Nayax DCS First Steps Manual

DOCUMENT CONTROL

Version	Author	Date	Description
1.0	David Korodi	20.05.16	Initial Release.
1.1	Alex Vaserman	23.05.16	Minor Corrections and design

Objective

The purpose of this document is to guide users through the Nayax DCS system when they log in for the first time. It covers all the basic steps that necessary for start using the DCS system.

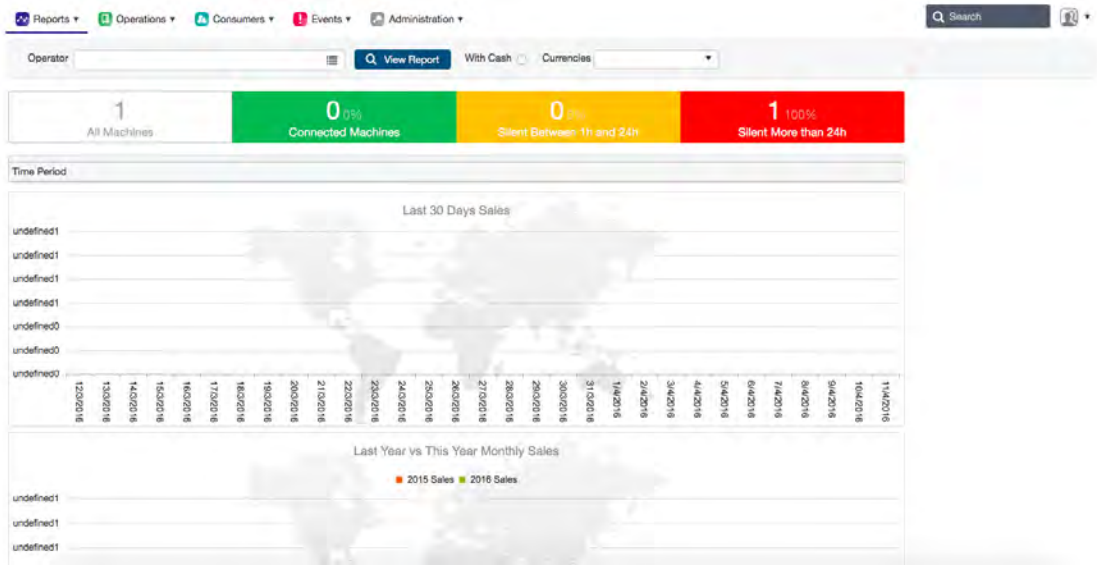
Minimum requirements

With the welcome e-mail from Nayax, the operator receives the login username and password.

1 Table of Contents

1. After log in the system

Once the system user logs in to the Nayax DCS system, the dashboard appears.



The dashboard will be the first page any time the system user logs in.
On the top of the page different buttons can be found. Each button has different sub-buttons. The number of functions depends on the number of user roles that assigned to the system user.

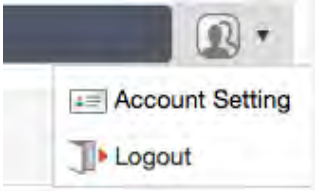
The Nayax DCS First Steps Manual is going to describe all the needed buttons and their sub-buttons' functions.

Search field:

In the search field, system user can search for machine by typing number or text (operator, name of machine, etc).

Logout or Account setting:

Taking the cursor to the sign the Logout and Account setting buttons show up.

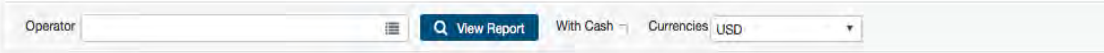


2. Reports

Under reports, you can find the Dashboard and different reports such as Online Reports, DEX Reports, Cards Report and BI Report.

1.1 Dashboard

Dashboard can be found under Reports Button, and Dashboard is the page that appears first any time the system user logs in.
The Dashboard gives an overview about machines' activity.
Once the Deshboard is open, different fields can be found.



On the left side the operators can be found by typing the name of the operator, or clicking on the field and the operators under your account show up. By clicking View Report the respective data show up on the Dashboard concerning the chosen operator. If specific operator is not chosen, the Dashboard gives information about all operators' machines that are under your user account.

The following field gives information about the ACTIVE machines status.

In this field, just ACTIVE machines are monitored concerning all the machines under your account, or if a specific operator is chosen, just the number of machines under that operator show up.

- The very left number with white background shows all active machines.
- The number with green background shows all active machines that are connected and working.
- The number with yellow background shows all active machines that are silent between 1h and 24h.
- The number with red background shows all active machines that are silent more than 24h.

The following field gives information about the revenues that all the operators' machines under your account generate, or if a specific operator is chosen the data is changing accordingly. This field just shows the revenues generated from cashless transactions! In order to see the revenues with cash transactions also please mark the 'With Cash" checkbox in the first field!

	Sales		Transactions	
Time Period	Pre-Paid using Prepaid Credit	Total	Pre-Paid using Prepaid Credit	Total
Today	$ 0.00	$ 0.00	0	0
Yesterday	$ 0.00	$ 0.00	0	0
This Week	$ 0.00	$ 0.00	0	0
Last Week	$ 0.00	$ 0.00	0	0
This Month	$ 0.00	$ 0.00	0	0
Last Month	$ 0.00	$ 0.00	0	0
This Year	$ 1,000.00	$ 1,000.00	7	7
Last Year	$ 0.00	$ 0.00	0	0

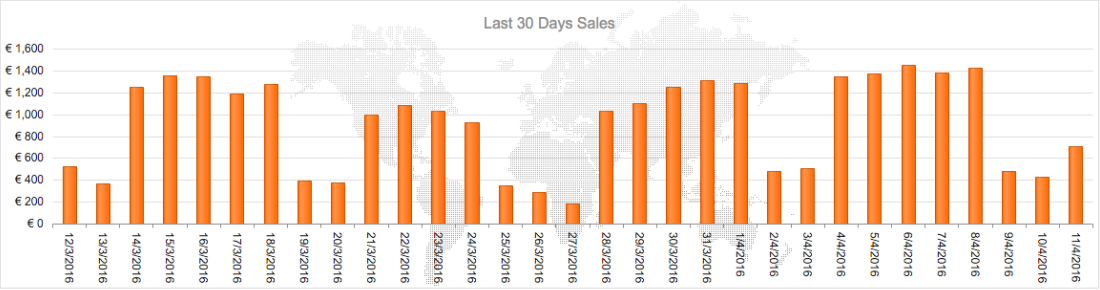
(Just cashless)

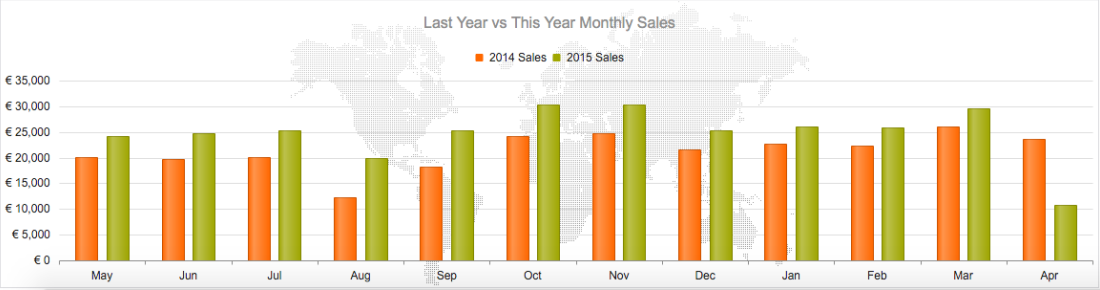
	Sales			Transactions		
Time Period	Cash using Cash	Pre-Paid using Prepaid Credit	Total	Cash using Cash	Pre-Paid using Prepaid Credit	Total
Today	$ 0.00	$ 0.00	$ 0.00	0	0	0
Yesterday	$ 0.00	$ 0.00	$ 0.00	0	0	0
This Week	$ 0.00	$ 0.00	$ 0.00	0	0	0
Last Week	$ 0.00	$ 0.00	$ 0.00	0	0	0
This Month	$ 0.00	$ 0.00	$ 0.00	0	0	0
Last Month	$ 0.00	$ 0.00	$ 0.00	0	0	0
This Year	$ 30.50	$ 1,000.00	$ 1,030.50	12	7	19
Last Year	$ 2,729.50	$ 0.00	$ 2,729.50	235	0	235

(With cash)

Once you would like to see with cash, after marking the "With Cash" checkbox, please click view report in order to get the report.

Under the revenue-monitoring table, the system creates graph about the generated revenues for the last 30 days sales and under this, the system also creates a comparison graph about the generated revenues. Just like this.



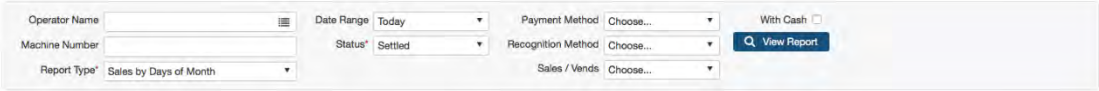


1.2 Online Reports

Under online report, the user can reach three type of reports. The Sales Analysis, Sales Summary and the Transaction Monitor.

1.2.1 Sales Analysis

Once the user clicks on Sales Analysis the following screen appears.
Sales Analysis gives an overview about the total values of different types of payment methods that have been made under the selected operator/machines.
The generated report consists of a graphical analysis and a table analysis.



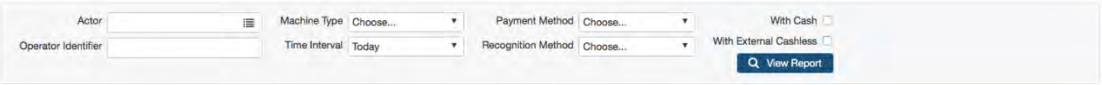
In order to create a sales analysis, the following fields can be filtered.
Report Type and Status are mandatory fields and will significantly influence the report outcome, other fields are optional.

