

# Create Processes (optional)

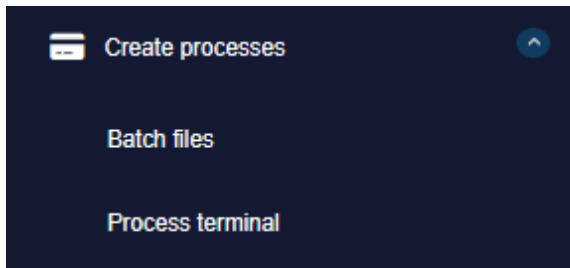
## "Optional" flag

Functions that are flagged as "optional" within the application might not be enabled/visible within the application you are using. [Computop Sales](#) will be happy to enable these functions for you when necessary.

Merchant Portal

In order to create operations, the "Create processes" tab (optional) must be enabled for you within the application.

The tab "Create processes" (optional) allows you to create a payment process and to send them to the customer or to the application.



## Creating operations

There are four different ways to create operations in the application.

1. *Enter a credit card payment in the card terminal*
2. *Enter a direct debit in the direct debit terminal*
3. *Create an operation with "Pay by link"*
4. *Create operations using batch files*

The tab "**Card terminal**" under "**Process Terminal**" provides you with the option of initiating credit card payments. The credit card payments can be sent by telephone, or by using an order form sent by email.

The tab "**Direct debit terminal**" under "**Process Terminal**" provides you with the option of initiating direct debits. Direct debits are sent to the customer's bank. This involves the payment recipient (merchant) requesting their bank to debit an amount from the payer's (end customer's) account.

The tab "**Pay by Link**" under "**Process Terminal**" provides you with the option of sending your customer a payment link that forwards them to the payment form on the hosted payment page. The payment link is sent by email to the customer. You may also copy the payment link into your clipboard and insert this link into your own application or into an email you will send via your email application (e.g. Outlook). The hosted payment page gives your customer the option of selecting a payment method and entering their payment data.

The tab "**Batch files**" provides you with the option of creating several operations at once. This allows you to combine operation data into a batch file and to send this to the Computop Paygate. Once successfully transmitted, the Computop Paygate carries out the operations.