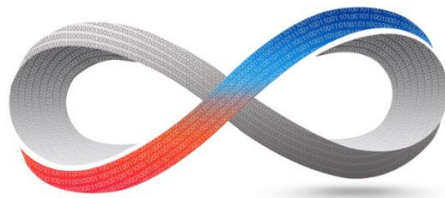


**Pay<sup>IT</sup>h<sup>z</sup>**



**INFIDIGI**

**MERCHANT  
ADMINISTRATOR  
PORTAL  
USER GUIDE**

Version 0.02

# PayItNZ Merchant Administrator Portal User Guide

## Table of Contents

1. INTRODUCTION.....	3
2. FUNCTIONALITY .....	3
3. COMPONENTS.....	3
4. GETTING STARTED .....	4
4.1 Requirements and Pre-requisites.....	4
4.2 Initial Setup .....	4
5. LOGIN/LOGOUT .....	5
5.1 Login.....	5
5.2 Logout .....	6
6. GENERAL NAVIGATION .....	6
7. USER PROFILE INFORMATION .....	7
7.1 User Profile .....	8
7.2 Account Information .....	8
7.3 Change Login Password.....	8
7.3.1 Change Password via User Profile .....	8
7.3.2 Password Reset on Login Page .....	9
8. DASHBOARD .....	12
9. ALIPAY TRANSACTIONS .....	13
10. ALIPAY REFUND.....	15
11. SETUP USERS.....	17
11.1 All Users .....	17
11.2 Create New User .....	17
11.3 Modify User Details.....	18
11.4 View Users .....	19
11.5 Delete User .....	19
12. SETTINGS (When making transactions via PayItNZ's API) .....	20

# PayItNZ Merchant Administrator Portal User Guide

## 1. INTRODUCTION

Welcome to the PayItNZ Web Portal which is associated with the PayItNZ App. The portal 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 3<sup>rd</sup> 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](mailto:info@payitnz.co.nz) and we will be happy to discuss your requirements.

When you first sign up for Alipay or when a new user is setup, a Verification Email is sent containing credentials and a link to the PayItNZ Web Portal. You will need to click on the portal link to activate your account.

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](mailto:info@payitnz.co.nz).

## 2. FUNCTIONALITY

The roles supported by the PayItNZ Web Portal are:-

- Merchant administrator (one only)
- User (one or more)

The portal allows the merchant to manage and view the users and stores that are authorised to use Alipay. The portal provides the following functionalities: -

- An overview of Alipay transactions
- Details of all transactions and refunds
- Shows a pictorial view of transactions from the PayItNZ App
- Generates analytics of the PayItNZ App
- Supports easy refunds to/from authorised persons
- Supports listing/searching of information related to transactions from your shop outlets by different users, and manages it all from one place
- Maintains a history of all past transactions
- Shows merchant details including stores and QR codes
- Supports different levels of user roles and permissions to perform certain features and functionality
- As an administrator/merchant, you can manage your complete PayItNZ account using the Web Portal

## 3. COMPONENTS

The following are integrated components of the PayItNZ Administrator Portal:-

- Login/Logout
- User Profile
- Dashboard
- Alipay Transactions
- Alipay Refunds

# PayItNZ Merchant Administrator Portal User Guide

- Setup Alipay Connections
- Setup Users

## 4. GETTING STARTED

### 4.1 Requirements and Pre-requisites

The PayItNZ Web Portal is designed to work on any mainstream web browser. Reliable internet access is also required.

Please ensure you have your Verification Email containing your credentials ready for signing into the portal for the first time. Please keep this email in a safe place where no one can access it.

### 4.2 Initial Setup

Click on the link in the Verification Email to activate your account or enter the URL <https://payitnz.com> in your browser. You will be presented with the page below.