- Under operator, the respective operator can be chosen regarding which operator should the report be generated. If an operator is not chosen, the report will be generated according to Parent.
    - If an operator is chosen, an additional field appear, Machine Group can be selected from the machine groups under the selected operator from the scrolled down list
    - After a machine group is selected, the machine ID/Location can be selected from the scrolled down list
- Machine number, if the report is generated regarding a specific machine, the machine number should be entered.
- Report Type (mandatory), it can be sorted by days of month, by day/'s hour, by weekday or by month.
- Date Range, it can be sorted by today, by last 10 days, by this week and so on.
    - If date range selected, start date and end date must enter.
- Status (mandatory), the status of the sales can be set, for example settled or unsettled, cancelled, cancelled by consumer and so on.
- Payment Method, the respective cashless payment method can be chosen regarding which type of sales should appear, like Prepaid Card, Credit card, etc.
- Recognition Method, here the method of the transaction can be chosen.
- Sales/Vends, the user can set either sales or vends should appear in the report.
- With Cash, if the user wishes to create the report with cash, please mark the checkbox.

After all the desired fields are set, pressing View Report, the report will appear!

1.2.2 Sales Summary

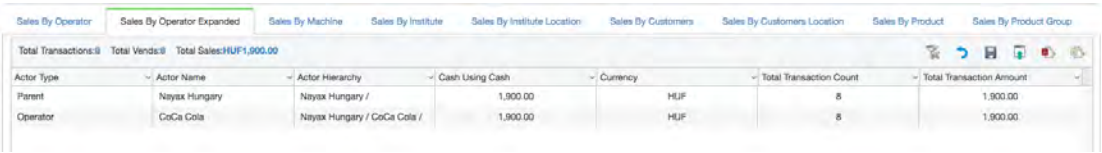
Once the Sales Summary is selected from the Online Report tab, the following screen appears.
Sales Summary summarizes the transactions that have been made according to the defined parameters. The report can be seen from different viewpoints such as sales by operator, sales by operator expanded, sales by machine, sales by institute, sales by institute location, sales by customers, sales by customer's location, sales by product and sales by product group. By clicking on the desired tab, the report appears. The report shows the totals for the defined time interval.



All these fields are optional.

- Actor, the actor can be chosen, regarding which Actor should the report be generated. If an actor is not chosen, the report will be generated according to Parent.
    - If an Actor is chosen, an additional field, the Machine Group appears, here the machine group can be selected from the existing machine groups under the selected Actor.
- Operator Identifier, the respective Operator Identifier can be entered.
- Machine Type, the type of the machine can be selected.
- Time Interval, can be today, yesterday, or a selected date range.
    - If date range is selected, start date and end date must enter.
- Payment Method, the respective cashless payment method can be chosen regarding which type of sales should appear, like Prepaid Card, Credit card, etc.
- Recognition Method, here the method of the transaction can be chosen.
- In order to generate the report with cash or with external cashless, please mark the respective checkbox(es).

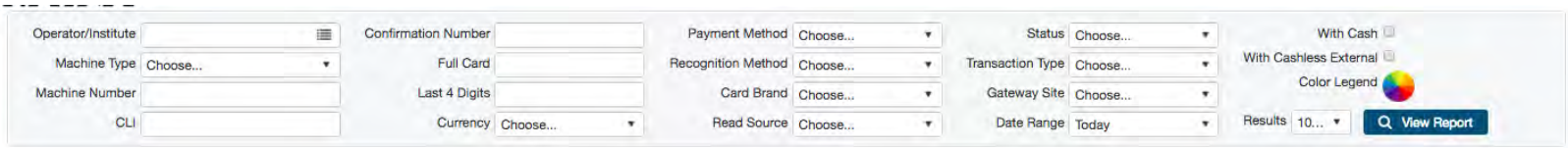
After click View Report, the report will be generated according to the selected fields. After the report can be viewed from different sales prospective.



By clicking on the upper tabs, the sales prospective can be selected.

1.2.3 Transaction Monitor

Once the Transaction Monitor is selected from the Online Report tab, the following screen appears.
Transaction monitor shows the transactions under the selected operator/machine the transactions that have been made. Information about each transaction, such as machine number/location/group, payment method, amount of the transaction, card string and brand of the card, purchased product and so on.



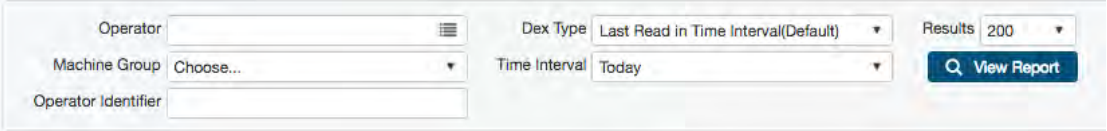
- Operator/Institute, operator or institute can be chosen from the scroll down list. If an operator/Institute is not chosen, the report will be generated according to Parent.
    - Once an operator is chosen, the machine group field appears. Here the machine group can be selected from the existing machine groups under the selected operator/institute.
- Machine Type, the type of the machine can be selected.
- Machine Number, the number of the machine can be entered.
- CLI, CLI can be entered.
- Confirmation Number, confirmation number of the transaction can be entered to filter the report.
- Full Card, full card number can be entered.
- Last 4 digits, last 4 digits of the 16-digits on the card
- Currency, the currency can be chosen that the machine work. Payment Method, the respective cashless payment method can be chosen regarding which type of sales should appear, like Prepaid Card, Credit card, etc.
- Recognition Method, here the method of the transaction can be chosen.
- Card Brand, the card brank can be chosen such as VISA, MasterCard, regarding what type of transactions are desired to be monitored by card brand.
- Read Source, it can be contact, contactless and so on, regarding who how the transaction was done.
- Status, the status of the sales can be set, for example settled or unsettled, cancelled, cancelled by consumer and so on. It is the outcome of the transaction.
- Transaction Type, it can be EMV (All), Regular, Offline (All) and so on.
- Gateway Site, through which gateway site the transaction was done.
- Date Range, can be today, yesterday, or a selected date range.
    - If date range is selected, start date and end date must enter.
- If the user wishes to view the report with cash or with cashless external, the respective checkbox(es) should be marked.
- If the cursor is taken to the Color Legend sign, it shows the explanations of the colors.
- Results, number of transaction viewed per page can be set.

1.3 DEX Reports

Under DEX Reports, three different tabs can be found. The Counter Status, the Sales by Machine and Sales by Product. Datas are based on Dex source.

1.3.1 Counter Status

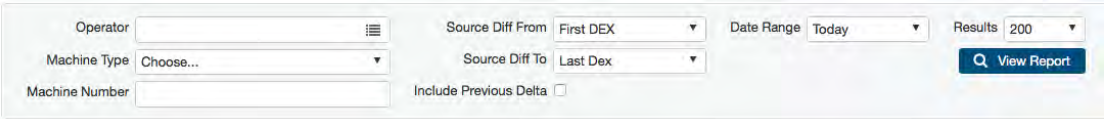
When the Counter Status is selected the following screen appears.



- Operator, the operator can be selected; regarding the report will be viewed by. If an operator is not chosen, the report will be generated according to Parent.
- Machine Group, here the machine group can be selected from the groups that are existing under the selected operator.
    - If a machine group is selected, an additional field appears. Here the machine can be selected from the list that scroll down with the machines that are under the selected machine group.
- Operator Identifier, the respective Operator Identifier can be entered.
- Dex Type, dex type can be selected from the scroll down list.
- Time interval, it can be today, yesterday, or a selected date range.
    - If date range is selected, start date and end date must enter
- Results, number of transaction viewed per page can be set.

After all the desired fields are set, pressing View Report, the report will appear!

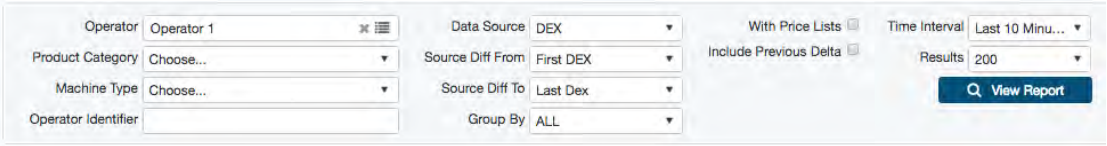
1.3.2 Sales by Machine



- Operator, the operator can be selected; regarding the report will be viewed by. If an operator is not chosen, the report will be generated according to Parent.
    - Once an operator is chosen, the machine group field appears. Here the machine group can be selected from the existing machine groups under the selected operator.
- Machine Type, the type of the machine can be selected.
- Machine Number, the number of the machine can be entered.
- Source Diff From, from which source the dex report should be generated.
- Source Diff To, until which source the dex report should be generated.
- Include Previous Delta, in case the user whishes to include previous delta, please mark the checkbox.
- Date Range, can be today, yesterday, or a selected date range.
    - If date range is selected, start date and end date must enter.
- Results, number of transaction viewed per page can be set.

After all the desired fields are set, pressing View Report, the report will appear!

1.3.3 Sales by Product



- Operator, the operator can be selected; regarding the report will be viewed by. If an operator is not chosen, the report will be generated according to Parent.
- Product Category, product category can be selected from the scroll down list, from product categories that are existing under the selected Operator.
- Machine Type, the type of the machine can be selected.
- Operator Identifier, the respective Operator Identifier can be entered.
- Data Source, it can be DEX or MDB data source.
    - If it is MDB, Source Diff From and Source Diff To disappear.
    - If it is DEX , the following the fields should be filled.
        - Source Diff From, from which source the dex report should be generated.
        - Source Diff To, until which source the dex report should be generated.
- Group By, it can be all, or can be grouped by machine, location, institute, route.
- In order to generate the report with cash and/or with Price Lists, please mark the respective checkbox(es).
- Time Interval, can be today, yesterday, or a selected date range.
    - If date range is selected, start date and end date must enter.
- Results, number of transaction viewed per page can be set.

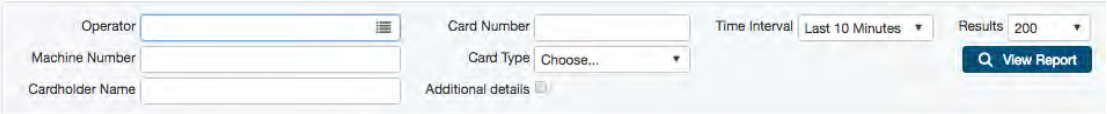
After all the desired fields are set, pressing View Report, the report will appear!

1.4 Cards Reports

Under cards reports, the user can reach five types of reports. The Card Sales Details, Card Sales Summary, Sales by Location, Sales by Price and Card Credit Changes. Cards Reports **only** generate the report regarding prepaid cards!

1.4.1 Card Sales Details

Once the card sales details are open from Cards Reports, the following screen appears. This report gives information about the prepaid card that were used on the selected machine, or on the machines under the selected operator.

