

Pay^{IT}h^z



INFIDIGI

A P P

U S E R G U I D E

Version 1.2

PayItNZ App User Guide

Table of Contents

1. GETTING STARTED.....	3
1.1 Requirements and Pre-requisites	3
1.2 Downloading the App	4
1.3 Initial Setup	5
1.4 Login/Logout	6
2. GENERAL NAVIGATION	6
2.1 Menu Options	6
3. PAYMENTS	8
3.1 Merchant Initiates Payment	8
3.2 Customer Initiates Payment	14
3.3 Customer Scans a Unique QR Code for Each Transaction	15
4. VIEWING TRANSACTIONS	17
4.1 My Transactions	17
4.2 All Transactions	18
4.3 Transaction Search.....	19
5. REFUNDS	20
6. MAP	23
7. ABOUT	23
8. WizarPOS Device	24
FAQs	24

PayItNZ App User Guide

1. GETTING STARTED

Thanks for choosing PayItNZ as your Alipay acceptance App. The PayItNZ App was developed to be intuitive and user friendly. This guide will give you an overview of key areas and functionality.

The PayItNZ App is integrated with Alipay, China's leading 3rd party online payment solution. If you would like integrated payment solutions with our PayItNZ App, contact PayItNZ Customer Services or Sales at info@payitnz.co.nz and we will be happy to discuss your requirements.

When you open the PayItNZ App for the first time you will be asked to enter your Merchant ID, User ID and password, these details are created for you upon signing the Merchant Agreement and/or when a new user is setup. If you do not have these details please contact your company's administrator in the first instance or if you require further assistance, contact PayItNZ Customer Services info@payitnz.co.nz.

1.1 Requirements and Pre-requisites

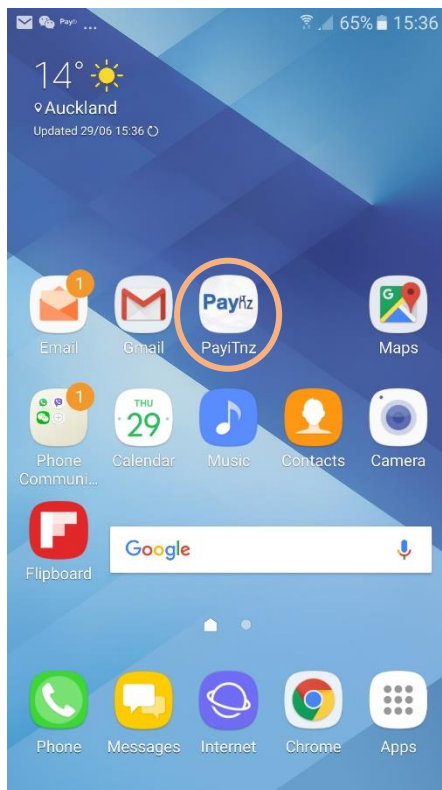
The PayItNZ app can be used on any **Android** device. Reliable internet access is also required. To make payments the customer needs internet access to their Alipay wallet.

Your company administrator can setup all the users. This is performed through the administration function of the PayItNZ portal. Please ensure you have your Verification Email containing your Merchant ID and User ID ready for signing into the App for the first time. Please keep this email in a safe place where no one can access it.

If you have a WizarPOS terminal the information is best viewed in Small Font. Go to Settings > Display > Font and select 'Small'.

PayItNZ App User Guide

1.2 Downloading the App



Download the PayItNZ App from the Google Play Store on your Android mobile phone or tablet. You will see the PayItNZ icon once it has successfully installed.

PayItNZ App User Guide

1.3 Initial Setup




Tap on the icon to open the App. You will see the welcome screen

Before you can sign in for the first time, you will need to setup some credentials. Please refer to the Account Verification email automatically sent when the store/user was setup by your administrator or Infidigi.

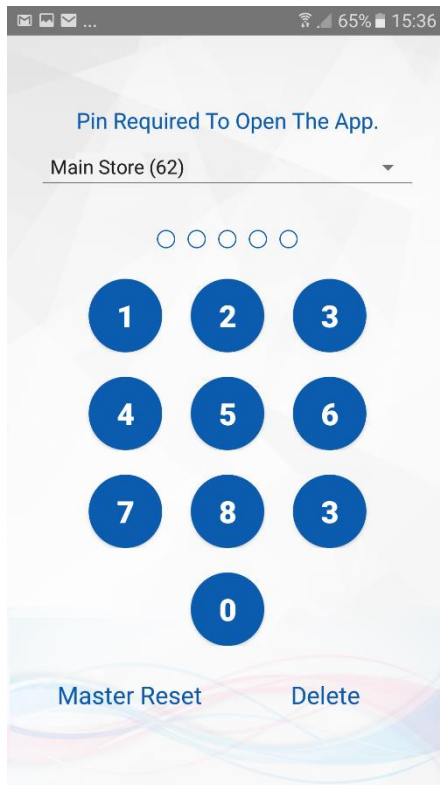
Enter the required information in the screen and tap <Save & Exit> otherwise you can tap <Exit without saving> and the details will not be updated.

Field Name	Input Required
Merchant ID*	Mandatory – refer to Account Verification email
User ID*	Mandatory – refer to Account Verification email
Password*	Mandatory – refer to Account Verification email Please change after initial setup via the web portal
App PIN*	Mandatory - Enter a 5-digit number
Re-enter App PIN*	Mandatory – re-enter the 5-digit number
Particulars	Optional - you can enter a name, etc. to identify the initiator of the transaction. This field is displayed on every transaction performed by the user

You can view these details at any time by tapping the menu icon  then selecting > **Settings**.

PayItNZ App User Guide


1.4 Login/Logout



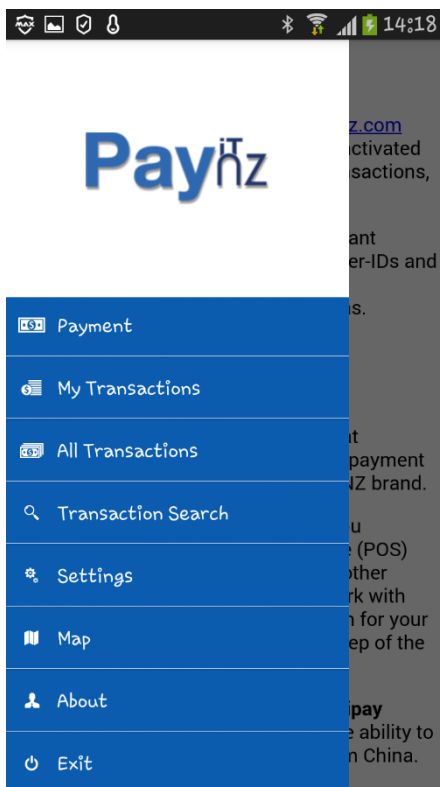
Each time you log into the App you will be prompted to enter your 5-digit PIN. Tap <Delete> to delete an incorrect entry.