User Account Verification

Company Name

User ID

Security Question-1

Answer\*

Security Question-2

Answer\*

Field Name	Input Required
Company Name	Automatically populated
User ID	Automatically populated
Security Question-1	Select a question from the dropdown list
Answer*	Provide an answer
Security Question-2	Select another question from the dropdown list
Answer*	Provide an answer

Click <Save> to save your information. The login screen will then be displayed – see next section.

# PayItNZ Merchant Administrator Portal User Guide

## 5. LOGIN/LOGOUT

### 5.1 Login

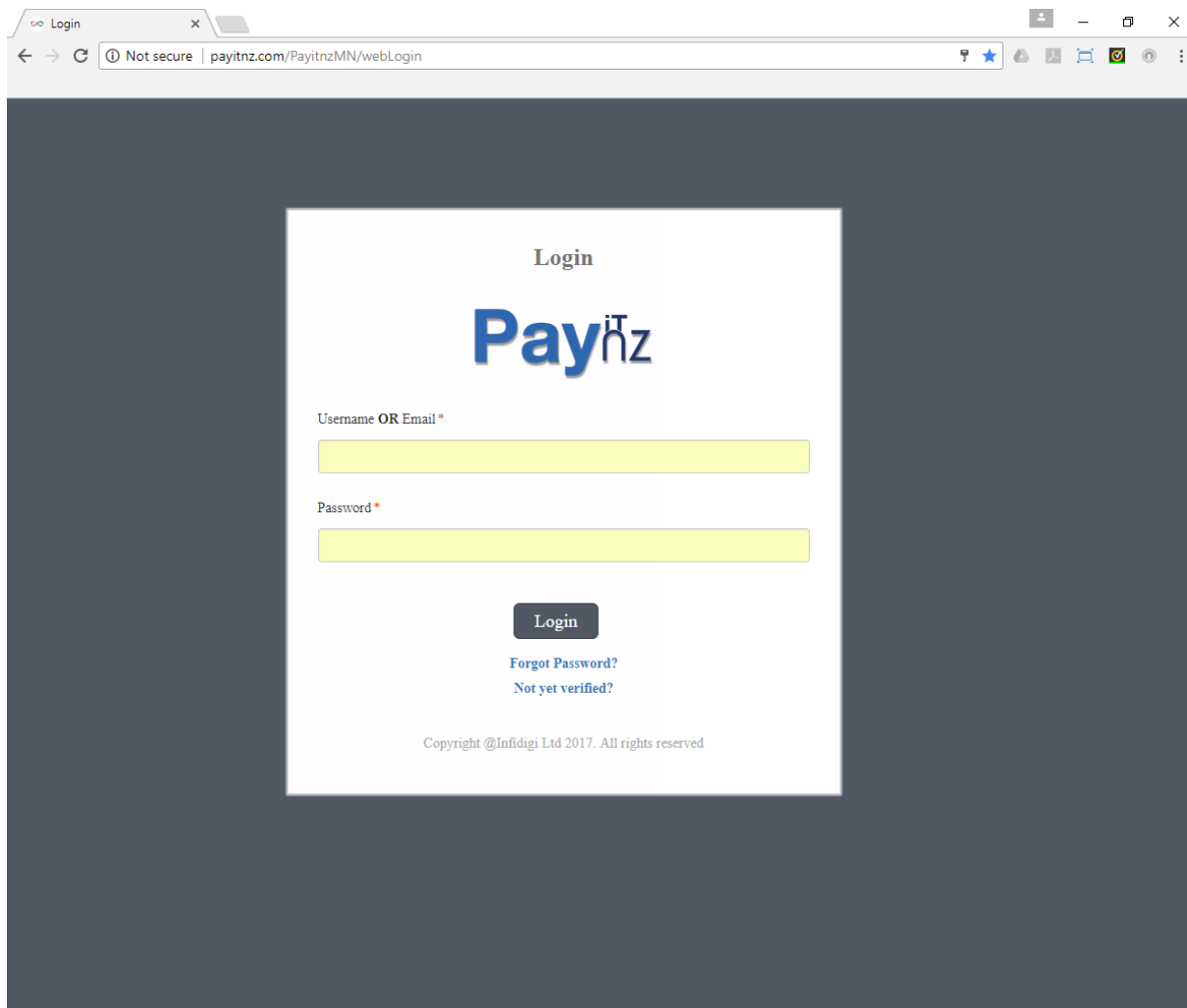
To access the PayItNZ administrator Web Portal enter the following: <https://payitnz.com>

The Login page will be displayed.