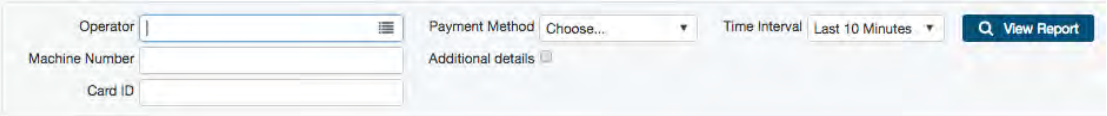


- Operator, the operator can be selected; regarding the report will be viewed by. If an operator is not chosen, the report will be generated according to Parent.
- Machine Number, the number of the machine can be entered.
- Cardholder Name, name of the cardholder should be entered.
- Card Number, should be entered.
- Card Type, select from the scroll down list.
- If additional details should be included, please mark the checkbox.
- Time interval, it can be today, yesterday, or a selected date range.
    - If date range is selected, start date and end date must enter.
- Results, number of transaction viewed per page can be set.

After all the desired fields are set, pressing View Report, the report will appear!

1.4.2 Cards Sales Summary

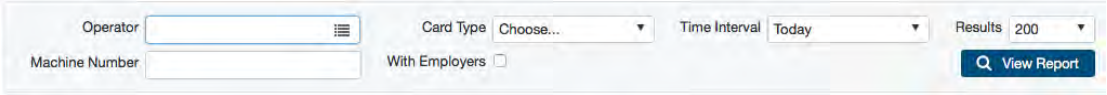
Once the Card Sales Summary is open, the following screen should appear.



- Operator, the operator can be selected; regarding the report will be viewed by. If an operator is not chosen, the report will be generated according to Parent.
- Machine Number, the number of the machine can be entered.
- Card ID, card ID should be entered.
- Payment Method, either Prepaid Credit or Monyx App can be chosen.
    - If it's prepaid credit, the Card Type additional field appears. Please select from the scroll down list.
- If additional details should be included, please mark the checkbox.
- Time interval, it can be today, yesterday, or a selected date range.
    - If date range is selected, start date and end date must enter.

After all the desired fields are set, pressing View Report, the report will appear!

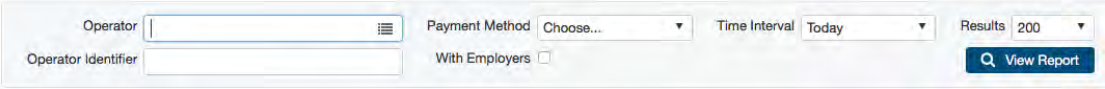
1.4.3 Sales by Location



- Operator, the operator can be selected; regarding the report will be viewed by.
    - If an operator is not chosen, the report will be generated according to Parent.
    - If an operator is selected, the Machine Group additional field appears.
        - Machine Group, here the user can select from the machine groups that are under the user's account.
            - Once a machine group has been selected, the Machine additional field appears.
                - Here the user can select from the machines that are under the selected machine group.
- Machine Number, the number of the machine can be entered.
- Card Type, card type can be chosen, such as prepaid card, Monyx card, etc.
- If the user whishes to generate the report with employers, please mark the "With Employers" checkbox.
- Time interval, it can be today, yesterday, or a selected date range.
    - If date range is selected, start date and end date must enter.
- Results, number of transaction viewed per page can be set.

After all the desired fields are set, pressing View Report, the report will appear!

1.4.4 Sales by Price

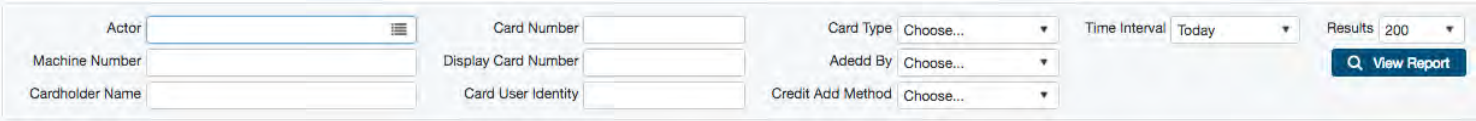


- Operator, the operator can be selected; regarding the report will be viewed by.
  - If an operator is not chosen, the report will be generated according to Parent.
  - If an operator is selected, the Machine Group additional field appears.
    - Machine Group, here the user can select from the machine groups that are under the user's account.
      - Once a machine group has been selected, the Machine additional field appears.
        - Here the user can select from the machines that are under the selected machine group.
- Operator Identifier, the respective Operator Identifier can be entered.
- Payment Method, either Prepaid Credit or Monyx App can be chosen.
  - If it's prepaid credit, the Card Type additional field appears. Please select from the scroll down list.
- If the user whishes to generate the report with employers, please mark the "With Employers" checkbox.
- Time interval, it can be today, yesterday, or a selected date range.
  - If date range is selected, start date and end date must enter.
- Results, number of transaction viewed per page can be set.

After all the desired fields are set, pressing View Report, the report will appear!

1.4.5 Card Credit Changes

Gives report about credit changes on the prepaid cards.



- Actor, the actor can be chosen, regarding which Actor should the report be generated. If an actor is not chosen, the report will be generated according to Parent.
- Machine Number, the number of the machine can be entered.
- Cardholder Name, name of the cardholder should be entered.
- Card Number, should be entered.
- Display Card Number, enter the written number on the card.
- Card User Identity, enter the cardholder identification number.
- Card Type, select from the scroll down list.
- Added by, it can be User or System Process.
- Credit Add Method, select the from the scrolled down list.
- Time interval, it can be today, yesterday, or a selected date range.
  - If date range is selected, start date and end date must enter.
- Results, number of transaction viewed per page can be set.

After all the desired fields are set, pressing View Report, the report will appear!

1.5 BI Reports

In the BI Reports, the Discovery - Last 3 Years can be found.

1.5.1 Discovery - Last 3 Years

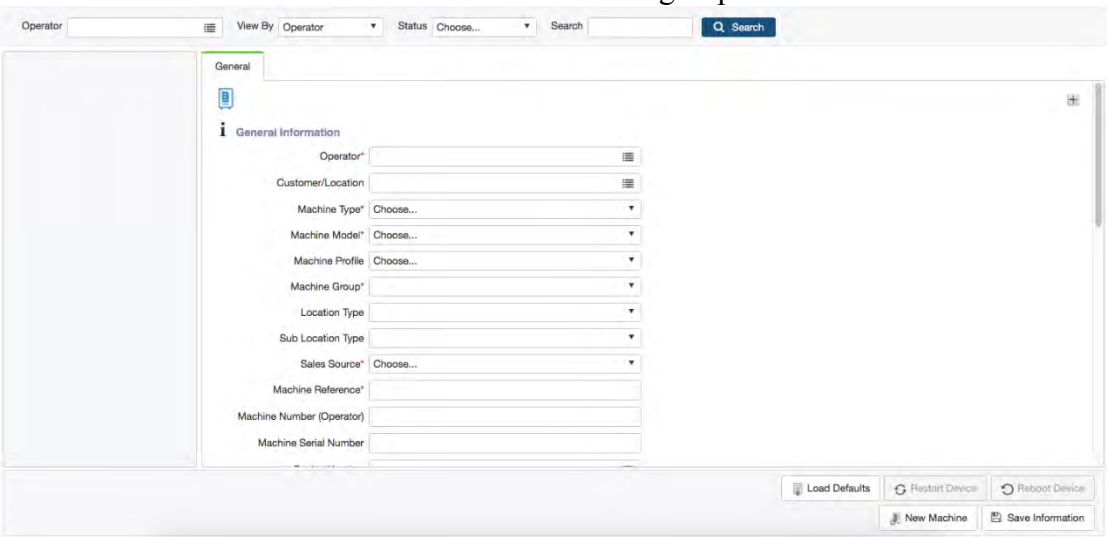
By clicking on the Discovery - Last 3 Years tab, it will take the user to the BI report webpage provided by Nayax.

2 Operations

The operation tab can be found in the upper menu line.
In the operation menu, the following buttons can be found: Machines, Inventory Dashboard and Machine Dynamic Status.

2.1 Machines

Clicking on the Machine button, the following screen appears.
User can manage its machines and can create machine and machine group.



The first row is the searching field. Existing machines can be found here.

- Operator field, the existing operators under the user, operators scrolls down in order to search for machine(s). Clicking on the desirable operator, it will be selected.

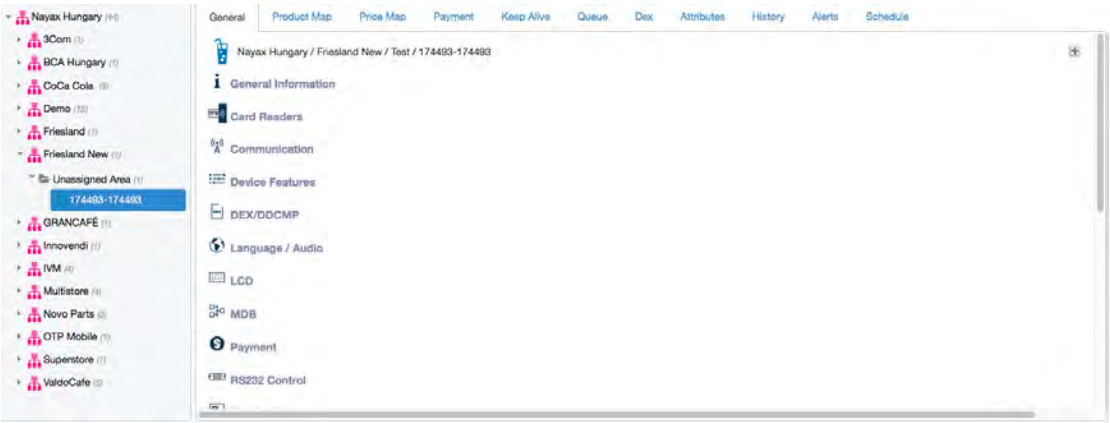
1. If an operator is not chosen, the report will be generated according to Parent.

- View by, the search can be view by either operator, or by group.
- Status, the status of the operator can be filtered for the search.
- Search field, by typing number or word(s), can be search for machine(s).

After all the desired fields are set, pressing Search, the result(s) of the search will appear!

- If the user leaves all field empty, and click on “Search”, all the operators appear.