If your company has multiple stores you can choose the store you want to associate all your transactions with. You can select the store in the dropdown menu.

The <Master Reset> function is used when you forget your PIN to enter the App. Please note, **this function will delete all the credentials in the Settings tab so you will need to enter this information again** as described in 1.3 Initial Setup section.

To logout – go to Menu  > **Exit**.

2. GENERAL NAVIGATION



After entering your PIN you will be presented with the Payments screen. Tap the menu icon  on the top left of the screen to view the menu options as shown here.

To select an option, tap on the name and you will be presented with that page.

To hide the menu tab, swipe it to the left.

2.1 Menu Options

The Menu tab contains the following options: -

PayItNZ App User Guide

Option Name	Description
Payment	Main payment screen for transaction payments
My Transactions	Displays your transactions
All Transactions	Displays all transactions
Transaction Search	Allows transaction search based on specific criteria
Settings	View/change credentials
Map	If Google locator is on, you can view the location of your sales
About	General information about the App
Exit	Log out of the App

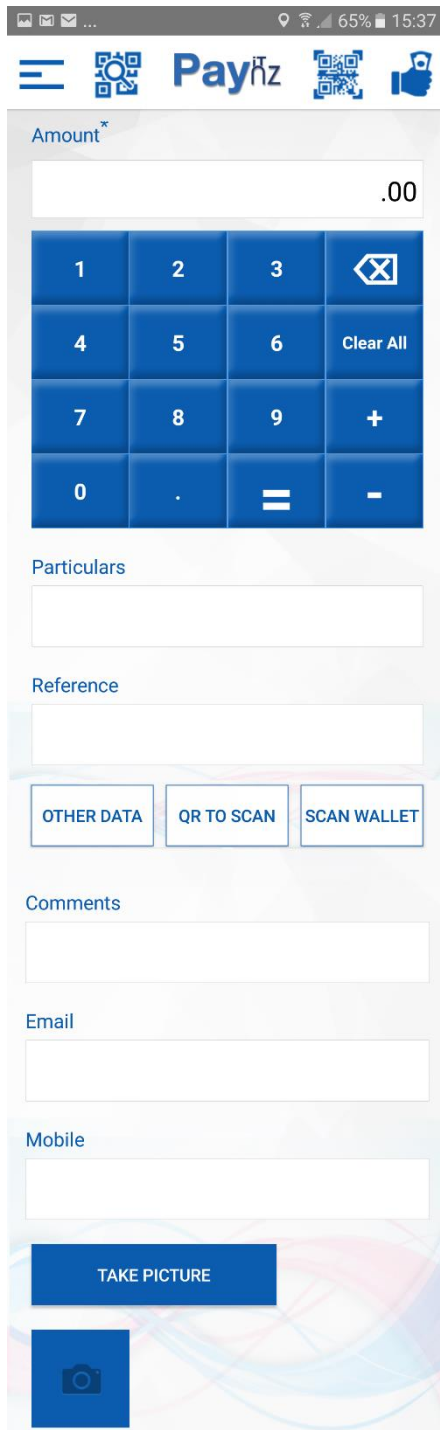
PayItNZ App User Guide

3. PAYMENTS

There are three methods of making payments: -

- Merchant initiates payment or
- Customer initiates payment or
- Customer scans a unique QR code for each POS transaction

3.1 Merchant Initiates Payment



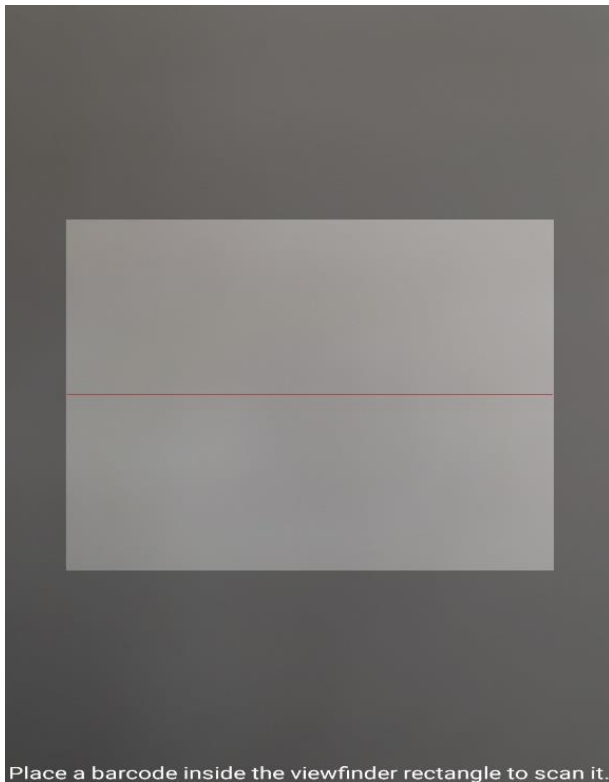
The screenshot shows the PayItNZ app interface on a mobile device. At the top, there's a status bar with icons for signal, Wi-Fi, battery (65%), and time (15:37). Below the status bar is the app's header with a menu icon, a QR code icon, the 'PayItNZ' logo, another QR code icon, and a thumbs-up icon. The main form is titled 'Amount' with a text input field showing '.00'. Below this is a numeric keypad with buttons for digits 1-9, 0, a decimal point, an equals sign, and a minus sign. There's also a 'Clear All' button. Below the keypad are three text input fields labeled 'Particulars', 'Reference', and 'Comments'. Below these are three buttons: 'OTHER DATA', 'QR TO SCAN', and 'SCAN WALLET'. Below these buttons are three more text input fields labeled 'Email' and 'Mobile'. At the bottom, there's a blue button labeled 'TAKE PICTURE' and a camera icon.


a) Enter payment details

- Enter the amount of the payment in NZD only (default)
- All other fields are optional

