<a href="http://www.nodus.com/customers/">http://www.nodus.com/customers/</a>
<b>Telephone</b>	(909) 482-4701

# Setup

## Permissions

The **PF All Access** User Permission Set is provided by default when the application is installed. This User Permission Set provides access to all permissions for this application.

## PayFabric Setup

### *Create a PayFabric Account*

The organization must first be setup in PayFabric. If a new account is needed, go to one of the following pages to setup an account:

- Live Production Account: <https://www.payfabric.com/Portal/Account/Register>.
- Testing Sandbox Account: <https://sandbox.payfabric.com/Portal/Account/Register>.

### *Create a Device*

The following steps can be used to create a Device in PayFabric to authenticate the connection between PayFabric and Microsoft Dynamics 365 Business Central.

1. Log into the desired PayFabric account
2. From the left menu, navigate to **Settings > Dev Central**
3. On the 'DEV Central' page, select the **Themes** tab
4. Click the '**Create New +**' button and enter a name for the theme such as 'Business Central'.
5. Click the below link to obtain the CSS code for the Business Central Theme  
<http://www.nodus.com/Downloads/PayFabric/Themes/BusinessCentral/BusinessCentral1.css.txt>
6. Copy all the text from the page
7. Browse back to the PayFabric page and paste the copied text into the '**Custom.css**' field
8. Click the below link to obtain the JS code for the Business Central Theme  
<http://www.nodus.com/Downloads/PayFabric/Themes/BusinessCentral/BusinessCentral1.js.txt>
9. Copy all the text from the page
10. Browse back to the PayFabric page and paste the copied text into the '**Custom.js**' field
11. Click the **Save** button to save the changes to the theme
12. After the save is complete, select the **Device Management** tab
13. Click the **Generate** button to present the fields for creating a Device
14. Populate the **Device Name** field with a name such as Business Central
15. Populate the **Password** and the **Confirm Password** fields with a secure password. Please take note of this password as it will be used again shortly.
16. Click the **Confirm** button to generate the device
17. Take note of the **Device ID** as it will be used shortly.
18. In the Device List, click the Shirt icon in the **Default Theme** column for the newly created device
19. Select the Theme name for the Theme that was created in the previous steps
20. Click the **Confirm** button to save changes.

### Setup a Gateway Account Profile

In order to process transactions, a Gateway Account Profile should be setup in the PayFabric account. The page for setting up a Gateway Account Profile can be found in the menu under **Settings** → **Gateway Account Profiles**.

For more information on setup of the Gateway Account Profile and using PayFabric in general, please see the PayFabric Portal Guide.

<https://www.nodus.com/documentation/PayFabric-User-Guide.pdf>

### Microsoft Dynamics 365 Business Central Setup

The following process will configure the connection to PayFabric

1. Navigate to the **PayFabric Setup** page
2. Populate the fields based on the below table

Field	Value
Account Type	Based on the PayFabric environment being used, set this value to Live or Sandbox
PayFabric URL	This field will automatically be set after the account type is configured
PayFabric Device ID	Set this value to the PayFabric Device ID obtained during the previous <a href="#">Create a Device</a> section
PayFabric Password	Set this value to the password associated to the PayFabric Device ID
Cash Receipt Journal	This value should be set to the Cash Receipt Journal Batch where PayFabric Payments should be sent
Settlement Time	This time should be set to the time to match up with the settlement time of the payment gateway. This value is used to determine if a Void or Refund transaction should be processed in the event of a Reversal.

3. After the settings have been configured, in the **Actions** menu, select the **Test PayFabric** option to verify if the information is configured correctly.

### Payment Method Code Setup

The following process will configure the relationship between a Payment Method Code and a PayFabric Gateway Account Profile.

1. In Microsoft Dynamics 365 Business Central, navigate to the **Payment Methods** page
2. In the menu, click the **Import Gateway Profiles** button. This will populate the dropdown menu in the PayFabric Gateway Account Profile column.
3. For each desired Payment Method code that is to be associated to a PayFabric Gateway Account Profile, populate the **PayFabric Gateway Account Profile** column.