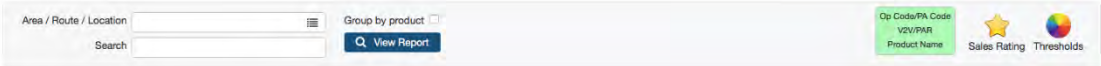
After all the desirable fields are selected or filled in, click on “search” button in order to precede the search. Operators will appear on the left side of the screen.
By clicking on the operator, machines under the respective operator will appear. By clicking on the machine the machine details appear like this.



By clicking on the General Information, Card Reader, etc. , the details regarding them will appear.
<u>For machine and machine group creation and setup, please follow the respective NEW MACHINE CREATION manual!</u>

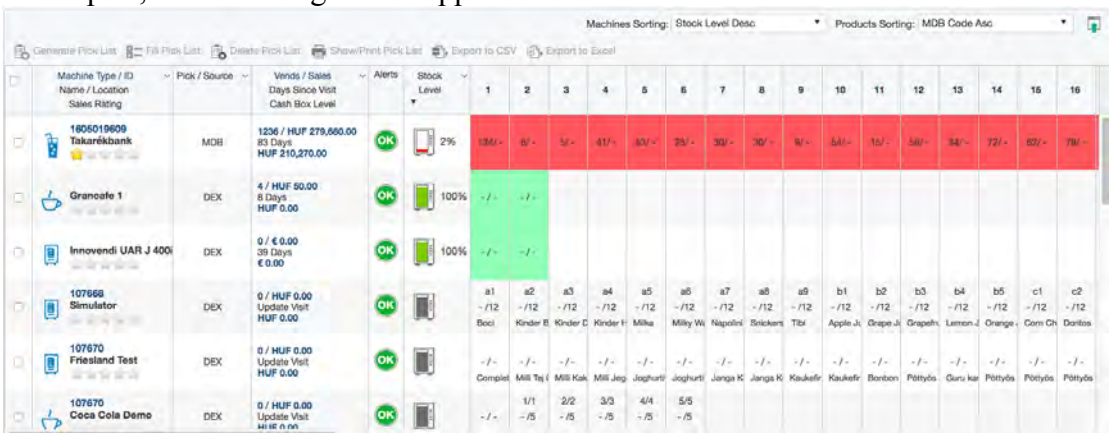
2.2 Inventory Dashboard

By clicking on the Inventory Dashboard, the following screen appears.



Left side is the searching field.
Clicking on the Area/Route/Location field, please select from the list.
By typing into the Search field, user can type anything as whishes to search for.
Mark the "Group by product" checkbox if desired to view the outcome of the search accordingly.
If an operator is not chosen, the report will be generated according to Parent.

After clicking View Report, the following screen appears.

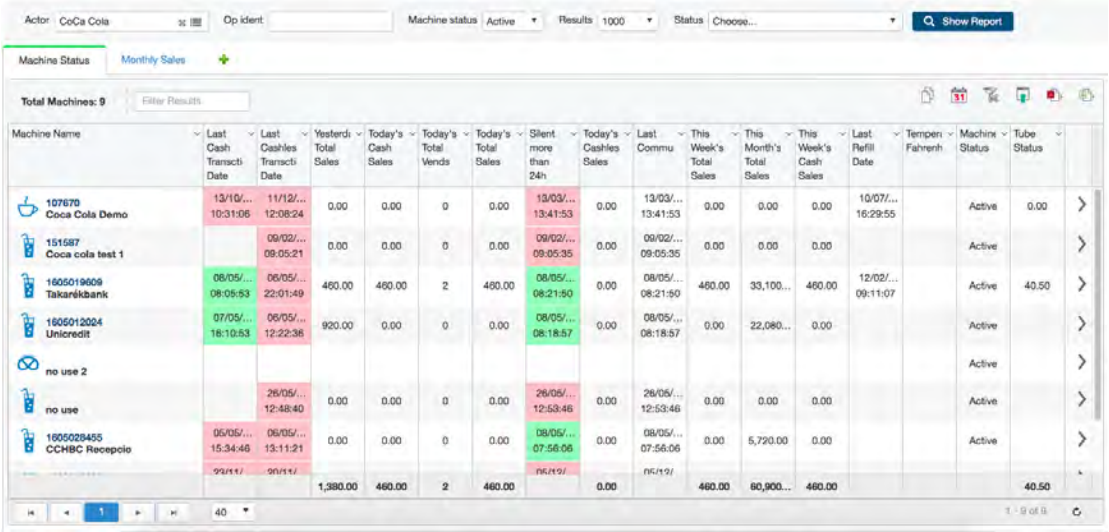


This is the explanation field.
The green area is the Display Menu. By clicking on it, it can be adjusted.
Sales rating, sales can be rated by stares.
Thresholds, with different colors the inventory thresholds can be marked, as the picture shows.

For more detailed information, please follow the **New Inventory dashboard manual.**

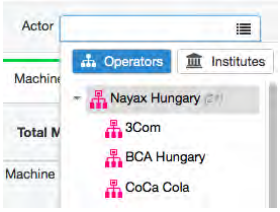
2.3 Machine Dynamic Status

Once the Machine Dynamic Status is opened, the following screen appears.



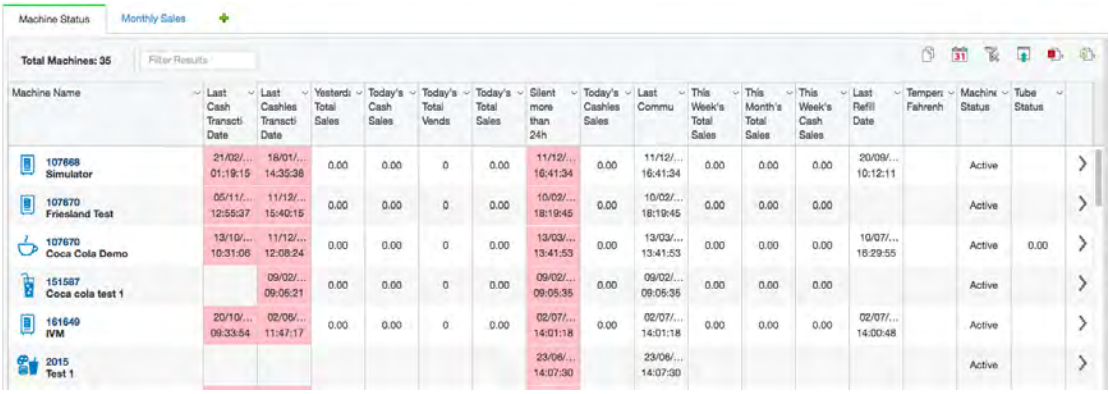
The upper line is the search field. See the picture below.

- Actor, here you can select from the existing operators from the scroll down list by clicking on the right side if the Actor search field.
  In case an Actor is not chosen, all the machines regarding all the operators will appear in the report.

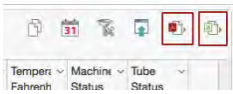


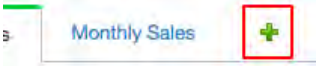
- Op ident, the respective Operator Identifier can be entered.
- Machine status,
  - If active is selected, all the active machines will be reported
  - If not active machines are selected, all the not active machines will be reported
  - If non of them are selected and the user leaves it as it is, all the active and not active machines will be viewed in the report.
- Results, number of transaction viewed per page can be set.
- Status, please select the desired status as the uses whishes to search.

After all the desired fields are set, pressing View Report, the report will appear!



Exporting the report in Excel or PDF is possible by clicking on the respective sign on the right top corner.

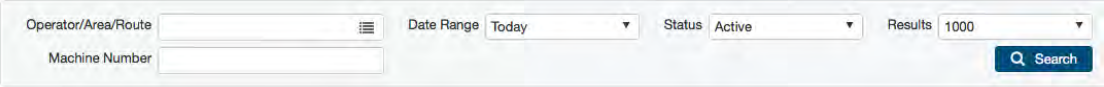


New Preset can be added by clicking on the green plus sign 

For more information about the Preset and Machine Dynamic Status management, please follow the **Machine Dynamic Status Quick Guide** manual file!

2.4 Cash Accountability

Once the Cash Accountability is open, the following screen appears.



This is the search field.

- Operator/Area/Route: by typing or clicking on the right side of this field, the user can select the desirable Operator/Area/Route.
    - If an operator is not chosen, the report will be generated according to Parent.
    - If an Operator/Area/Route is selected another field, the Machine Group appears.
        - Machine Group: here the user can select from the machine groups that are under the user's account.
- Machine Number: the number of the machine can be entered.
- Date Range: can be today, yesterday, or a selected date range.
    - If date range is selected, start date and end date must enter.
- Status: the user can chose between two options, active or not active. If the user does not select, automatically active status will be applied.
- Results: number of transaction viewed per page can be set.

After all the desired fields are set, pressing Search, the result(s) of the search will appear!

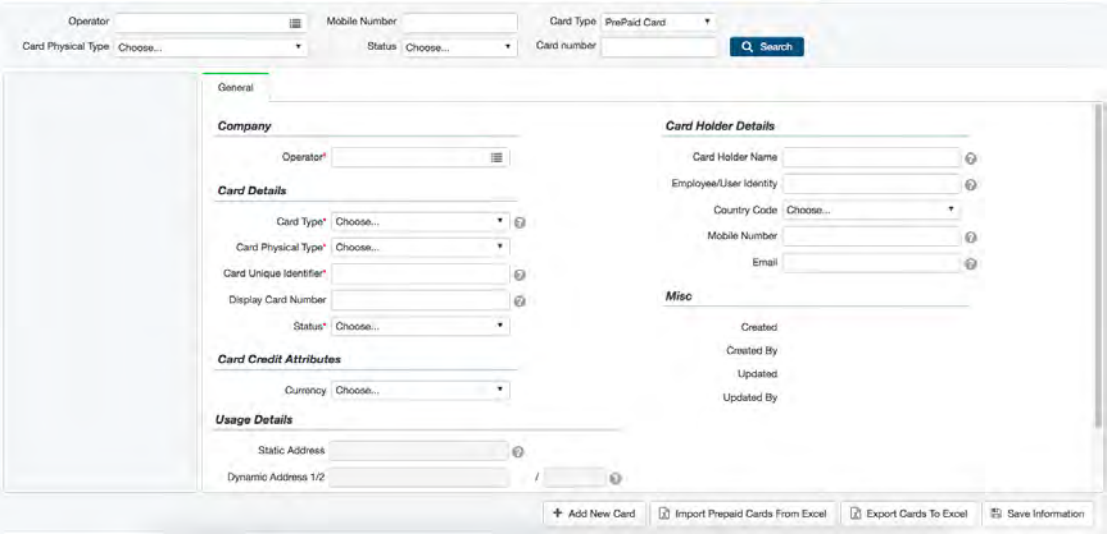
For further information and settings, please follow the **Cash Accountability Manual!**

3 Consumers

The consumers tab can be found in the upper menu line.
Under the consumers tab the following functions can be found: card management, eReceipt Subscribers, Sales and Discount, Monyx Refund.