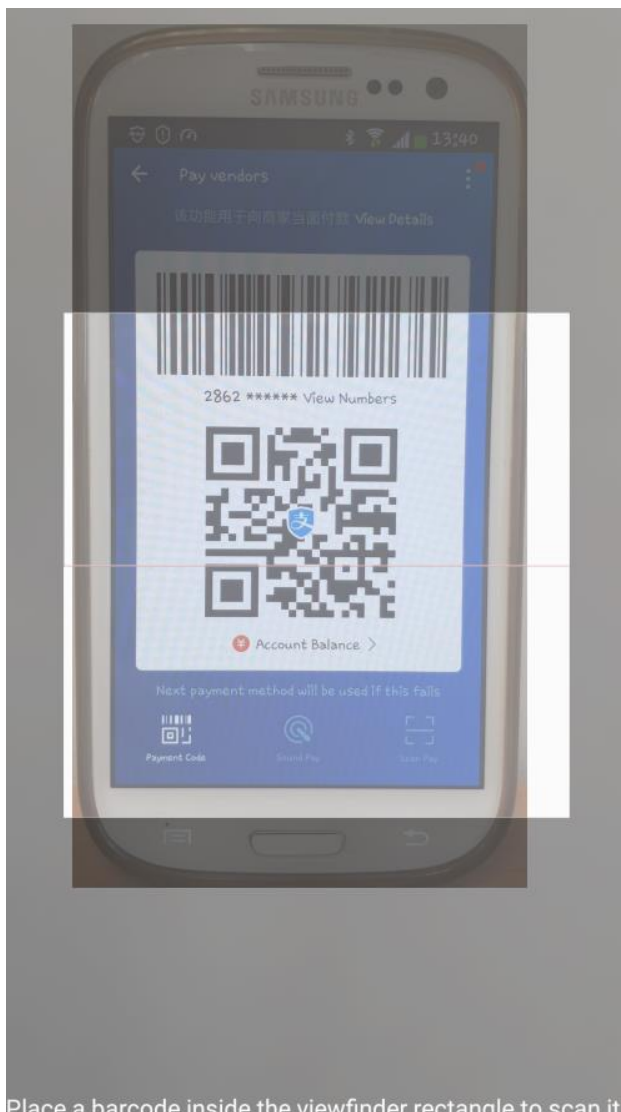
b) Tapping <OTHER DATA> allows you to enter additional information you may wish to capture for the transaction, such as comments, email address, mobile number and a picture taken from your device's camera

PayItNZ App User Guide



c) Once you have entered the amount and you want to scan the customer's Alipay wallet, tap <SCAN WALLET>  icon at the top of the screen

The PayItNZ App initiates the camera on the device.

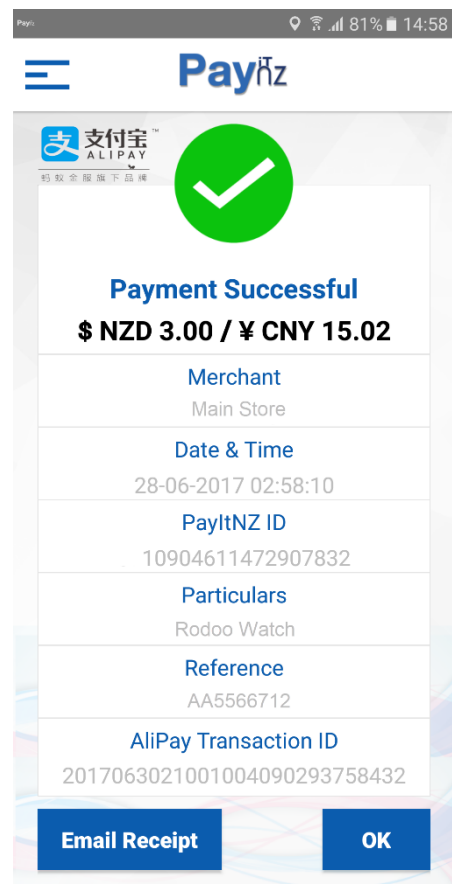
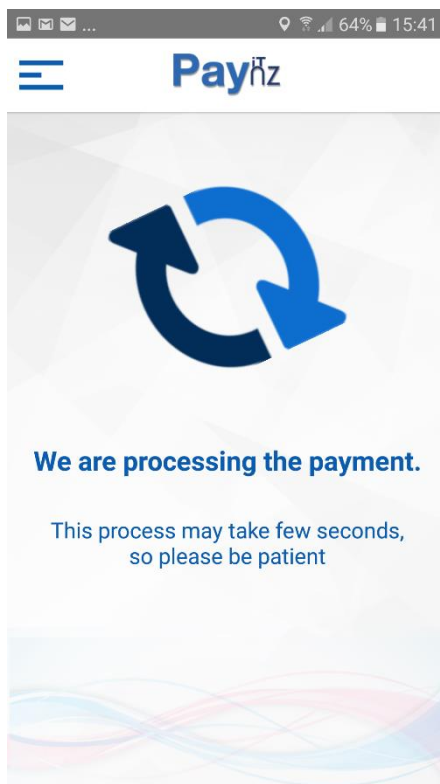


d) On the Alipay wallet, the customer simply taps the Pay icon and their QR code will display on the wallet

The Merchant scans the code by positioning the viewfinder rectangle displayed on their device on the customer's QR code, till a *beep* sound is heard.

PayItNZ App User Guide

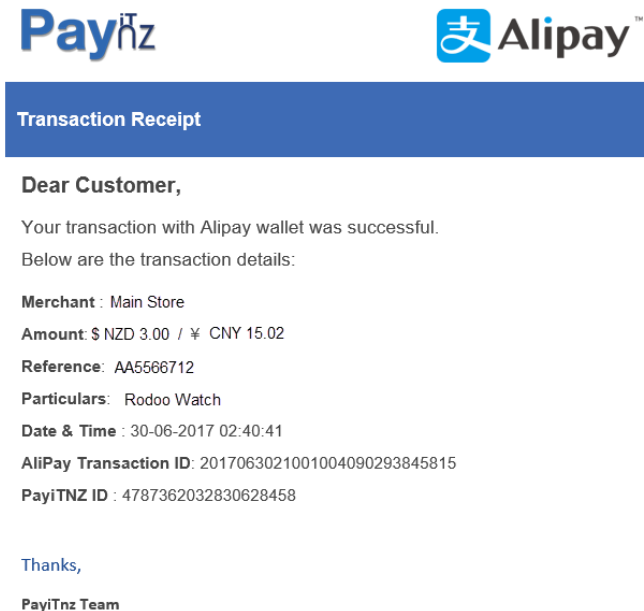
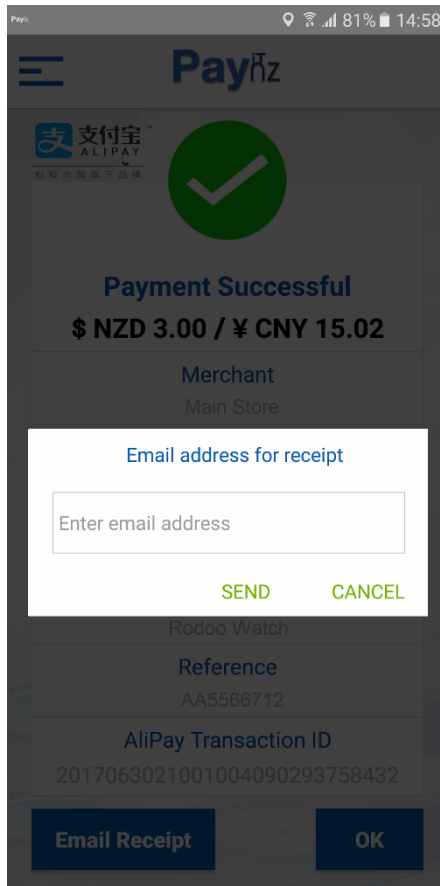
- e) The payment details are then sent to Alipay for processing. If successful, a Payment Successful confirmation is displayed and a notification¹ is sent to the Merchant's device.