CODE	DESCRIPTION	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	DIR... DE...	DIRECT DEBIT PMT. TERMS CODE	PMT. EXPORT LINE DEFINITION	BANK DATA CONVERSION PMT. TYPE	PAYFABRIC GATEWAY ACCOUNT PROFILE
ACCOUNT	Payment on account	G/L Account		<input type="checkbox"/>				
BANK	Bank Transfer	G/L Account		<input type="checkbox"/>				
CASH	Cash payment	G/L Account	10300	<input type="checkbox"/>				
CHECK	Check payment	G/L Account		<input type="checkbox"/>				
PAYFABRIC	PayFabric	G/L Account		<input type="checkbox"/>				PayFabric

## PayFabric Receivables Setup

### Activate PayFabric Receivables

PayFabric Receivables can be activated from the PayFabric account by selecting the **Receivables** option in the upper-left dropdown menu. After selecting this option for the first time, there will be a prompt to enable PayFabric Receivables and then to create a Portal Name.

### Gather Settings Information

During the installation, the following information will be needed from the PayFabric Receivables Portal. Navigate to the General Settings tab of the **Settings** page to locate the below information.

1. Portal Name
2. Integration Key & Password

### Microsoft Dynamics 365 Business Central Setup

The following process will configure the connection to PayFabric Receivables

1. Navigate to the **PayFabric Setup** page
2. Populate the fields based on the below table

Field	Value
Type	Set this value to <b>PayFabric Receivables</b>
Cash Receipt Journal Code	Select the desired Cash Receipt journal where payments from PayFabric Receivables will be sent to. The Cash Receipt Journal must have a Bal Account Type of Bank Account.
Failed Integration E-mail To	Populate this field with an e-mail address allowed to send e-mails based on the SMTP Mail setup
Failed Integration E-mail From	Populate this field with the e-mail address of an employee who will be able to troubleshoot if the integration between Microsoft Dynamics 365 Business Central and PayFabric Receivables has any errors.
Portal Name	Set this value to the PayFabric Receivables Portal Name
Integration Key	Set this value to the PayFabric Receivables Integration Key
Integration Key Password	Set this value to the PayFabric Receivables Integration Key Password
Currency Mapping	If any additional currencies besides the company operating currency are to be used with PayFabric Receivables, add a row for each currency and set the Cash Receipt Journal code where the payments should be directed to.



## PayFabric Setup

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Actions

**PayFabric** >

---

**Receivables**

---

Type .....	<input type="text" value="PayFabric Receivables"/>	<b>PAYFABRIC RECEIVABLES</b>	
Cash Receipt Journal ...	<input type="text" value="GENERAL"/>	Portal Name .....	<input type="text" value="Nodus"/>
Failed Integration E-...	<input type="text"/>	Integration Key .....	<input type="text" value="Nodus_1234567890"/>
Failed Integration E-...	<input type="text"/>	Integration Key Pass...	<input type="text" value="*****"/>

3. After the settings have been configured, in the **Actions** menu, select the **Test Receivables** option to verify if the information is configured correctly.

### Currency Setup and Initial Mass Integration

1. Navigate to the **PayFabric Receivables Outgoing Records** page
2. From the **Process** menu, select the **Queue Currency** option. The Currency records should be populated into the table.
3. From the **Process** menu, select the **Process Queue** option.
4. Wait a few moments and the Currencies should clear from the queue, this means they are being integrated to PayFabric Receivables successfully.
5. After the currencies integrate successfully, select the following items from the **Process** menu to queue the initial mass integration
  - a. Queue Customers
  - b. Queue Invoices
  - c. Queue Ledger Items

### Configure Integration Job

1. Navigate to the **Job Queue Entries** page
2. Select the **+ New** option to open a new Job Queue Entry Card
3. Populate the information as noted in the below table