3.1 Card Management

Once the Card Management is open, the following screen appears.



The upper line is the searching field. Here user can search for already existing prepaid cards.

The searching field parameters:

- Operator: Operator can be chosen under the user's account. If no operator is selected, all the operators will appear on the left side of the screen. If an operator is selected, just those card will appear that are under the selected operator with the selected criteria.
- Card Physical Type: her user can select physical card type.
- Mobile number: Respective mobile number for the card can be entered in order to search more specifically.
- Status: The status of the card for example expired or new and so on, can be selected from the scroll down list. If no status selected all card will appear aside from the status of the card.
- Card Type: Select from the scroll down list, if it is not selected, this field remains prepaid card.
- Card Number: If the user knows the number of the card that he is looking for, he can enter here in order to narrow the search results.

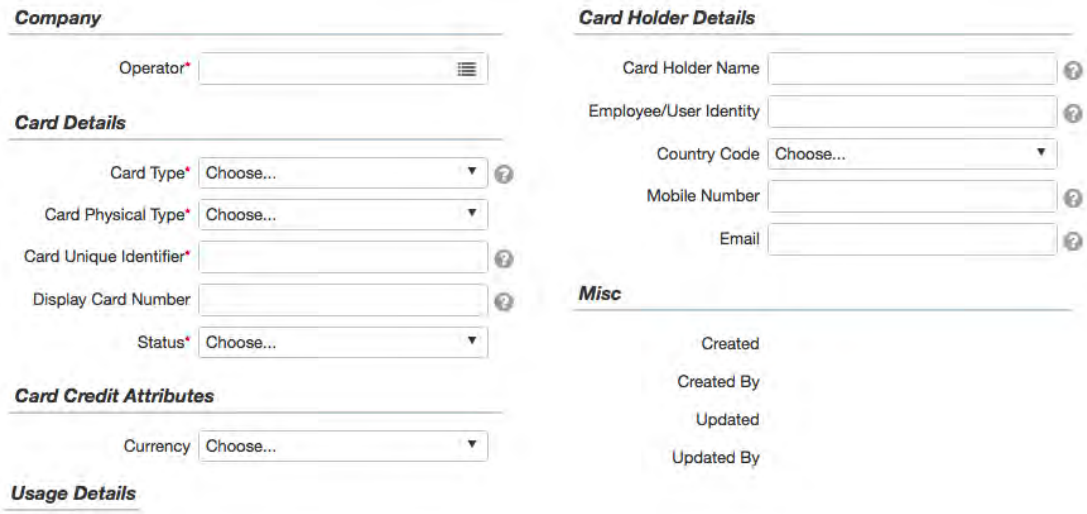
After all the desired fields are set, pressing Search, the result(s) of the search will appear!

Creating prepaid card(s) and exporting card:

For creating prepaid card or exporting existing card the following buttons should be used.

Creating prepaid card(s) there are two options.

- In case it is only one card, press "Add New Card" button.



  - Please fill in the fields accordingly. Fields that are marked with red gear-wheel are mandatory.
- In case the user wants to create more prepaid card, press "Import Prepaid Cards From Excel".

.2

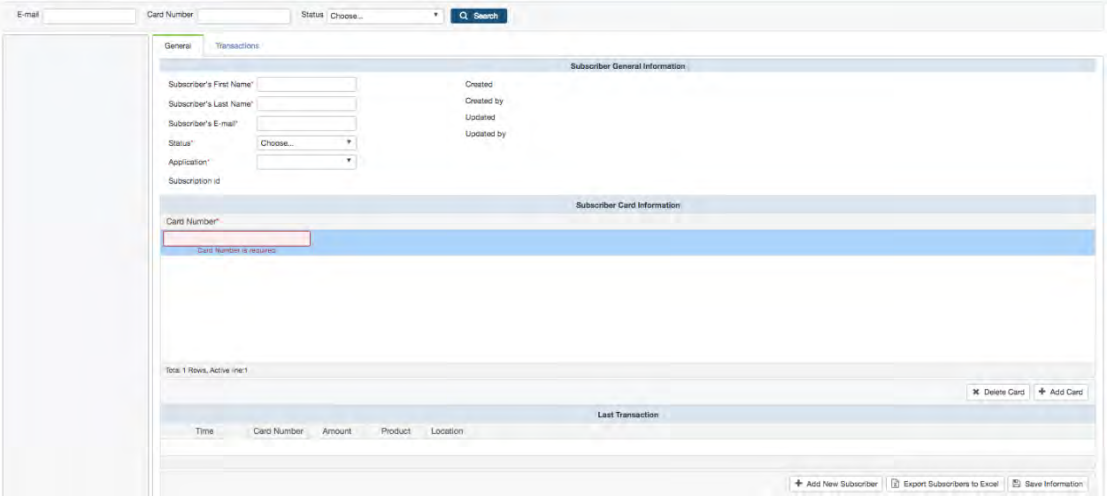
The Excel file must be in the following format. The first row must contain header:

Card Unique Identifier(Required)	Display Card Number	Card Holder Name	Employee/User Identity	Transaction Credit =0 Money Credit = 1	Max Daily	Max Monthly	Is Accumulated (1 or 0)	Is Active (1 or 0)	Is Single Use (1 or 0)	Is Revalue Card (1 or 0)	Card Groups (delimited by comma) and group's daily limit in brackets, for all insert * (Required)	Card Location (delimited by comma), for all insert * (Required)	Card Credit

For creating prepaid cards please follow the respective "Nayax Pre-paid cards management 1_3 manual!

3.2 eReceipt Subscriber

Once the eReceipt Subscriber is open, the following screen should appear.

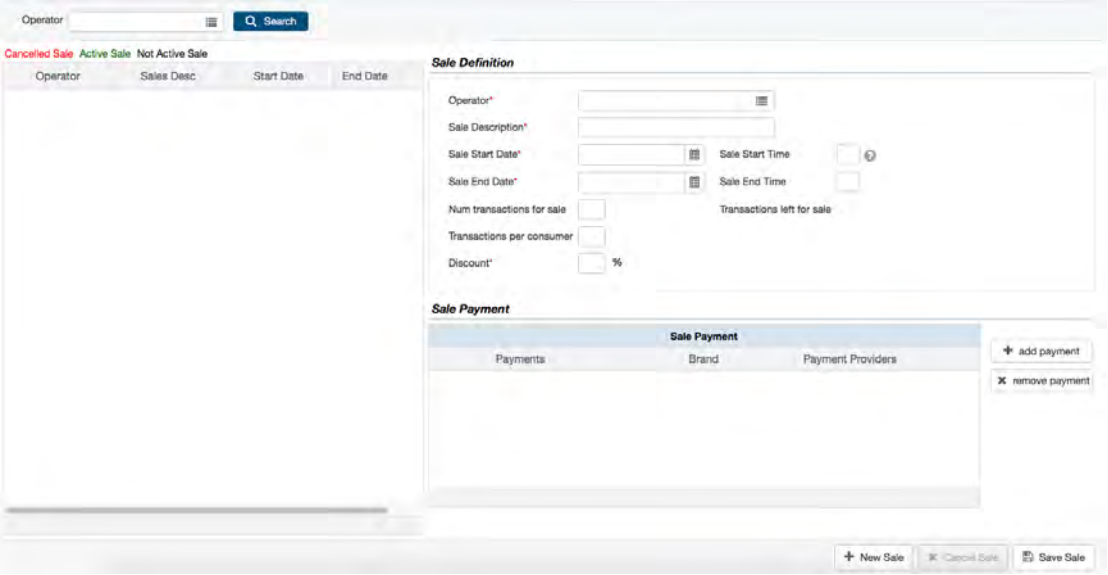


As always, the upper line is the search field.

For further details, please follow the eReceipt Subscriber manual!

3.3 Sales and Discount

Once the sales and discount is open, the following screen should appear.
The user can run sales and discount on its machine(s) by setting up the following parameters.



On the left side of the screen the sales are monitored as cancelled sale, active sale and not active sale.

<u>Sale Definition:</u>
User can set discount for product on the machines(s) under the selected operator.
- Operator: Select the desired operator; the machines under that operator will be effected by the sale.
- Sale Description: Enter the name of the sale.
- Sale Start Date: Select the start date of the sale, and the time.
- Sale End Date: Select the end date of the sale, and the time.
- Number of transactions for sale: the user can set a specified number of products for the sale.
- Transactions per consumer: user can set the maximum number of transactions that a consumer can do.
- Discount: percentage of the discount.

(fields marked with red gear-wheels are mandatory fields)

When all mandatory and optional fields are filled in, click Save Sale in order to apply the discount.

<u>Sale Payment:</u>
User can set discount for payment methods on machine(s) under the selected operator.

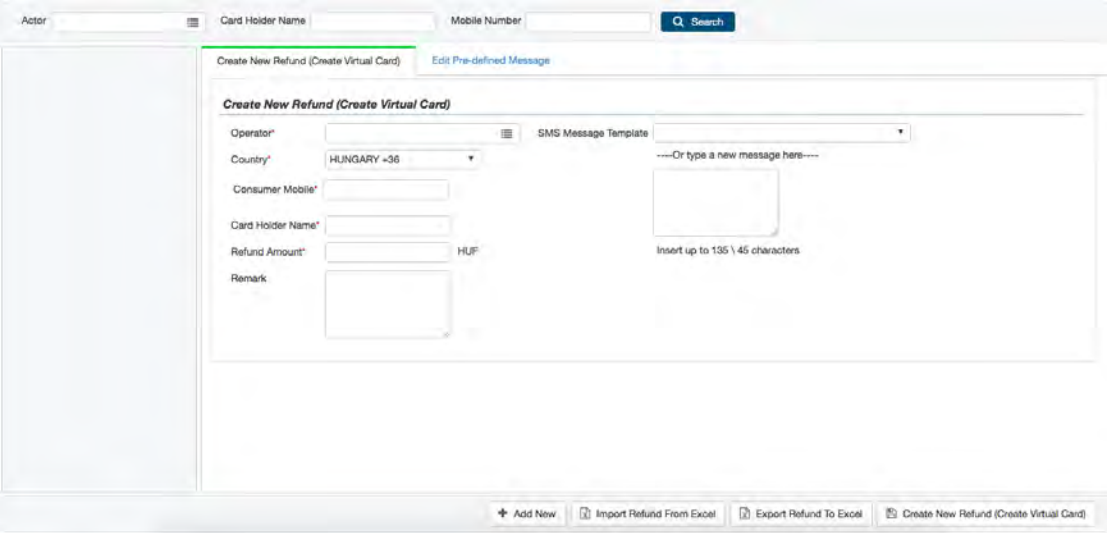
By clicking on “Add payment” button, user can add new sale payment methods.
By clicking on “Remove payment”, user can remove existing sale payment method.