¹ Notifications cannot be sent to the WizarPOS device.

PayItNZ App User Guide

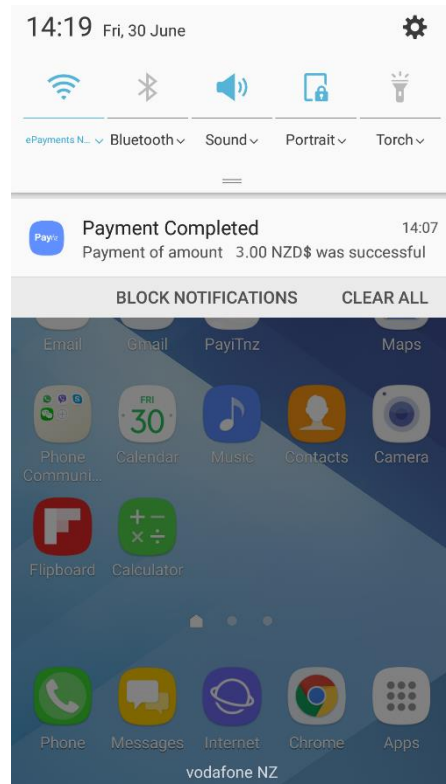
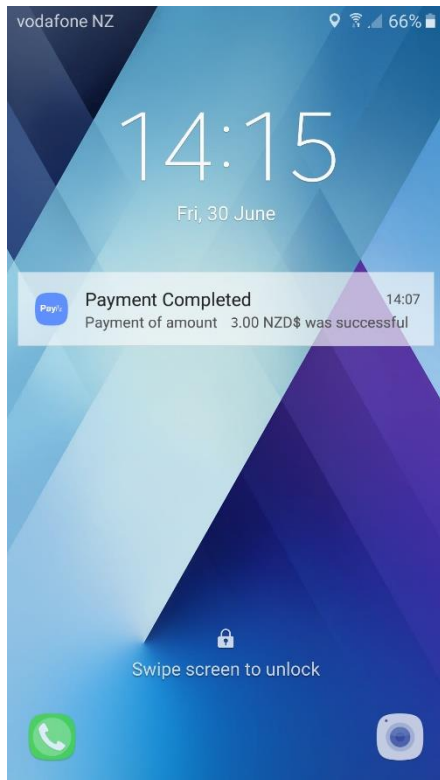
- f) If required you can email a copy of the receipt¹ to the customer by tapping <Email Receipt>. You will be prompted to enter the customer email address (if you have entered the email address in the <Email> field under <OTHER DATA>, the box will appear pre-populated with that email address). A sample transaction receipt email is shown below



¹ The WizarPOS device has a <Print> option for printing the receipt.

PayItNZ App User Guide

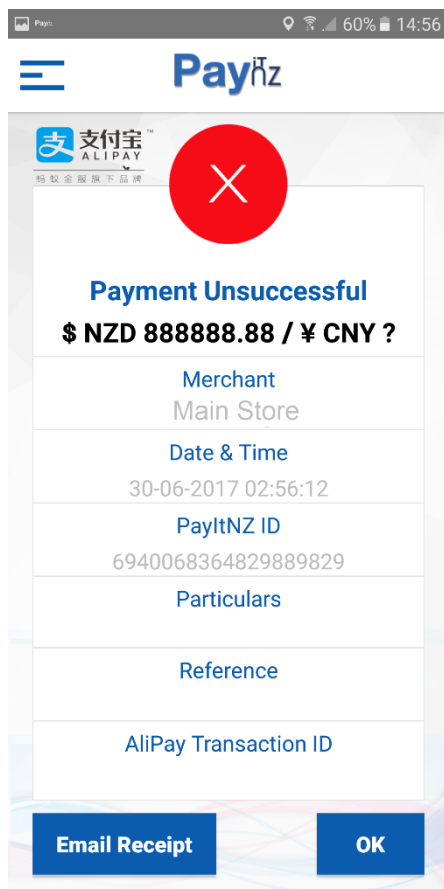
- g) When the transaction is completed, a notification¹ is sent to the Merchant's device



¹ Notifications cannot be sent to the WizarPOS device.

PayItNZ App User Guide

- h) If the payment is unsuccessful the following notification¹ will be sent to the Merchant's device. You can also email² the payment receipt to the customer. Resolve the issue and process the payment again



PayItNZ



Transaction Receipt

Dear Customer,

Your transaction with Alipay wallet has failed.

Below are the transaction details:

Merchant : Main Store

Amount: \$ NZD 888888.88 / ¥ CNY ?

Reference:

Particulars:

Date & Time : 30-06-2017 02:56:12

AliPay Transaction ID:

PayiTNZ ID : 6940068364829889829

Thanks,

PayiTNz Team

¹ Notifications cannot be sent to the WizarPOS device.

² The WizarPOS device has a <Print> option for printing the receipt.

PayItNZ App User Guide

3.2 Customer Initiates Payment

The customer can initiate the payment from their Alipay wallet rather than the merchant initiating payment.