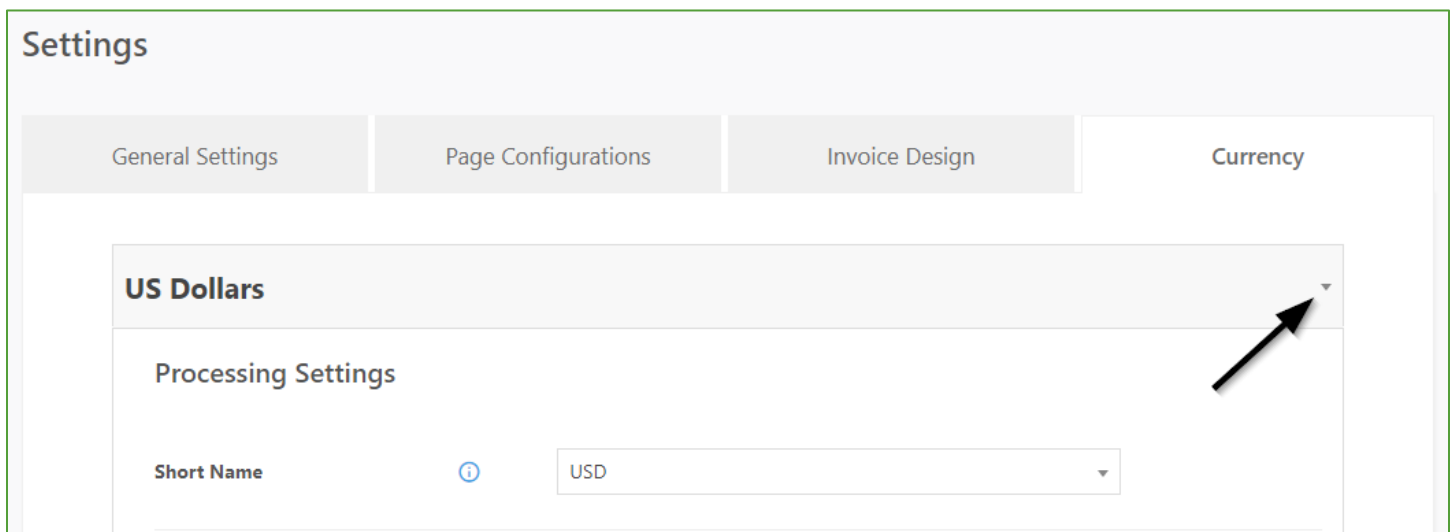
Field	Value
Object Type to Run	Set this value to <b>Codeunit</b>
Object ID to Run	Set this value to <b>70117021</b>
Object Caption to Run	This value will automatically be set to <b>nodePayIntegration</b>

Recurrence	It is recommended enable the job to run every day, enable the switch for each day of the week
Starting Time	It is recommended to set this value to 12:00:00 AM
Ending Time	It is recommended to set this value to 11:59:00 PM
No. of Minutes between Runs	It is recommended to set this value to 1
Inactivity Timeout period	It is recommended to set this value to 25

- After the settings have been configured, from the **Process** menu, select the **Set Status to Ready** option. The integration of the items that were queued should begin and records should begin to appear in PayFabric Receivables.

*PayFabric Receivables Currency Setup*

- Log into PayFabric at <https://www.payfabric.com/Portal/Account>
- Using the dropdown menu in the upper left select the **Receivables** option
- From the menu, navigate to the **Settings** page
- Select the **Currency** tab
- Using the currency dropdown menu at the top of the section, select the desired currency



- Configure the settings for the currency based on the information below.

Setting	Value
Credit Card Gateway Account Profile	Select the desired Gateway Account Profile to be used for Credit Card Transactions for this currency. If none are available, a <a href="#">Gateway Account Profile</a> needs to be setup on PayFabric

eCheck Gateway Account Profile	Select the desired Gateway Account Profile to be used for eCheck Transactions for this currency. If none are available, a <a href="#">Gateway Account Profile</a> needs to be setup on PayFabric
Payment ID Prefix	Set this value to the desired prefix for the Cash Receipt Payments that will be sent to Microsoft Dynamics 365 Business Central for payments in this currency.

7. For any additional currencies that need to be setup for processing transactions, select the currency in the dropdown and repeat the above configuration.

*Additional PayFabric Receivables Information*

For additional information on PayFabric Receivables including additional setup procedures and usage information, please refer to the PayFabric Receivables User Guide.

<https://www.nodus.com/documentation/PayFabric-Receivables-User-Guide.pdf>

## Features

### PayFabric Wallet

The PayFabric Wallet is where the customer’s payment methods can be saved. To access the PayFabric Wallet, from any Customer Card, use the menu to find **Navigate** then **PayFabric Wallet**.

NO. ↑	TYPE	ACCOUNT NO.	EXP MONTH	EXP YEAR	ROUTING #	ACCOUNT HOLDER NAME	DEFAULT
1	American Express	... 0005	08	23		David Geli	No
2	Visa	... 1111	02	22		Fauwaz Hussain	No
3	eCheck	... 6456			... 3131	Connor Chang	No
4	JCB	... 0505	09	19		Richard Zhang	No
5	eCheck	... 0999			... 2222	Jingjing Hu	No
6	eCheck	... 3123			... 0730	Nikki Nguyen	No
7	Diner's Club	... 5904	01	20		Kali Borrelli	No
8	Visa	... 1111	05	22		Yi Jianhua	Yes
9	Visa	... 1111	11	22		Greg Castro	No

*Add a new Payment Method*

To add a new payment method, select the **+ New** option from the menu and then select **Credit Card** or **eCheck** based on the desired payment method to add. A form will then be displayed to provide the payment method details.