When all the desired payment methods were added, , click Save Sale in order to apply the discount.

For further details, how to add new sale, cancel and manage sales, please follow the respective manual.

3.4 Monyx Refund

Once the Monyx Refund is open, the following page appears.



The searching field can be found on the top of the page, by selecting and/or entering the parameters in order to search for existing pre-paid cards. Once the fields are selected and/or entered, click search and the found results will appear on the left side of the screen.

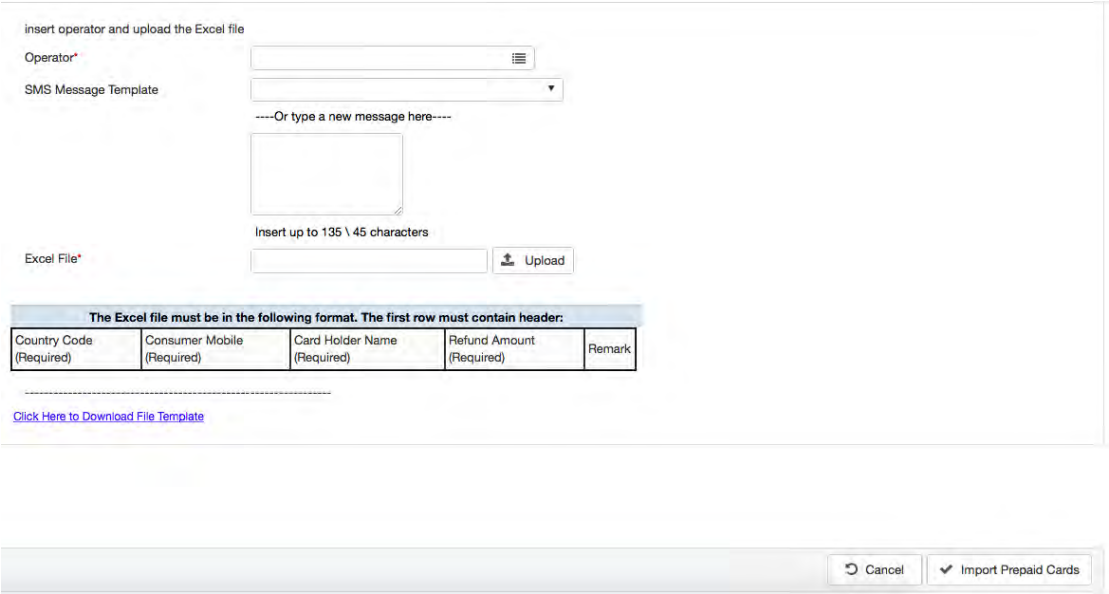
<u>Create new Refund (virtual pre-paid card)</u>

- Please select and enter the fields (fields marked with red gear-wheel are mandatory fields).
- After fields are filled in, click “Create new refund (create virtual card)” in order to save it.

Importing refund from and exporting refund to excel is possible by clicking on the respective button at the bottom of the page.

Importing refund from excel:

Once the user clicked on the "importing refund from excel" the following screen appears.



Clicking on the "Click Here to Download File Template" , the template downloads. Fill in the excel file as desired.

1. Select the respective operator from the scroll down list.
2. Select the SMS message template or type a new message.
3. Select the filled in excel file and click on "upload".

After all the steps are done, please click import prepaid card in order to finish the procedure.

4 Events

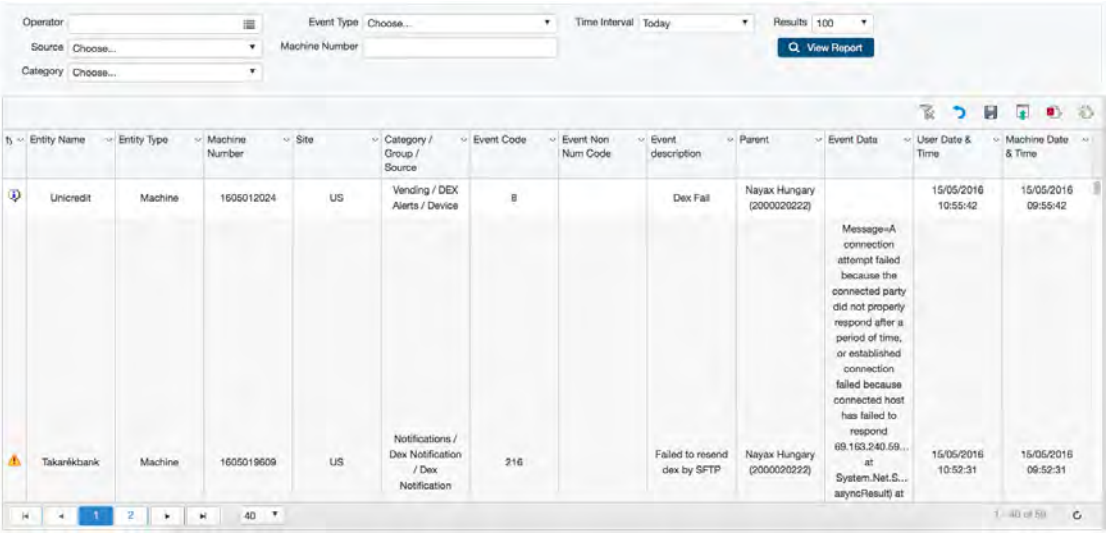
Under the consumers tab the following functions can be found: Event Log, Event Summary, SMS Details, Dex Notify Log.

4.1 Event Log

Once the Event log is open, the following screen appears.

- Operator: Operator should be selected regarding the report should be generated. If no operator is selected, the report will be generated according to Parent.
- Source: Please elect from the scroll down list.
    - By selecting a source, an additional field appears above the event type, the "Event Code".
- Category: Please select from the scroll down list, if a category is selected an additional field appears, the Group field.
    - If a category is not selected, please select the desired event code.
    - If a category is selected, the event code field disappears.
    - Please select the respective group.
- Event Type: Please select the even type that the user is looking for.
- Machine Number: the user can the respective machine number is order to narrow the results.
- Time interval, it can be today, yesterday, or a selected date range.
    - If date range is selected, start date and end date must enter.
- Results: number of transaction viewed per page can be set.

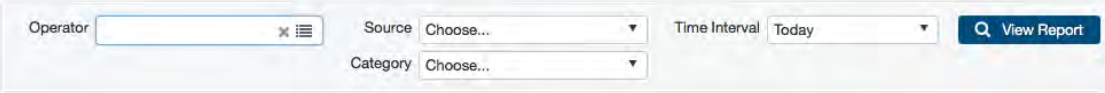
After all the desired fields are set, pressing View Report, the report will appear!
A similar screen should appear.



The report can be exported to excel or pdf.

4.2 Event Summary

When the event summary is open, the following screen should appear.
It summarizes the events that happened under the selected operator.

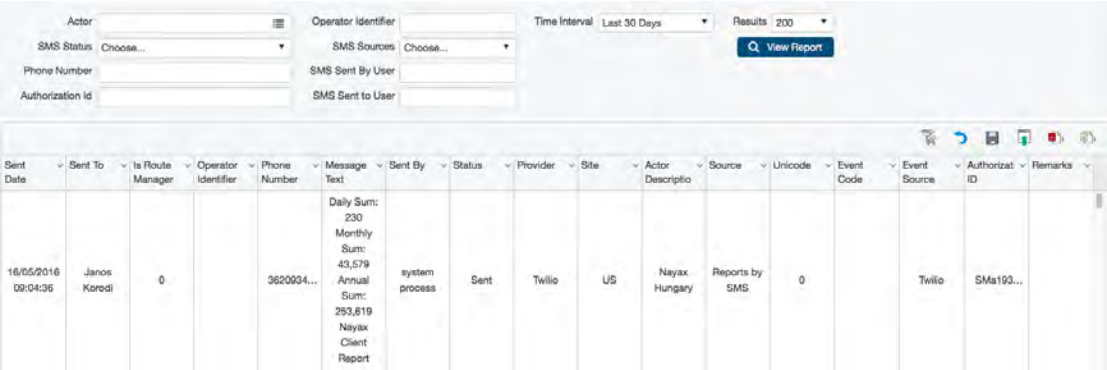


- Operator: Operator should be selected regarding the report should be generated. If no operator is selected, the report will be generated according to Parent.
- Source: By selecting a source, an additional field appears under the source field, the "Category".
    - Category: Please select from the scroll down list.
        - if a category is selected an additional field appears, the Group field.
            - Select the group from the scroll down list.
        - If a category is not selected, the event code remains.
            - Select the event code from the scroll down list.
- Time interval, it can be today, yesterday, or a selected date range.
    - If date range is selected, start date and end date must enter.

After all the desired fields are set, pressing View Report, the report will appear!
The report can be exported to excel and pdf file the same was as it was described above.