Main Store

Alipay QR Code
ocx05525dovubevw1hr0f

PayiTnz ID
1005605



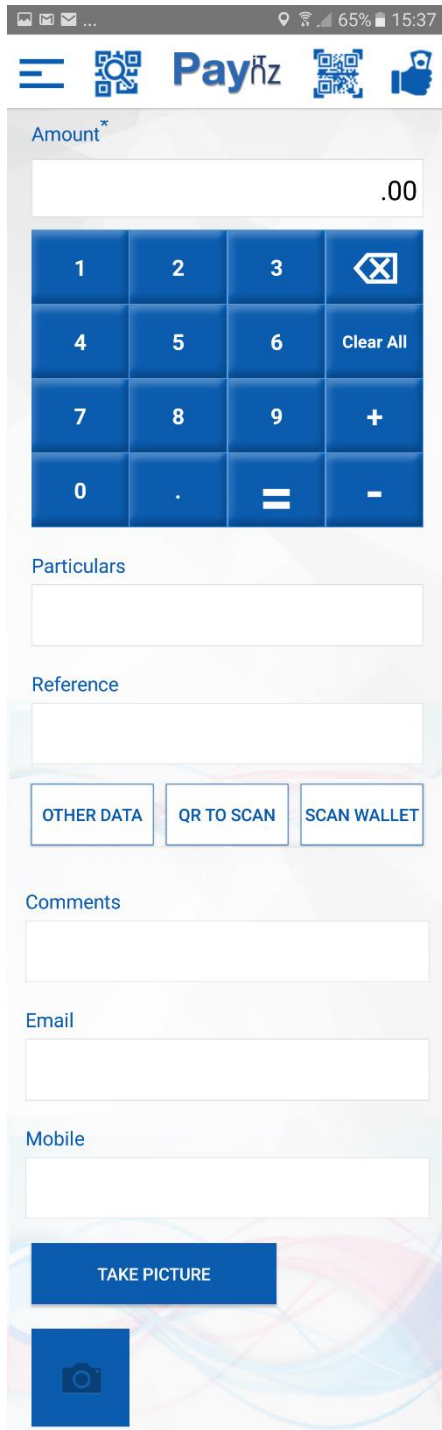
- a) The Merchant taps the Store QR code icon  on the Payment screen. This displays the Merchant's Alipay QR code
- b) The customer taps <Scan> on their Alipay wallet and scans the Merchant Alipay QR code
- c) The customer enters the amount of the purchase and confirms payment details, following normal Alipay payment process
- d) When the payment is processed by Alipay, a notification¹ is sent to the Merchant's device

¹ Notifications cannot be sent to the WizarPOS device.

PayItNZ App User Guide

3.3 Customer Scans a Unique QR Code for Each Transaction

The Merchant enters the amount of the transaction into the PayItNZ app and generates a unique QR code for that transaction. The customer scans the QR code (containing the amount) on their Alipay wallet. The transaction is authorised to be made from their wallet to the Merchant's Alipay account.



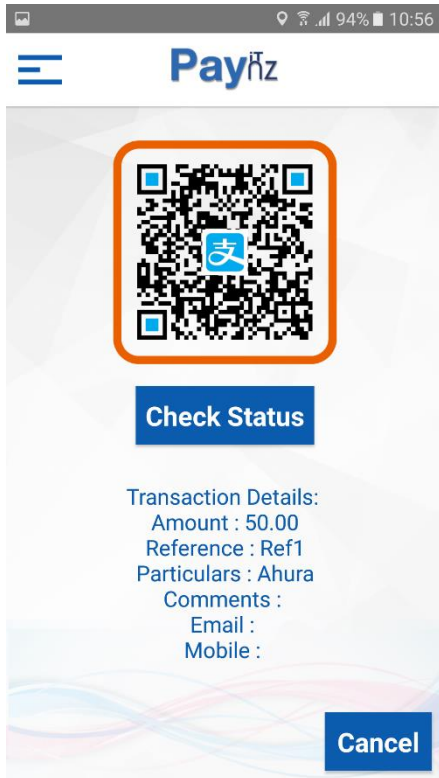
The screenshot shows the PayItNZ app interface on a mobile device. At the top, there's a status bar with icons for signal, Wi-Fi, and battery (65%), and the time 15:37. Below the status bar is the app's header with a menu icon, a QR code icon, the 'PayItNZ' logo, another QR code icon, and a thumbs-up icon. The main form has several sections: 'Amount' with a text input field showing '.00' and a numeric keypad below it; 'Particulars' with a text input field; 'Reference' with a text input field; three buttons labeled 'OTHER DATA', 'QR TO SCAN', and 'SCAN WALLET'; 'Comments' with a text input field; 'Email' with a text input field; and 'Mobile' with a text input field. At the bottom, there's a blue button labeled 'TAKE PICTURE' and a camera icon.

a) The Merchant enters the payment details

b) To make the payment, tap <QR TO SCAN> or the icon



PayItNZ App User Guide



- c) A screen with a unique QR code is displayed for the customer to scan
- d) The customer taps <Scan> on their Alipay wallet and scans the Unique QR code
- e) The amount is displayed on the Alipay wallet and the customer makes the payment
- f) While the payment is processing you may get this screen. If there is no response within 8-10 seconds, check the customer has paid the amount. If not, tap <Check Status>. You can tap <Cancel> to start again if needed.
- g) When the payment is processed by Alipay, a notification¹ is sent to the Merchant's device and the Payment confirmation screen will be displayed. You can email² the receipt to the customer


¹ Notifications cannot be sent to the WizarPOS device.

² The WizarPOS device has a <Print> option for printing the receipt.

PayItNZ App User Guide

4. VIEWING TRANSACTIONS

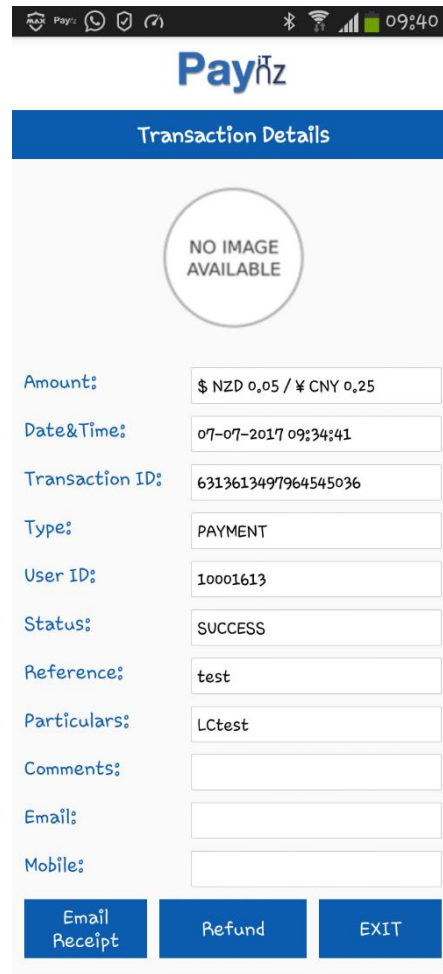
4.1 My Transactions

You can view all the transactions you have completed both successful and failed.
Go to the Main Menu  and select **My Transactions**.

