mPay
Merchant Administration Guide
Version 1.1.0

<u>User Manual</u>

mPay Limited

Copyright

Quality Policy

mPay develops, manufactures, markets and supports innovative business solutions. The objective of the management of mPay is to provide solutions that meet or exceed customer expectations.

The assurance of quality is fundamental to all work undertaken by mPay and its suppliers, and is practiced by all staff members in their daily activities for the company.

1 Table of Contents

2 Project Information

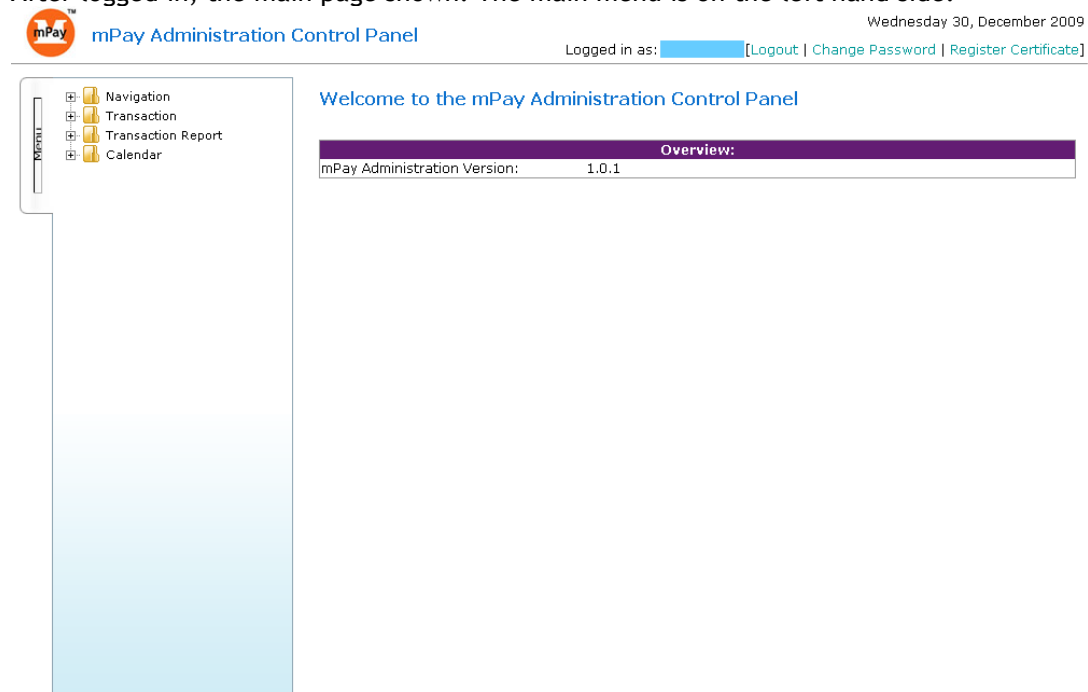| Item	Key	Description	Remarks
Section A) Filled by User			
A01	User Name		
		<More contacts, if any>	
Section B) Filled by Consultant			
B01	Consultant	Tel: (852) 3590 8136 Fax: (852) 3590 4179	

1 Login

Go to the mPay Merchant Administration Interface URL.
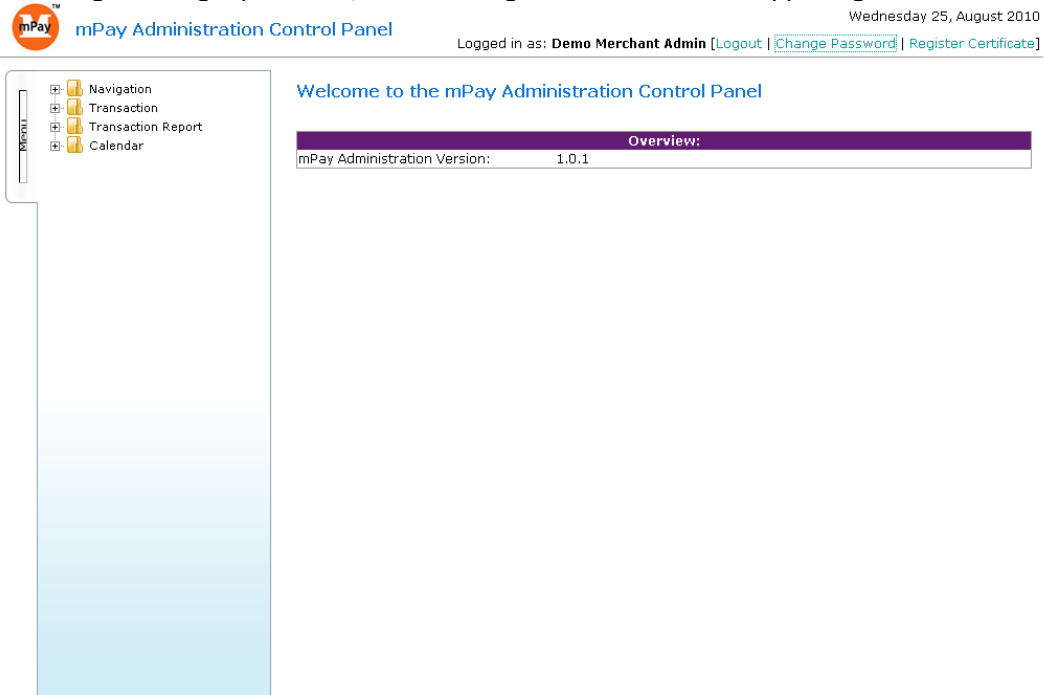Please login with the username and password provided.