4.3 SMS Details

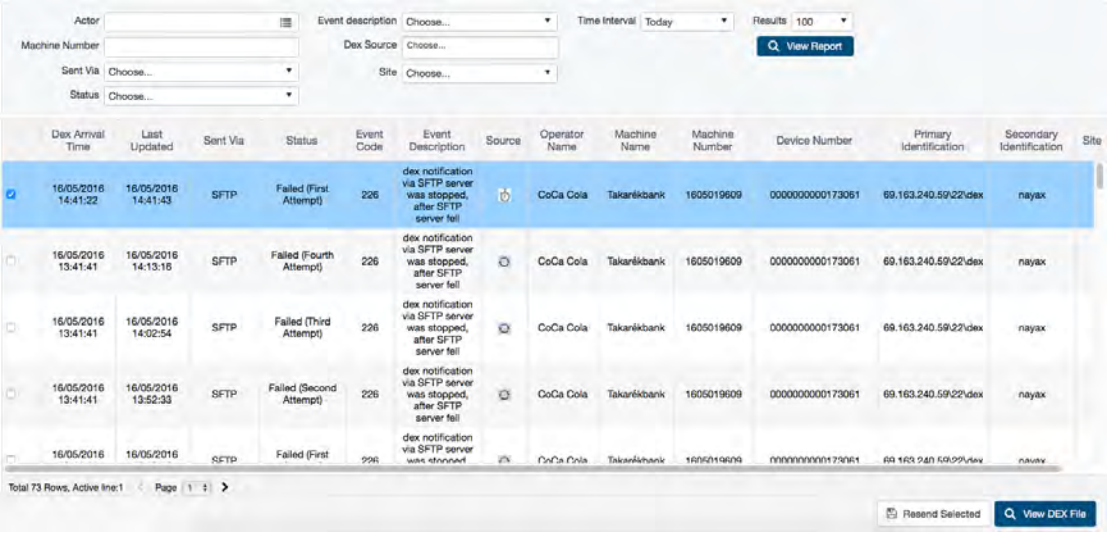
SMS details give sms message notifications to customers about the operation. In the report, user can see the date when the sms was sent, recipient of the sms, phone number of the recipient, the text of the message, source of the message, authorization ID, site and provider.



The report can be adjusted by setting up the parameters in the search field.

4.4 DEX Notify Log

The report that sent to 3rd party. The report can be filtered by selecting the parameters in the search field.
The report contains the Dex arrival time, last updated, status of the dex file, sent via, the source (it can be multiple by selecting multiple sources in the search field), machine name, machine number, device number, primary identification, secondary identification, site and the name of the operator, event description.



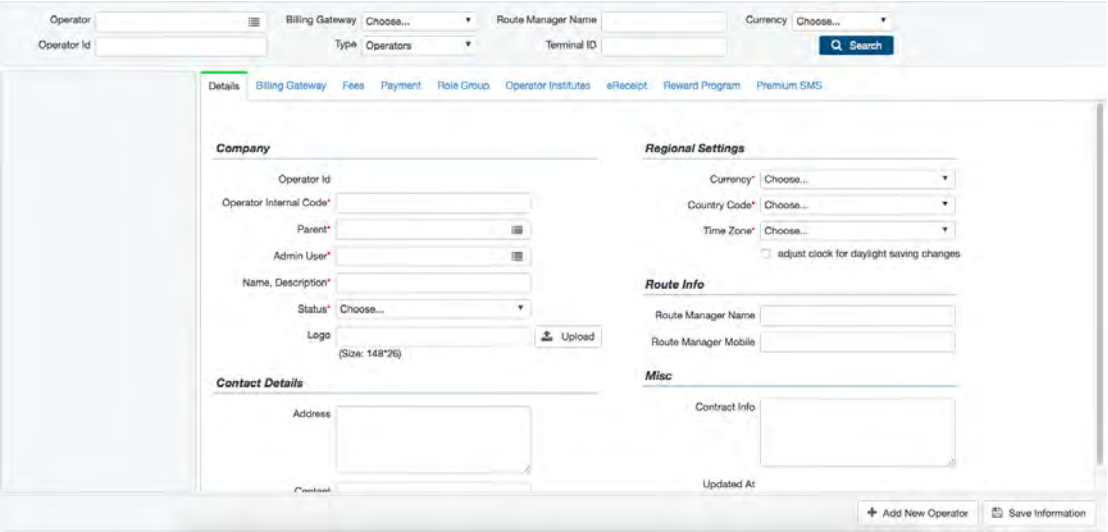
The dex file can be resent by selecting the respective line(s) and press “Resend Selected” button at the bottom of the page.

5 Administration

In the administration tab, the user can find different functions such as create new operator, manage existing operator, devices, VPOS, system users, products, product maps and machine management.

5.1 Operator

Once the operator is open, the following screen appears.



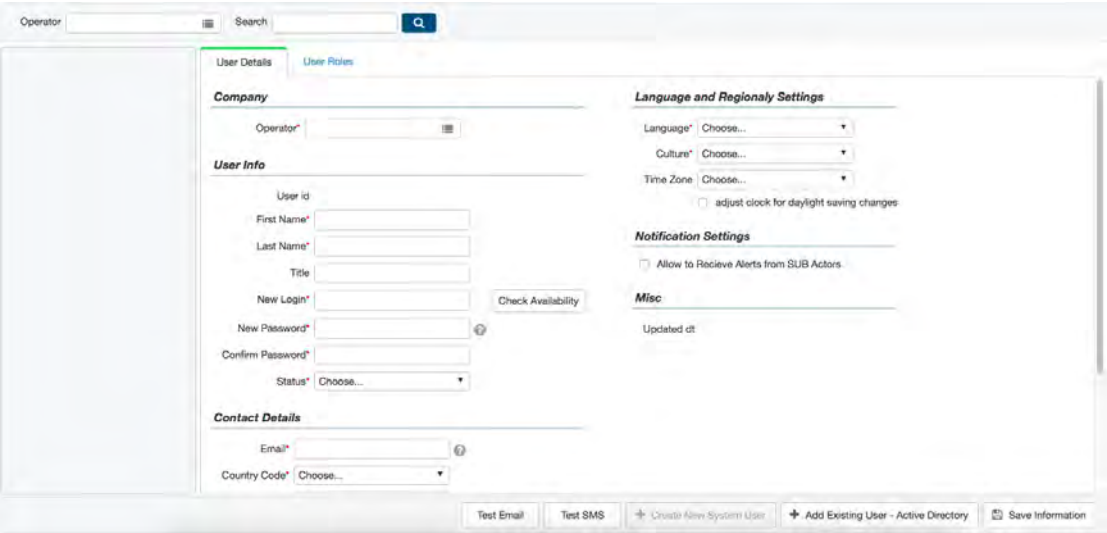
The upper field is the searching field. By filling in the fields and click search, existing operator(s) will appear on the left side of the screen.
By clicking on the desired operator from the list on the left side, details will appear regarding the operator. In order to see Billing gateway, Payment, Role Group, Operator Institutes and Dex regarding the operator, please click on the respective button on the upper line as seen below.

<u>For creating new operator:</u> click on the “Add New Operator” button at the bottom of the page and fill in the details.

For more information regarding new operator creation, please follow the **Operator and User management Manual!**

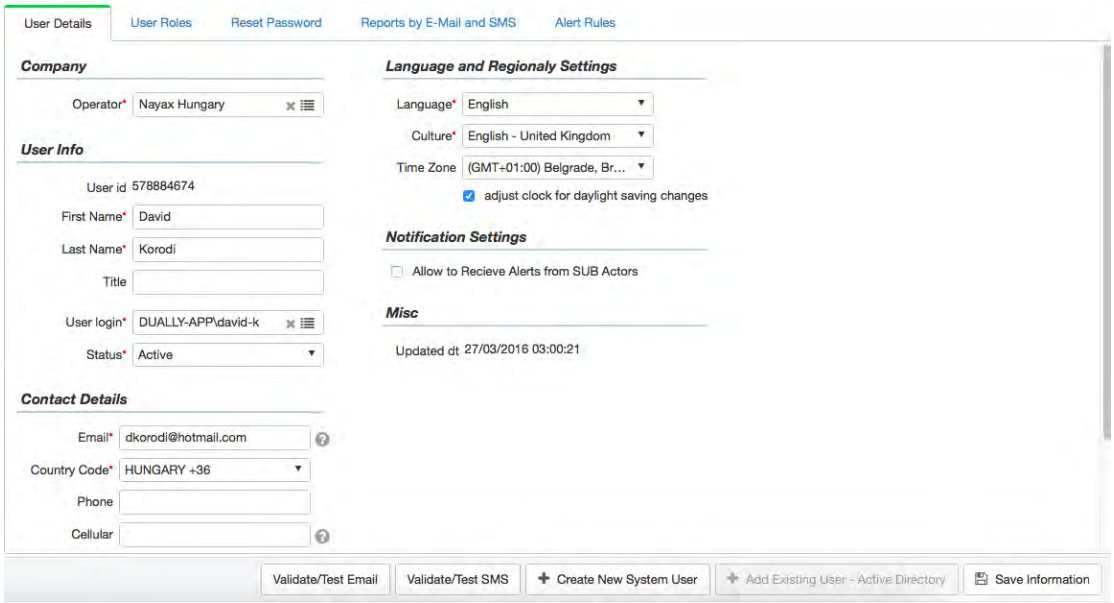
5.2 System User

Once the system user is open, the following screen appears.



The upper line is the search field. Either can search for specific user(s) under a specific operator by selecting an operator in the operator field, or click on the search button and all the existing operators under the Parent will appear on the left side.

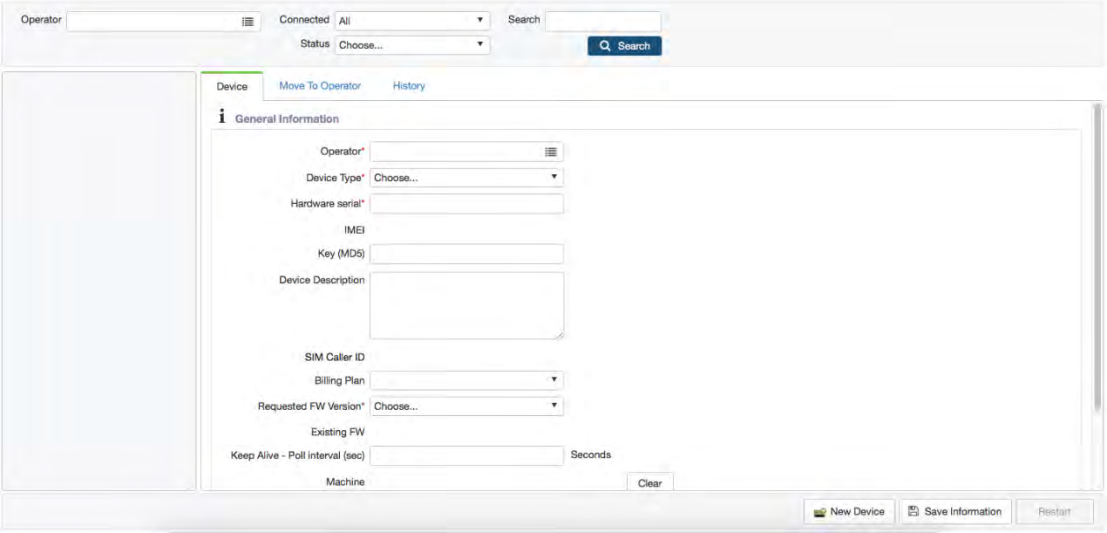
By clicking on the user, the user's details will appear as follows.