You can filter on <Last 7 Days>, <This Month> or <Last Month>.
Simply tap on a transaction to view the details.



Type	Status	\$ NZD	¥ CNY	Date/Time
REFUND	SUCCESS	0.01	0.05	12:00:26
PAYMENT	SUCCESS	0.10	0.5	07-07-2017 11:58:30
REFUND	SUCCESS	0.05	0.25	07-07-2017 09:42:58
PAYMENT	SUCCESS	0.05	0.25	07-07-2017 09:34:41
PAYMENT	FAILED	0.01	0.00	06-07-2017 14:48:48
PAYMENT	SUCCESS	0.01	0.05	04-07-2017 23:08:34
REFUND	SUCCESS	0.01	0.05	03-07-2017 23:33:06
PAYMENT	SUCCESS	0.01	0.05	03-07-2017 23:05:02



Transaction Details

NO IMAGE AVAILABLE

Amount: \$ NZD 0.05 / ¥ CNY 0.25

Date&Time: 07-07-2017 09:34:41

Transaction ID: 6313613497964545036

Type: PAYMENT

User ID: 10001613

Status: SUCCESS

Reference: test

Particulars: LCtest

Comments:


Email:

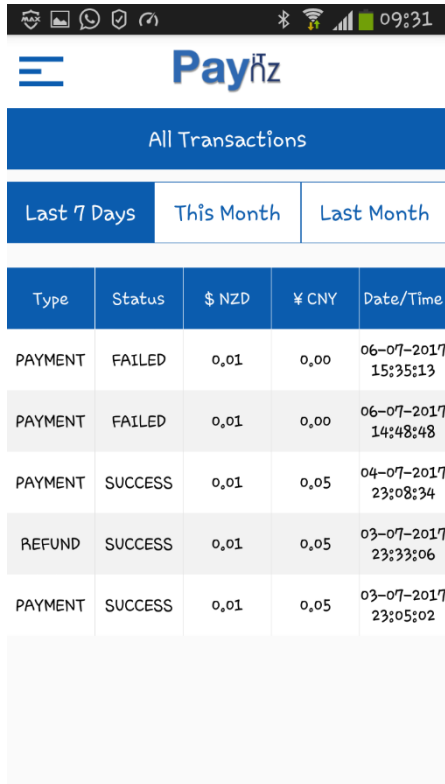
Mobile:

Email Receipt Refund EXIT

PayItNZ App User Guide

4.2 All Transactions

This function shows all transactions performed - successful and failed.
Go to the Main Menu  and select **All Transactions**.




You can filter on <Last 7 Days>, <This Month> or <Last Month>.

Simply tap on a transaction to view the details.

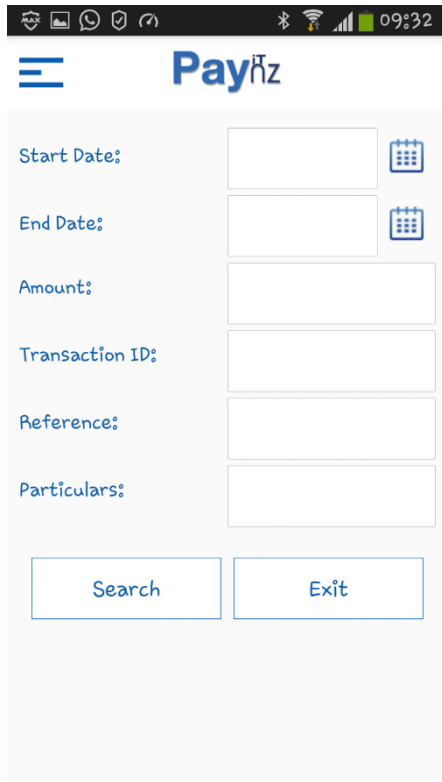
PayItNZ App User Guide


4.3 Transaction Search


To find a specific transaction use the search function.

Go to the Main Menu  and select **Transaction Search**.

- Enter information to refine your search
- A list of transactions meeting the search criteria is displayed below the search area (see image below on the right)
- Tap on the transaction to view the details



Start Date: 

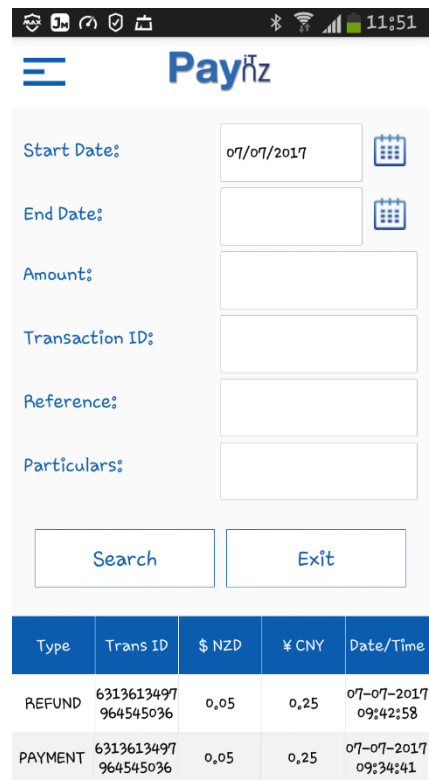
End Date: 


Amount:


Transaction ID:

Reference:

Particulars:



Start Date: 

End Date: 

Amount:

Transaction ID:

Reference:

Particulars:

Type	Trans ID	\$ NZD	¥ CNY	Date/Time
REFUND	6313613497 964545036	0.05	0.25	07-07-2017 09:42:58
PAYMENT	6313613497 964545036	0.05	0.25	07-07-2017 09:34:41

PayItNZ App User Guide

5. REFUNDS

Refunds can be processed if required. Partial refunds are also accepted so long as the total amounts refunded do not exceed the original payment amount.