mPay Administration Control Panel

Admin Login Screen

Switch Login Method: Login with Certificate
Please enter your username and password to log in.

Username: [   ]
Password: [   ]
IP: 192.168.1.101
             [Login]

Note: Only authorized user is allowed to enter the system. All activities are being logged, any unauthorized access will be recorded.

©2008 mPay Limited. All Rights Reserved.
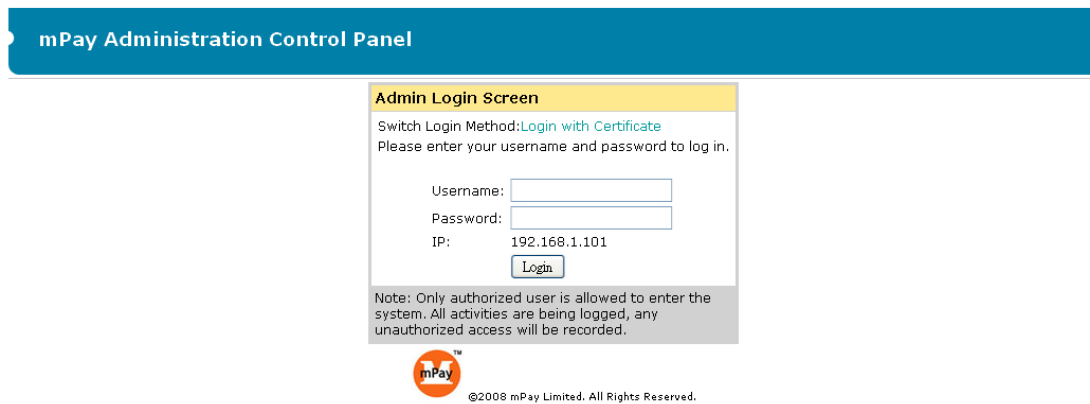
After logged in, the main page shown. The main menu is on the left hand side.

mPay Administration Control Panel

Wednesday 30, December 2009
Logged in as: [   ] [Logout | Change Password | Register Certificate]

Menu
- Navigation
- Transaction
- Transaction Report
- Calendar

Welcome to the mPay Administration Control Panel

Overview:	
mPay Administration Version:	1.0.1
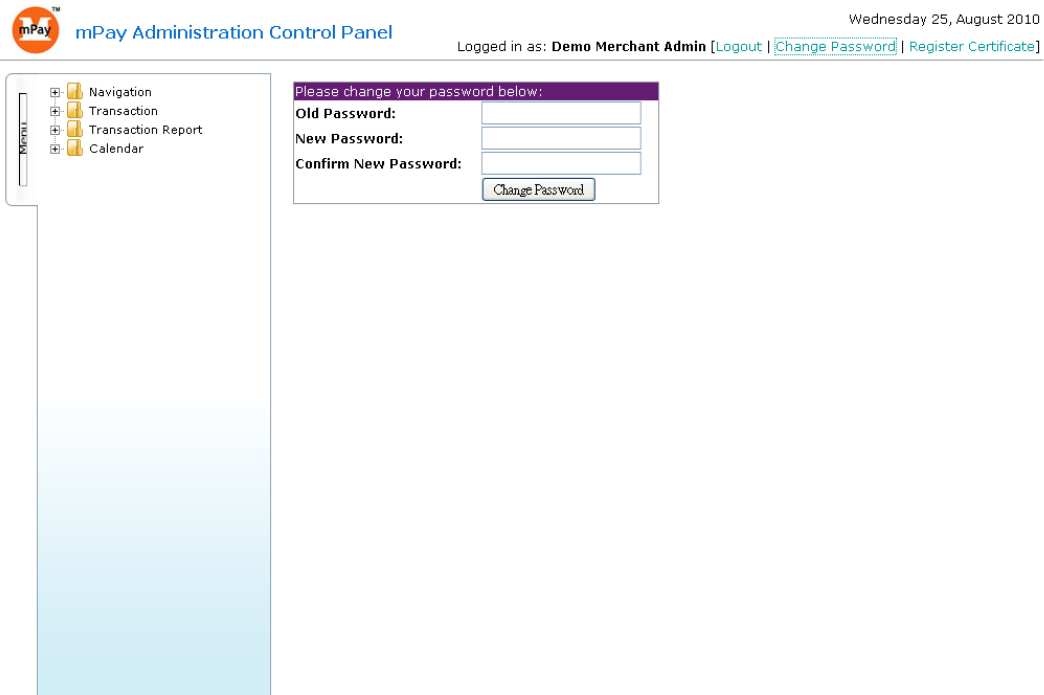
2 Change Password