You'll require your Username or Email address and Password to log in.

If this is the first time you have logged in, your profile will now be activated.

After logging in the Dashboard will be displayed.

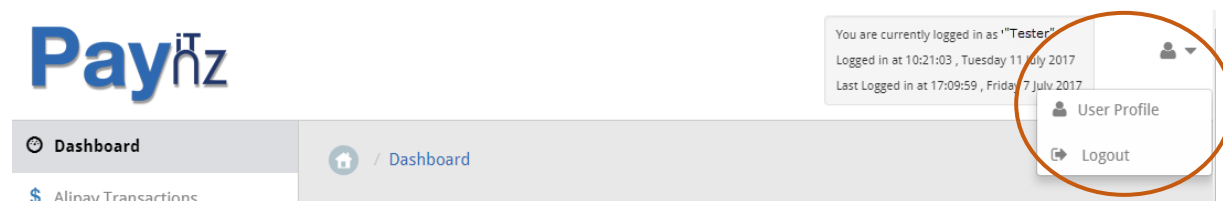


The screenshot shows a web browser window with the address bar displaying "payitnz.com/PayitnzMN/webLogin". The page title is "Login". The main content area is a white box on a dark blue background. Inside the box, the word "Login" is at the top, followed by the "PayItNZ" logo. Below the logo are two input fields: "Username OR Email \*" and "Password \*". A "Login" button is centered below the fields. At the bottom of the box, there are links for "Forgot Password?" and "Not yet verified?". A copyright notice at the very bottom reads "Copyright @Infidigi Ltd 2017. All rights reserved".