For new system user creation, please follow the **Operator and User management Manual!**

5.3 Devices

Once the Devices is open, the following screen appears.



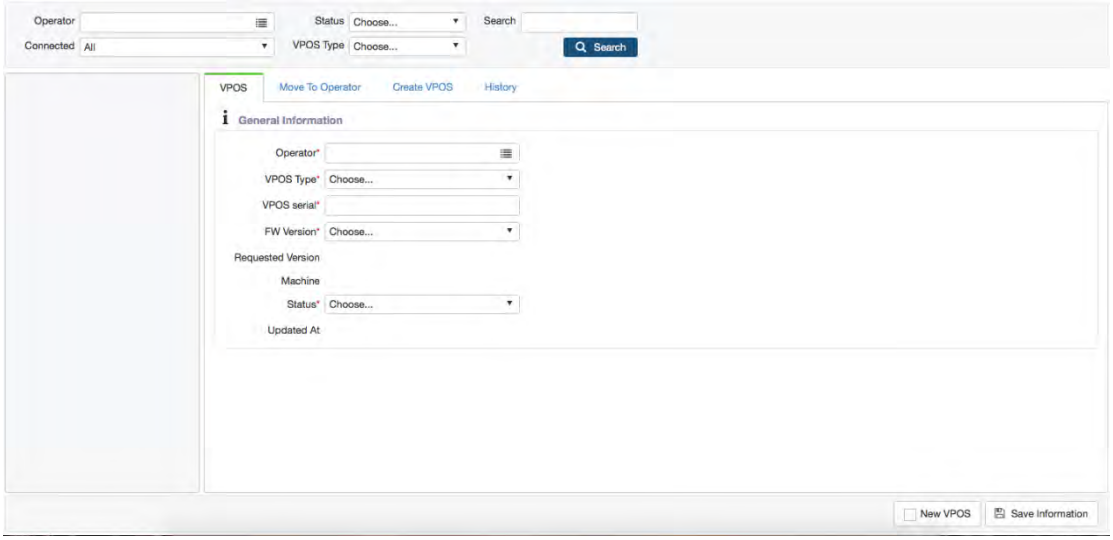
The upper field is the search field. Here the user can search for existing devices under his operator. Either select the operator to narrow down the search and fill in other search fields, or click on the search button and all the operators with the devices will appear on the left side of the screen.

Once the devices appeared on the left side, by clicking on it, details regarding itself appears.

- By clicking on the “move to operator”, the device can be moved to another operator.
- By clicking on the “History”, the history regarding the changes on the device can be seen here.

5.4 VPOS

Once the VPOS is open, the following screen appears.



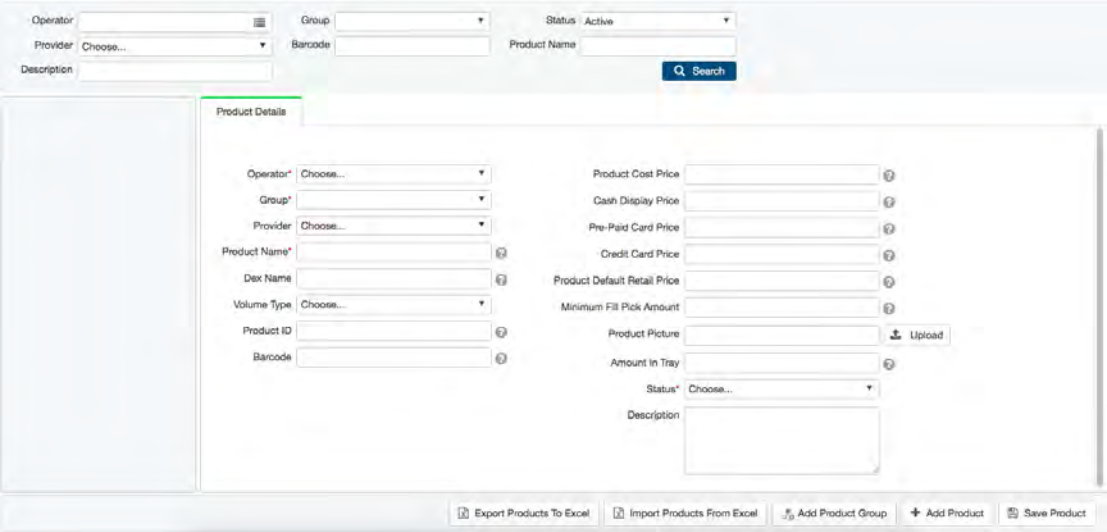
The upper field is the search field. Here the user can search for existing VPOS under his operator. Either select the operator to narrow down the search and fill in other search fields, or click on the search button and all the operators with the devices will appear on the left side of the screen.
Once the VPOS appeared on the left side, by clicking on it, details regarding itself appears.

- By clicking on the “move to operator”, the device can be moved to another operator.
- By clicking on the “History”, the history regarding the changes on the device can be seen here.
- Create VPOS – new VPOS can be added to the operator.

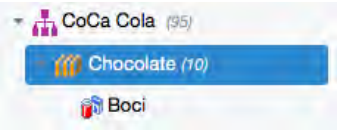
Device and VPOS creation are done by the Manufacturer and the users should not make it by them self's,
Once a user wants to implement a system on a machine.
Hardwares have to be moved to the operator in order to assign to a machine and manage its operations!

5.5 Products

Once the products feature is open, the following screen appears.
With this function, the user can manage his product groups and products.

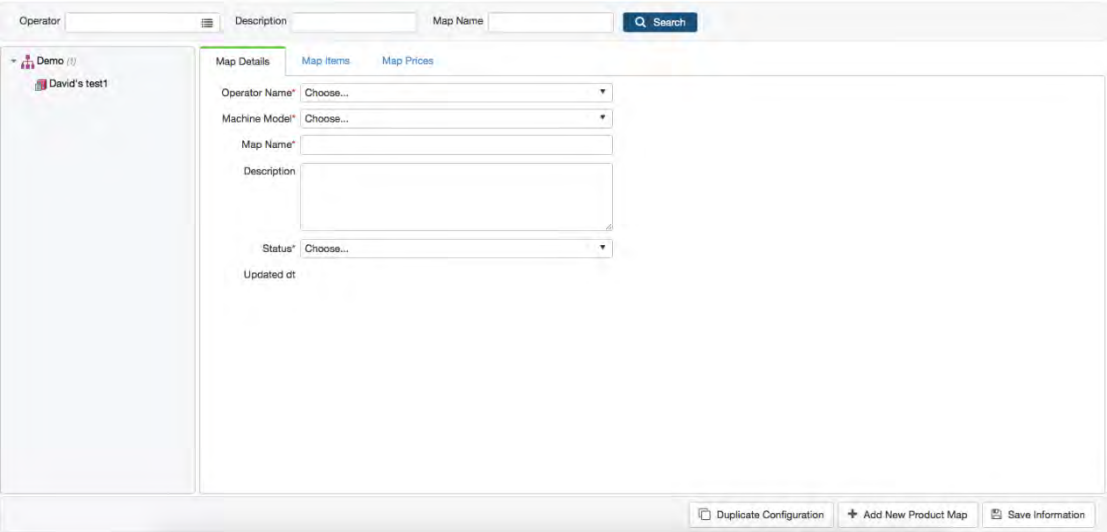


The search field can be found on the upper side of the page. Her the user can search for already existing products under own operator.
Either search by selecting and filling in search fields, or by clicking on the search button, all the operators with existing products and product groups will appear.



For adding product and product group, export products to excel and import products from excel, please follow the **Product manual**!

5.6 Product maps

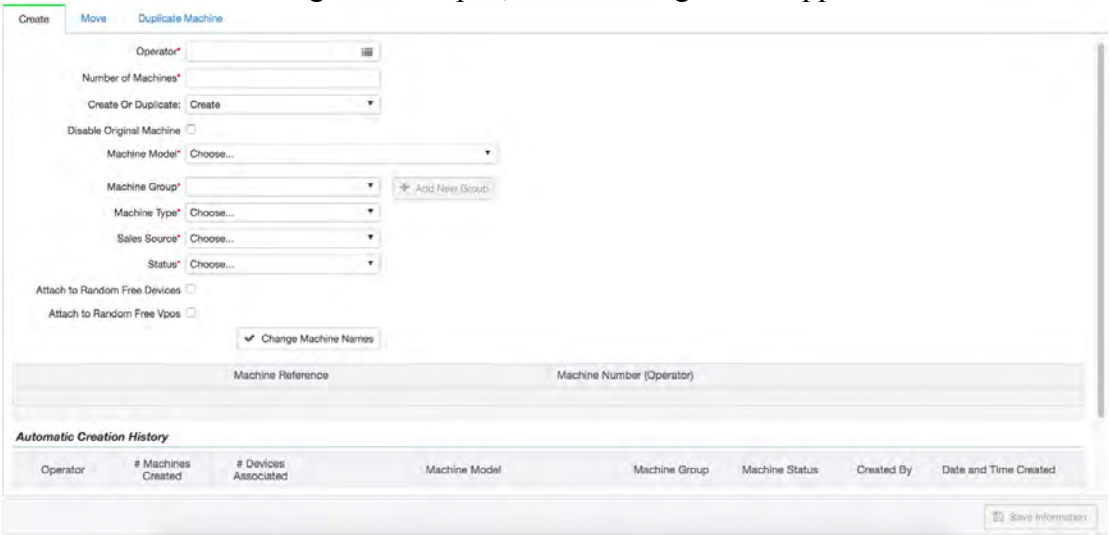


When opening the product maps, all the operators that have existing product map will appear on the left side.
The upper line is the search field. By selecting operator and/or enter Description and/or Map Name and click on search button. Results will appear on the left side of the screen.

For creation and management of product maps, please follow the **Product manual**!

5.7 Machine Management

Once the machine management is open, the following screen appears.



In the machine management function, users can more his machine or even duplicate the machine.

For further details about machine management, please follow the, **Machine Management manual!**