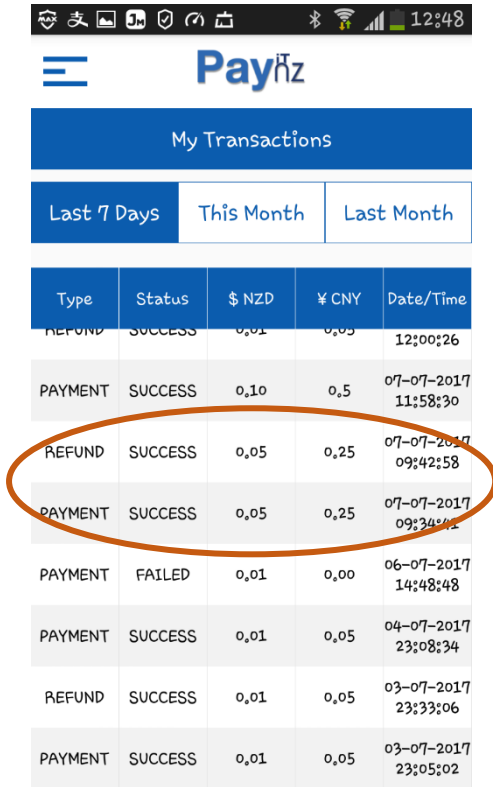
- Retrieve the transaction to be refunded by searching in **My Transactions** or **All Transactions**
- The transaction must have Type = PAYMENT and Status = SUCCESS
- Tap on the Payment transaction to view it and confirm it is the correct transaction
- Tap <Refund> and a box will be displayed to enter refund details
- Enter a reason for the refund and the refund amount then tap <Submit>

The screenshot shows the PayItNZ app interface. At the top, the status bar displays the time as 09:41. The app header shows the PayItNZ logo. Below the header, the 'Amount' field is set to '\$ NZD 0.05 / ¥ CNY 0.25' and the 'Date & Time' field shows '07-07-2017 09:34:41'. A modal dialog is open in the center, titled 'Available Balance: 0.05'. It contains two input fields: 'Refund Reason Here...' and 'Refund Amount'. Below these fields are 'Cancel' and 'Submit' buttons. At the bottom of the screen, there are three buttons: 'Email Receipt', 'Refund', and 'EXIT'.

This screenshot shows the same PayItNZ app interface as the previous one, but with the modal dialog filled out. The 'Refund Reason Here...' field now contains the text 'Test Refund'. The 'Refund Amount' field contains '.05'. The 'Available Balance' remains '0.05'. The 'Cancel' and 'Submit' buttons are still present. The bottom buttons 'Email Receipt', 'Refund', and 'EXIT' are also visible. The status bar at the top now shows the time as 09:42.

- When the refund is submitted a confirmation, message is displayed "Payment refund request received"
- Tap <Exit> to return to the previous screen
- Refresh **My Transactions** or **All Transactions** to view the refund transaction. NOTE: The refund transaction will show the same transaction no. as the original transaction

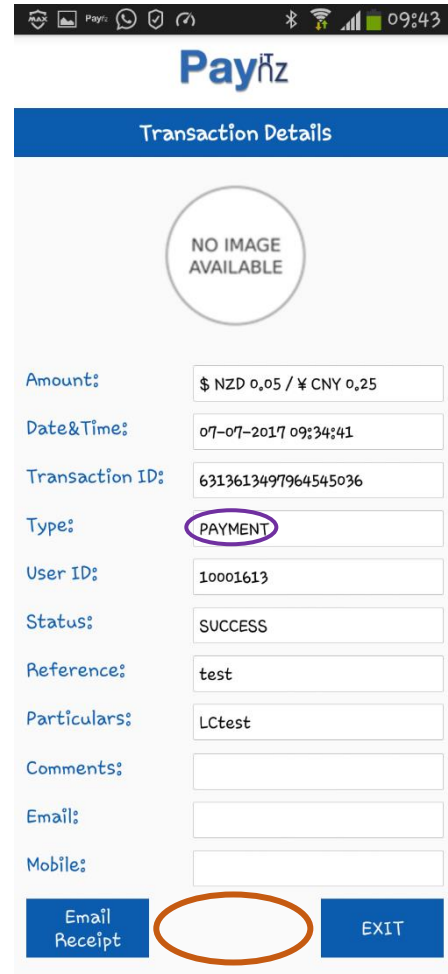
PayItNZ App User Guide



My Transactions

Last 7 Days This Month Last Month

Type	Status	\$ NZD	¥ CNY	Date/Time
REFUND	SUCCESS	0.01	0.05	12:00:26
PAYMENT	SUCCESS	0.10	0.5	07-07-2017 11:58:30
REFUND	SUCCESS	0.05	0.25	07-07-2017 09:42:58
PAYMENT	SUCCESS	0.05	0.25	07-07-2017 09:34:41
PAYMENT	FAILED	0.01	0.00	06-07-2017 14:48:48
PAYMENT	SUCCESS	0.01	0.05	04-07-2017 23:08:34
REFUND	SUCCESS	0.01	0.05	03-07-2017 23:33:06
PAYMENT	SUCCESS	0.01	0.05	03-07-2017 23:05:02



Transaction Details

NO IMAGE AVAILABLE

Amount: \$ NZD 0.05 / ¥ CNY 0.25

Date&Time: 07-07-2017 09:34:41

Transaction ID: 6313613497964545036

Type: PAYMENT

User ID: 10001613

Status: SUCCESS

Reference: test

Particulars: LCtest

Comments:

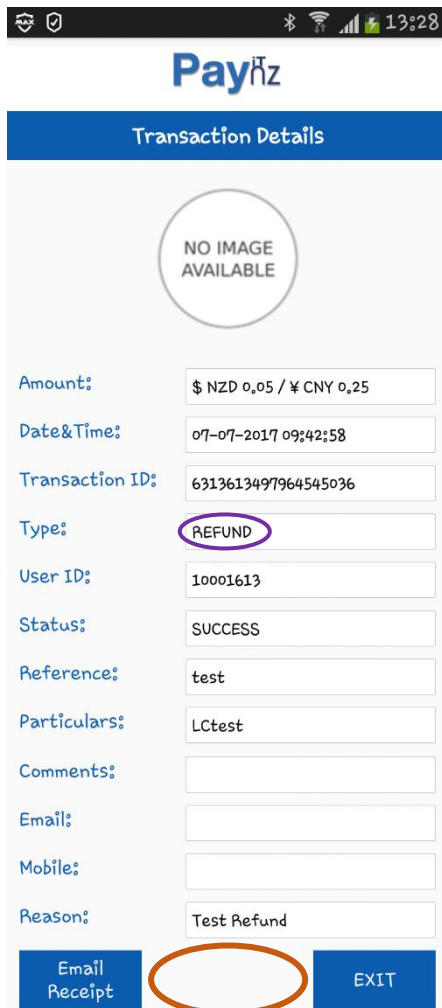
Email:

Mobile:

Email Receipt EXIT

- i) The original payment transaction will display the <Refund> button but once the original amount has been fully refunded the <Refund> button will no longer be displayed, as in the example above on the right.