To change the login password, click "Change Password" on the upper right comer.

Input the old password, new password and confirm new password and then click "Change Password".

The system show the password is changed successfully.

mPay Limited

mPay Administration Control Panel

Logged in as: **Demo Merchant Admin** [Logout | Change Password | Register Certificate]

Navigation
Transaction
Transaction Report
Calendar

Password Updated.

mPay Administration Control Panel

3 Transaction Details

The "Transaction Details" function allows merchant to view the detail of their payment records. Merchant can also perform administrative actions for the transactions including "Capture Transaction", "Void Transaction" and "Refund Transaction". These functions are available depend on the transaction type and status.

Select "Transaction Details" under "Transaction" main menu.
Select or input the searching criteria. Click "Filter" to view the records online or click "Download CSV" to download the records as a CSV file.

To view further details or perform administrative actions, click on the "Transaction ID" column of the required transaction.

Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
090000004759	20091230084359	83658	2009/12/30	2009/12/30 08:44:07	Authorized	HKD	85.00
090000004746	20091229142849	142152	2009/12/29	2009/12/29 14:28:58	Captured	HKD	23.00
090000004738	20091228090302	85605	2009/12/28	2009/12/28 09:03:11	Authorized	HKD	10.00
090000004699	20091217220748	220117	2009/12/17	2009/12/17 22:08:03	Authorized	HKD	85.00
090000004695	20091217110448	105810	2009/12/17	2009/12/17 11:04:57	Authorized	HKD	23.00
090000004681	20091214150056	145433	2009/12/14	2009/12/14 15:01:06	Authorized	HKD	10.00
090000004680	20091214102554	101944	2009/12/14	2009/12/14 10:25:59	Authorized	HKD	10.00

Total number of successful transaction: 7
Total amount: HKD 246.00

The details of transaction shown. If administrative functions are available for this transaction, the corresponding buttons are shown.

3.1 Void Transaction

To void the transaction, click on the "Void" button in the transaction content page.
(Transaction can be voided before the cut off time of the transaction date)

The void action is successful. Click "Back" to go back to the transaction content page of transaction or click "Back to Transaction Detail" to go back to the main page of transaction detail.

The transaction content page show the transaction is voided.

The transaction detail main page show the transaction is voided.

3.2 Refund Transaction

To refund the transaction, click on the "Refund" button in the transaction content page.

The refund action is successful. Click "Back" to go back to the transaction content page of transaction or click "Back to Transaction Detail" to go back to the main page of transaction detail.

mPay Limited

The transaction content page show the transaction is voided.

The transaction detail main page show the transaction is voided.

mPay Limited

mPay Administration Control Panel

Logged in as: **Demo Merchant Admin** [Logout | Change Password | Register Certificate]

- Navigation
- Transaction
  - Transaction Detail
  - Transaction Report
- Calendar

Transaction

Below is a transaction detail.

○ **Transaction Date**	From (YYYY-MM-DD)	2010-08-22
◉ **Posting Date**	To(YYYY-MM-DD)	2010-08-25

Payment Method   JETCO VISA/MasterCard ▾   ☐ ALL

Order No   [_____]

Status   Success ▾ Include ☐ Captured ☐ Voided ☑ Refunded (Success txn)

Sort By   Transaction Date ▾ Descending ◉ Ascending ○

[Filter] [Download CSV]

Displaying 1 to 2 (of 2 items)   Result Pages: 1

JETCO VISA/MasterCard Transactions

Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
090000005392	20100825101356	101439	2010/08/25	2010/08/25 10:14:09	Success	HKD	1,985.00
090000005382	20100823132016	132251	2010/08/23	2010/08/23 13:20:41	Refunded	HKD	10.00

Total number of successful transaction: 1
Total amount: HKD 1,985.00

4 Daily Report

The "Daily Report" function allows merchants to view all successful transaction records for a specific day.

