

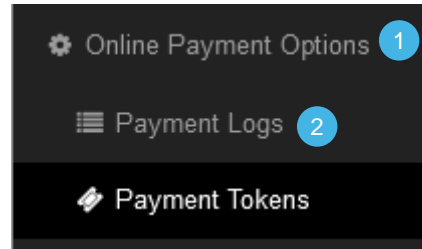
# AutoMed Payment Tokens Guide

This guide will take you through how to use Payment Tokens, to view Patients who have tokenised card details for future payments

## Access Payment Tokens

From the main menu:

1. Select **Online Payment Options**
2. Click **Payment Tokens** to view the report



## Payments Tokens

When patients choose to tokenise their card details for future appointments, you'll be able to view this in Payment Tokens.

### How can patients save their card details?

Patients can save their details online when entering their card details at the time of booking, or, Reception can save the card details with the patient's consent.

In the report, you'll be able to see:

- Patient details
- What date the card was tokenised
- Card details

## How to use Payment Tokens

Fill out the required filters:

1. Enter your **Start** and **End Date** (you can run the report for 90 days)
2. Click **filter** to run the report

You'll now see Tokenised details

Payment Tokens							
Filter							
Date Submitted							
2022-09-26							
2022-10-03							
Filter							
Search Patients							
Patient ID	Name	Card Type	Card No.	Card Expiry	Date Created	Delete	
		MASTERCARD	5217 29XX XXXX 1590	2023-11-30	2022-10-03 12:25:44	<input type="checkbox"/>	
		MASTERCARD	5523 50XX XXXX 9504	2024-06-30	2022-10-03 11:26:32	<input type="checkbox"/>	
		MASTERCARD	5520 33XX XXXX 1999	2024-06-30	2022-10-03 09:59:32	<input type="checkbox"/>	
		VISA	4601 84XX XXXX 1401	2026-02-28	2022-10-02 22:35:27	<input type="checkbox"/>	

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## Delete Payment Tokens

To delete Payment Tokens

1. Tick the **check box** in the row
2. Select **Delete**

The tokenised details are now deleted.

VISA	4564 36XX XXXX 0114	2025-02-28	2022-09-26 09:59:24	<input type="checkbox"/>	1
VISA	4622 39XX XXXX 4937	2025-10-31	2022-09-26 08:30:58	<input type="checkbox"/>	
VISA	4622 63XX XXXX 8025	2025-08-31	2022-09-26 08:13:56	<input type="checkbox"/>	

Delete Checked Tokens 2 