EDIT - PAYFABRIC CREDIT CARD ↗

**Billing Information**

<p>Card Number <b>4111-1111-1111-1111</b> </p> <p>Exp. Date <b>07 29</b></p> <p>First Name <b>Test</b></p> <p><input type="checkbox"/> Default Credit Card</p>	<p>Country United States ▼</p> <p>Street Address 1900 S State College Blvd Suite 525</p> <p>City State/Province Zip/Postal Code Anaheim California 92806</p>
<p>Last Name <b>User</b></p>	

OK Cancel

### *View a Saved Payment Detail*

To view details of a saved payment method, select any payment method from the PayFabric Wallet and then select the **View** option from the **Manage** menu. The Payment Method details will then be displayed.

### *Edit a Saved Payment Detail*

To view details of a saved payment method, select any payment method from the PayFabric Wallet and then select the **Edit** option from the **Manage** Menu. The Payment Method details will then be displayed.

### *Remove a Saved Payment Method*

To remove a saved payment method, select any payment method from the PayFabric Wallet and then select the **Delete** option from the **Manage** menu.

## Processing from Sales Orders and Sales Invoices

### *Prepare a Sales Document for PayFabric Payment Processing*

For a sales document to use PayFabric payment processing, the **Payment Method Code** field in the Invoice Details section must be set to a Payment Method Code that has been associated to a PayFabric Payment Gateway Profile.

Once the Payment Method Code that has been associated to a Payment Gateway Profile is populated in the Payment Method Code field, the PayFabric Section will be loaded onto the page.

SALES INVOICE | WORK DATE: 4/8/2019

S-INV102233 · Adatum Corporation

× The available inventory for item 1896-S is lower than the entered quantity at this location. Show details

Release Posting Customer Order Request Approval **PayFabric** Print/Send More options

Authorization Sale Capture Reversal

**PayFabric**

Tender Type Credit Card Payment Amount 1,060.85

Use New Credit Card Lock Payment Amou...

Credit Card Visa ... 1111

Foreign Trade >

(There is nothing to show in this view)

**PayFabric Transactions**

Authorized Amount	0.00
Captured Amount	0.00

### Select a Payment Method

Based on the customer in the **Bill-To** field, the customer's available payment methods will be available to be selected in the PayFabric Section. The **Tender Type** is automatically determined based on the tender type associated to the Payment Gateway Profile associated to the Payment Method Code.

To use a new Payment Method, enable the **Use New Credit Card** or **Use New eCheck** switch. When a transaction is attempted to be processed, the user will be presented with a payment form to provide the payment details.

To use a saved payment method, select the payment method from the **Credit Card** or **eCheck** field. The three dots button can be used to modify the selected payment method. If the Bill-To customer has a default payment method with the associated Tender Type, it will automatically be loaded into the page.

### Determine the Payment Amount

The **Payment Amount** for the transaction is automatically calculated based on the following formula:

$$\text{Document Amount} - \text{Sum of Pending Authorization Transactions} - \text{Sum of Approved Transactions}$$

This amount is automatically recalculated whenever the document amount changes or a transaction is processed. If it is desired to stop the recalculation when the document amount changes, enable the **Lock Payment Amount** switch.

### Sale Transaction

A Sale transaction makes a request for an immediate capture of a payment without a previous authorization. To initiate a Sale transaction, select the **Sale** option in the **PayFabric** menu. A Sale transaction will be initiated for the amount in the Payment Amount field.

- If a payment method is populated in the Credit Card or eCheck field, then that payment method will be used for the transaction.

- If a payment method is not populated in the Credit Card or eCheck field, then a payment form will be displayed for provide the payment details for the payment.

After the Sale transaction is approved, the Captured Amount will be updated in the FactBox pane on the right.

### *Authorization Transaction*

An Authorization transaction makes a request to verify and hold the funds for a payment that will be captured in the future. Authorization type transactions are only available if the Payment Method is associated to a Payment Gateway Profile that is setup to process Credit Cards. To initiate an Authorization transaction, select the **Authorization** option in the **PayFabric** menu. An Authorization transaction will be initiated for the amount in the Payment Amount field.

- If a payment method is populated in the Credit Card field, then that payment method will be used for the transaction.
- If a payment method is not populated in the Credit Card field, then a payment form will be displayed for provide the payment details for the payment.

After the Authorization transaction is approved it will be placed in a pending status and the Authorized Amount will be updated in the FactBox pane on the right. The funds will be held for a set amount time determined by the cardholder's bank or until a Capture transaction is processed for the authorization.