Select "Daily Report" under "Transaction Report" main menu.
Select or input the searching criteria. Click "Filter" to view the records online or click "Download CSV" to download the records as a CSV file.

mPay Limited

mPay Administration Control Panel

Logged in as: **Demo Merchant Admin** [Logout | Change Password | Register Certificate]

- Navigation
- Transaction
- Transaction Report
  - Daily Report
  - Monthly Report
  - Action Report
- Calendar

Daily Report

Below is a transaction daily report.

○ **Transaction Date**   (YYYY-MM-DD)   2010-09-01
◉ **Posting Date**
Payment Method   Please select... ☑ ALL
Sort By   Transaction Date ▾ Descending ◉ Ascending ○

[Filter] [Download]

Displaying 1 to 2 (of 2 items)   Result Pages: 1

JETCO VISA/MasterCard Transactions

Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
090000005449	20100901103444	103559	2010/09/01	2010/09/01 10:34:50	Success	HKD	198.00
090000005448	20100901103356	103435	2010/09/01	2010/09/01 10:34:11	Success	HKD	985.00

Total number of successful transaction: 2
Total amount: HKD 1,183.00

Displaying 1 to 1 (of 1 items)   Result Pages: 1

CUP Transactions

Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
010000005450	20100901110656	400001	2010/09/01	2010/09/01 11:07:05	Success	HKD	10.00

Total number of successful transaction: 1
Total amount: HKD 10.00

Displaying 1 to 1 (of 1 items)   Result Pages: 1

ALIPAY Transactions

Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
070000005451	20100901110909	2010090100125672	2010/09/01	2010/09/01 11:11:07	Success	HKD	10.00

Total number of successful transaction: 1
Total amount: HKD 10.00

Displaying 1 to 2 (of 2 items)   Result Pages: 1

PPS Transactions

Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
060000005447	20100901103307		2010/09/01	2010/09/01 10:33:27	Success	HKD	123.00
060000005446	20100901103221		2010/09/01	2010/09/01 10:32:58	Success	HKD	85.00

Total number of successful transaction: 2
Total amount: 208.00

5 Monthly Report

The "Monthly Report" function allows merchants to view monthly summary of successful transaction records.

Select "Monthly Report" under "Transaction Report" main menu.
Select or input the searching criteria. Click "Filter" to view the records online.

mPay Limited

Wednesday 01, September 2010
Logged in as: **Demo Merchant Admin** [Logout | Change Password | Register Certificate]

- Navigation
- Transaction
- Transaction Report
  - Daily Report
  - Monthly Report
  - Action Report
- Calendar

Monthly Report

Below is a transaction monthly report.

○ Transaction Date   (YYYY-MM)   2010 ▼ 9 ▼
◉ Posting Date
Payment Method   Please select... ▼ ☑ ALL

[Filter]

JETCO VISA/MasterCard Transactions		
Transaction Date	**Amount**	**Count**
2010/09/01	1183.0	2
	Total number of transaction: 2	
	Total amount: 1,183.00	

CUP Transactions		
Transaction Date	**Amount**	**Count**
2010/09/01	10.0	1
	Total number of transaction: 1	
	Total amount: 10.00	

ALIPAY Transactions		
Transaction Date	**Amount**	**Count**
2010/09/01	10.0	1
	Total number of transaction: 1	
	Total amount: 10.00	

PPS Transactions		
Transaction Date	**Amount**	**Count**
2010/09/01	208.0	2
	Total number of transaction: 2	
	Total amount: 208.00	

6 Action Report

The "Action Report" function allows merchants to view administrative action records by different payment methods.

Select "Action Report" under "Transaction Report" main menu.
Select or input the searching criteria. Click "Filter" to view the records online.

7 Reconciliation Report

The "Reconciliation Report" function allows merchants to view reconciliation records by different payment methods. The reconciliation records are transactions which are successful but payment response cannot send back to mPay. These transactions are updated back as successful by mPay schedule process.

Select " Reconciliation Report" under "Transaction Report" main menu.
Select or input the searching criteria. Click "Filter" to download the records in CSV or PDF format.