PayItNZ App User Guide



The image shows a screenshot of the PayItNZ app's 'Transaction Details' screen. At the top, there's a status bar with icons for signal, Wi-Fi, and battery, along with the time 13:28. Below the status bar is the PayItNZ logo. The title 'Transaction Details' is displayed in a blue header. A circular placeholder with the text 'NO IMAGE AVAILABLE' is centered. The screen lists various transaction details in a list format, each with a label and a corresponding value in a text box. The 'Type' field is circled in purple and contains the word 'REFUND'. At the bottom, there are three buttons: 'Email Receipt' (blue), an empty white button with a red border, and 'EXIT' (blue). The 'Reason' field contains the text 'Test Refund'.

Amount:	\$ NZD 0.05 / ¥ CNY 0.25
Date&Time:	07-07-2017 09:42:58
Transaction ID:	6313613497964545036
Type:	REFUND
User ID:	10001613
Status:	SUCCESS
Reference:	test
Particulars:	LCtest
Comments:	
Email:	
Mobile:	
Reason:	Test Refund

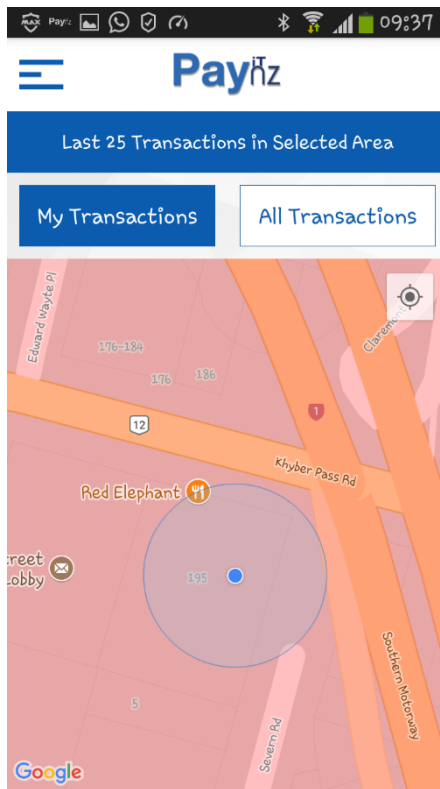
Email Receipt EXIT

j) The refund transaction details do not have a <Refund> button.

PayItNZ App User Guide

6. MAP

This shows the geographical locations¹ of the transactions performed. Only the last 25 transactions will be shown.



7. ABOUT

This page provides an overview of the App, the version no., Infidigi company and contact information.

¹ Not available on the WizarPOS device.

PayItNZ App User Guide

8. WizarPOS Device

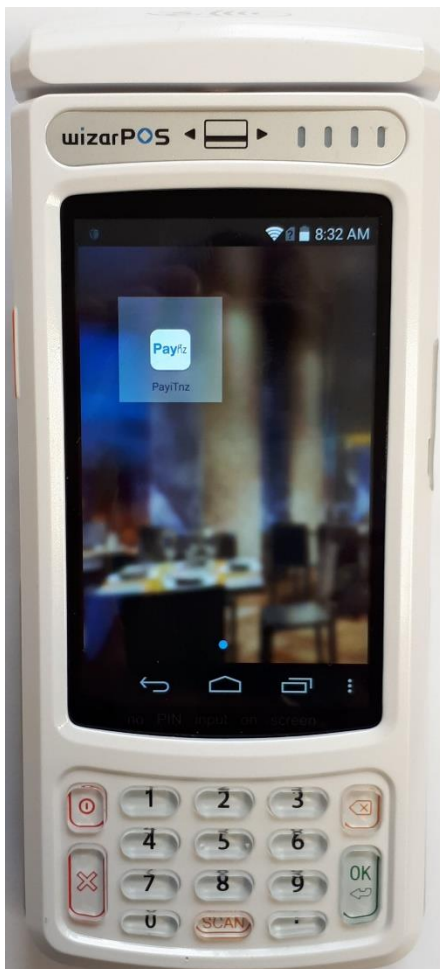
This Android device is used specifically with the PayItNZ App. If you have this device there are a few minor differences to an Android phone or tablet.

Due to the size of the screen we recommend changing the font size to Small.

- Go to Settings > Display > Font
- Select **Small**
- Click <OK> to save

Other differences to note are:-

- The standard Android notification you receive at the top of the phone or tablet cannot be sent to the WizarPOS device, as it currently does not support Google Play Services. The Payment Successful or Unsuccessful screen will still be displayed
- The Payment Successful or Unsuccessful screen has a <Print> option for you to print the receipt
- You can also print a receipt by tapping the printer icon on the Transaction Details page
- The Map function is not available, as the WizarPOS device currently does not support Google Play Services



PayItNZ App User Guide

FAQs

Q: *I try to position the cursor by tapping on the payment amount field but nothing happens.*

A: You must use the blue numeric keyboard to enter the amount.

Q: *I can't access the other fields when I tap <Other Data>. The keypad is in the way.*

A: Tap the <Back> button on the tablet and the keypad will disappear. You will see the other fields – Comments, Email, Mobile and an option to <Take Picture>.

Q: *How do I get back to the previous screen, when I tap the Back button it exits the application.*

A: Tap the Menu bar on the top left of the screen to select the option you require.

Q: *When will the refund be credited to the customer's account?*

A: The refund is usually credited to the Alipay user's account within 24 hours.

Q: *How do I find a transaction prior to last month?*

A: Use the search function to find a transaction in any time period.

Q: *On the Transaction screen, what does status 'Failed' mean?*

A: The transaction was not processed successfully.

Q: *How do I cancel a payment during input?*

A: If you have tapped <Make Payment> and the scanner appears, tap the Back button on your device. You will receive a message <Cancelled>. The scanning function is cancelled and you can continue to modify the payment details.

If you no longer wish to continue with that payment you can manually clear the information or overwrite it with the next payment.

Q: *When making a payment I get the message "Payment Unsuccessful" what does this mean?*

A: This may be caused by insufficient funds in the customer's account or an invalid amount has been entered or the connection was lost. Please verify and process the payment again.