# PayItNZ Merchant Administrator Portal User Guide

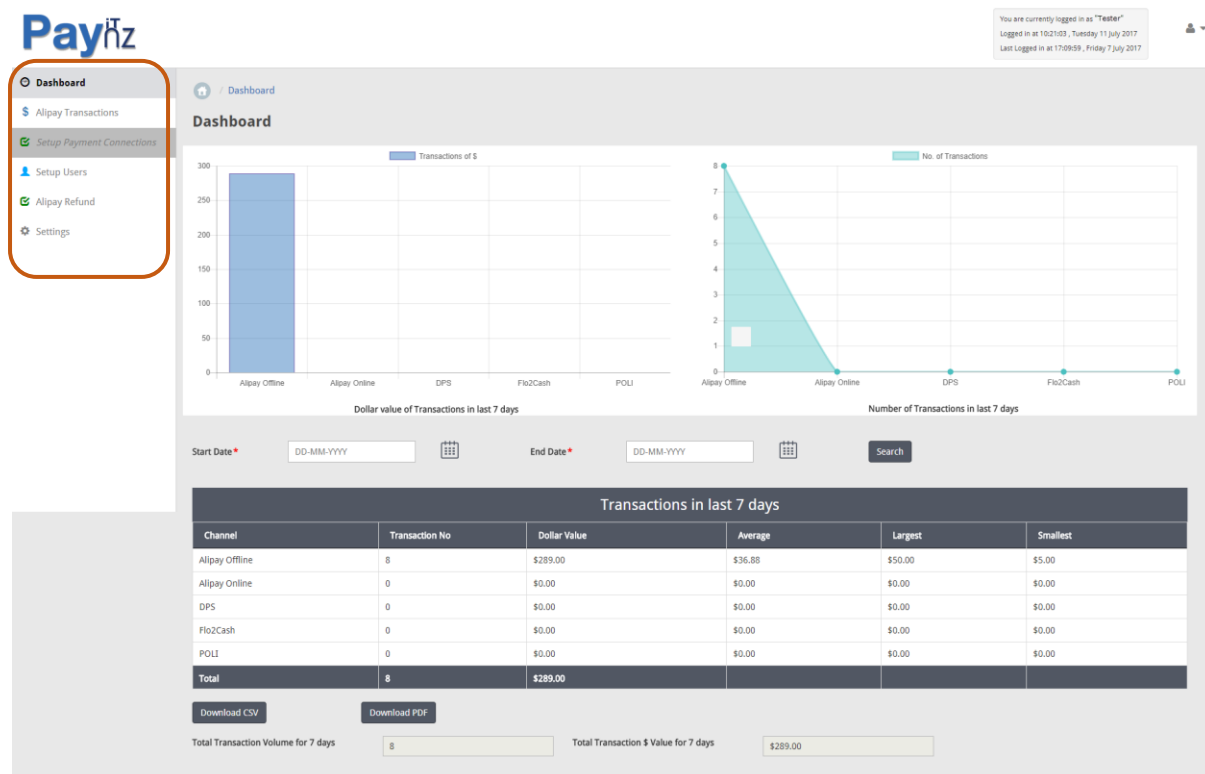
## 5.2 Logout

To logout, click on the down arrow on the user avatar on the top right of the screen and select <Logout>.



## 6. GENERAL NAVIGATION

After logging into the portal the Dashboard is displayed.



On the left-hand side is the menu tab showing the functions available to you. Click on the option to navigate to that page.

# PayItNZ Merchant Administrator Portal User Guide

## 7. USER PROFILE INFORMATION

This can be accessed by clicking on the dropdown box on the user avatar on the top right of the screen and selecting **User Profile**.



The User Profile page is split into 3 sections: -

- a) Basic user details
- b) Merchant account information
- c) Change Password function

See image below.

User Profile

Basic Details

First Name

Test

Last Name

Tester

Username

Tester

Creator ID

Tester

User ID

10001

Contact Number

0290023456

Email Address

TestTester@tescoltd.com.ss

Account Information

Company Name

Test Company Limited

Merchant ID

10001

Store Details

Store Details Click here...

Change Login Password

Current password

Current password

New Password

New Password

Retype Password

Retype Password

Save

Cancel

# PayItNZ Merchant Administrator Portal User Guide

## 7.1 User Profile

The Basic Details are automatically populated with information setup by the company administrator.

Field Name	Input Required
First Name	Can be modified
Last Name	Can be modified
Username	Automatically populated – cannot modify as this is used for logging in
Creator ID	Automatically populated – User ID of company administrator who setup the profile
User ID	Automatically populated – cannot modify
Contact Number	Can be modified
Email Address	Automatically populated – cannot modify as this is used for logging in

## 7.2 Account Information

This section displays information about the Merchant.

The Company Name, Merchant ID and Store Details are automatically displayed and cannot be modified.

You can click on <Store Details> to see the stores associated with the Merchant. See the example below.

Store Details				
Store Details				
Store Id	Store Name	Store QR Code	Store QR Image	Industry Code
62	Test Store-1	xxxxxxxxxxxxxx	<a href="#">QR Image</a>	7379
73	Test Store-2	Yyyyyyyyyyyy	<a href="#">QR Image</a>	7379

Click on <QR Image> to view the store QR image. This is the image provided to you in the welcome pack and is scanned by the customer to make a payment on their Alipay wallet. This can be printed if you require more copies.

## 7.3 Change Login Password

There are two ways to change the password: -

- Change password function through the **User Profile** or
- Password reset through the **Login page**

### 7.3.1 Change Password via User Profile

Clicking on the dropdown box on the user avatar on the top right of the screen and select **User Profile**. Scroll down to the section Change Login Password.