### *Capture Transaction*

A Capture transaction makes a request to capture the funds held by a pending Authorization transaction. To initiate a Capture transaction, select the **Capture** option in the **PayFabric** menu when a pending Authorization has already been processed against the associated document.

- If a single pending Authorization is associated to the document, it will be captured when the Capture option is selected from the menu.
- If multiple pending Authorizations are associated to the document, the user will be directed to the [PayFabric Transactions List](#) to determine which transaction(s) should be captured after selecting the Capture option from the menu.

After the Capture transaction is approved, the Authorized and Captured Amount will be updated in the FactBox pane on the right.

### *Reversal Transaction*

A Reversal transaction will reverse a previously processed transaction associated to the document. To initiate a Reversal transaction, select the **Reversal** option in the **PayFabric** menu when a Pending or Approved Authorization, Sale or Capture transaction has already been processed against the associated document.

- If a single pending or approved transaction is associated to the document, it will be reversed when the Reversal option is selected from the menu.

- If multiple pending or approved transaction are associated to the document, the user will be directed to the [PayFabric Transactions List](#) to determine which transaction(s) should be reversed after selecting the Reversal option from the menu.

Based on time the original transaction was processed, the type of the transaction and the Settlement Time setting from the [PayFabric Setup](#) page, a Void or a Refund transaction will be processed to reverse the transaction. A Void transaction can only be processed before the original transaction is settled and will reverse the original transaction and the charge will not be seen on bank statements. A Refund transaction will process a new reversing transaction to counter the original transaction and this transaction will be seen on bank statements.

- If the original transaction is a pending Authorization, then a Void transaction will be processed.
- If the original transaction is an approved Capture or Sale transaction and the next Settlement Time has not yet occurred, then a Void transaction will be processed.
- If the original transaction is an approved Capture or Sale transaction and the next Settlement Time has already occurred, then a Refund transaction will be processed.

After the Reversal transaction is approved, the Authorized and Captured Amount will be updated in the FactBox pane on the right.

### View Transactions

To view currently available transactions, click the number in the FactBox on the right to open the [PayFabric Transactions List](#).

### Posting

Approved Capture and Sale transactions will become Cash Receipt Journal lines when the document is posted. The Cash Receipt Journal setting from the [PayFabric Setup](#) will be utilized to determine which Batch the Cash Receipt Journals will be created in. If there are any pending Authorizations on the documents, the posting process will be blocked until those Authorizations are captured or reversed.

## Lists

### PayFabric Transactions

The PayFabric Transactions list allows for users to view all of the transactions that have been processed.

NO.	CUSTOMER NO.	CUSTOMER NAME	DOCUME... NO.	TRANSA... TYPE	STATUS	AMOUNT	PROCESS DATE	PAYMENT METHOD
19051500264617	20000	Trey Research	S-INV102229	Sale	Approved	123.00	5/16/2019 6:20 PM	Visa
19051600264885	20000	Trey Research	S-INV102228	Sale	Voided	1.84	5/16/2019 3:34 PM	Visa

### *Capture Multiple Transactions*

Transactions with a Transaction Type of Authorization and a status of Pending can be captured in mass from this page. Select the desired rows to be captured and select the **Capture** option from the **Process** menu.

### *Reverse Transactions*

A Reversal transaction can be processed from the PayFabric Transactions List. The functionality for the Reversal transaction is the same as when processing a reversal from as [Sales Order or Sales Invoice](#).

## PayFabric Receivables Outgoing Records

The PayFabric Receivables Outgoing Records list provides a view of the records that are planned to be exported to PayFabric Receivables. Any Customers, Invoices or Ledger items that are updated are automatically triggered to be added to this list. This list should naturally clear as records are automatically sent to PayFabric Receivables through the configured [Job Queue Entry](#).

### *Mass Export records to PayFabric Receivables*

To mass export records to PayFabric Receivables, navigate to the **Export** menu and select the option for the type of record to export. This may take considerable time and all future updates will be queued behind this mass export so it is recommended to begin this process when activity is low.

### *Manually Export records to PayFabric Receivables*

To manually export records to PayFabric Receivables outside of the automated Job Queue, click the **Process Queue** option in the menu.

## PayFabric Receivables Incoming Records

The PayFabric Receivables Outgoing Records List provides a view of the records that are imported from PayFabric Receivables. This list should automatically be populated as records are pulled from PayFabric Receivables through the configured [Job Queue Entry](#).

### *Manually check for incoming records from PayFabric Receivables*

To manually import records from PayFabric Receivables outside of the automated Job Queue, click the Process Queue option in the menu.



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