To change your password: -

- enter your current password



# PayItNZ Merchant Administrator Portal User Guide

- enter the new password
- re-enter the new password to confirm

then click <Save> to save the changes or <Cancel> if you do not wish the changes to be saved. You will be taken back to the Dashboard.

## 7.3.2 Password Reset on Login Page

At the Login page, if you have forgotten your password, simply click <Forgot Password?>.

The screenshot shows a web browser window with the address bar displaying "payitnz.com/PayitnzMN/webLogin". The login form is centered on a dark blue background. It features the "PayItNZ" logo at the top. Below the logo are two input fields: "Username OR Email" and "Password". A "Login" button is positioned below the password field. A red circle highlights the "Forgot Password?" link, which is located below the "Login" button. Below this link is the text "Not yet verified?". At the bottom of the form, the copyright notice "Copyright @Infidigi Ltd 2017. All rights reserved" is displayed.

You will be prompted to enter your email address and the Reset Password email will be sent to you.

## PayItNZ Merchant Administrator Portal User Guide

Forgot Password

**PayItNZ**

Reset password link has been successfully sent to your email Id

Please enter your email id

Example of Reset Password email. Click on the link to reset your password.

**PayItNZ**

---

**Reset Password**


Copy and paste the following link into your browser to reset password

<https://payitnz.com/PayitnzMN/resetPassword?id=:295>

Thanks,  
**Payitnz Team**

## PayItNZ Merchant Administrator Portal User Guide

### Reset Password




NEW PASSWORD

CONFIRM PASSWORD

[Save](#)

When the password has been successfully saved you will be re-directed to the Login page with a message confirming successful password change. See below.

### Login



Password updated successfully

Username OR Email \*

Password \*

[Login](#)

[Forgot Password?](#)  
[Not yet verified?](#)

Copyright @Infidigi Ltd 2017. All rights reserved

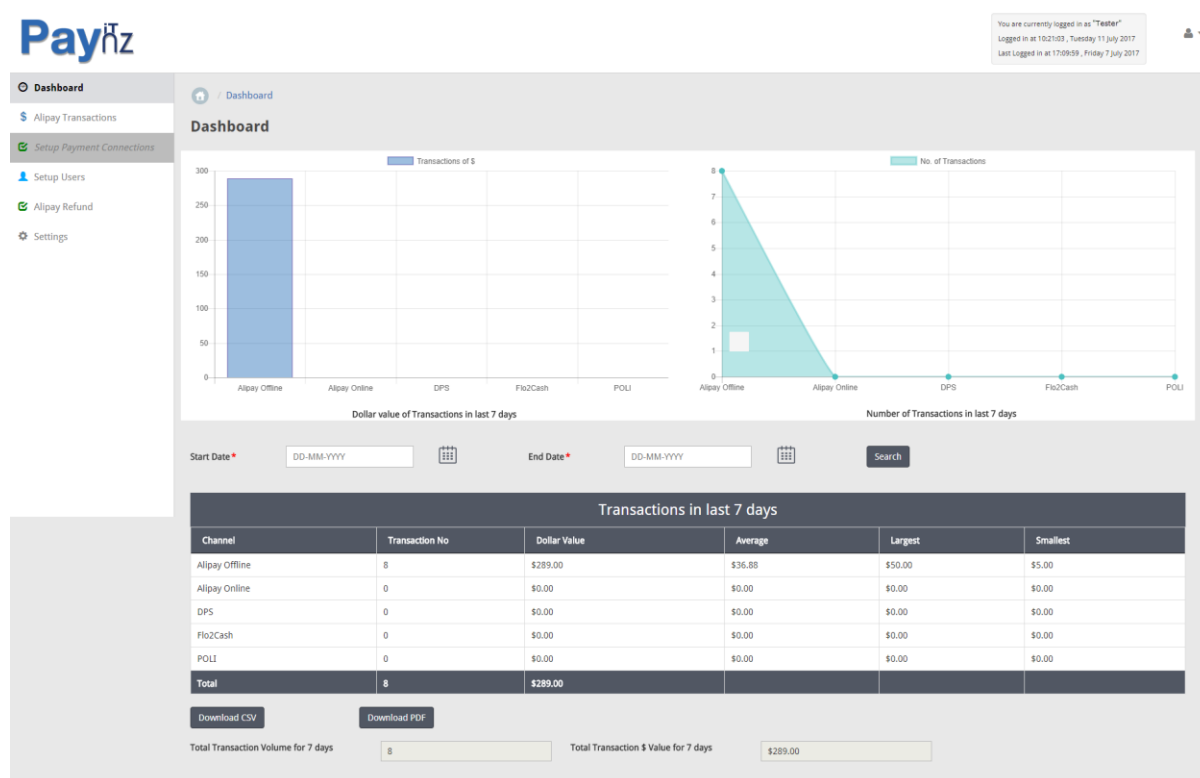
# PayItNZ Merchant Administrator Portal User Guide

## 8. DASHBOARD

The Dashboard is the default screen and provides a summary overview of how your business is performing over the last 7 days (default) for each of the payment channels provided by your business, Alipay in this case.

There are two sections, the top section shows a graphical representation of your sales. The bar chart on the left shows the \$ value of the transactions for the last 7 days and the line graph on the right shows the no. of transactions for the last 7 days. You can select different start/end dates by entering a date in the date fields.

Scroll down to the next section to see the associated statistical representation of your business performance by payment channel for the date range selected - the default is the last 7 days. You can export the information as a CSV file or download it as a PDF document.



© Infidigi Ltd 2017 Copyright

# PayItNZ Merchant Administrator Portal User Guide

## 9. ALIPAY TRANSACTIONS

Select this option from the Main Menu to view all **Alipay Transactions** – payments and refunds. You can filter the transactions by entering selection criteria and clicking <Search>.

You can page forwards or backwards by selecting the page no. or <Previous> or <Next>.

You can export the information as a CSV file or download it as a PDF document.

The screenshot displays the 'Alipay Transactions' page in the PayItNZ Merchant Administrator Portal. The interface includes a sidebar with navigation links: Dashboard, Alipay Transactions, Setup Payment Connections, Setup Users, Alipay Refund, and Settings. The main content area features a 'Report' section with various filters: Start Date (DD/MM/YYYY), End Date (DD/MM/YYYY), Transaction ID, Particulars, Reference, Channel (All), and Store (All). Below these filters are checkboxes for transaction status: Successful, Failed, Refund, Settled, Not Settled, Cancelled, and Unknown. A 'Search' button is located below the status filters. The results are shown in a table with columns: Store Name, Channel, Transaction ID / Refund ID, Date/Time, Amount NZD, Status, Particulars, Reference, and Type. The table lists several transactions, including payments and refunds, with details such as transaction IDs and amounts. At the bottom of the table, there are 'Download CSV' and 'Download PDF' buttons. A pagination bar at the bottom right shows 'Previous', '1', '2', '3', '4', and 'Next'.

Store Name	Channel	Transaction ID / Refund ID	Date/Time	Amount NZD	Status	Particulars	Reference	Type
Ahura Main Store	Alipay Offline	5830769078 / 8225493789	07-07-2017 17:13:05	1.00	SUCCESS	Demo	Demo1	REFUND
Ahura Main Store	Alipay Offline	13642428284	07-07-2017 15:21:26	50.00	SUCCESS	Demo		PAYMENT
Ahura Second Store	Alipay Offline	59173500347	07-07-2017 15:19:13	50.00	SUCCESS	Demo		PAYMENT
Ahura Second Store	Alipay Offline	141118091009	07-07-2017 15:17:26	50.00	SUCCESS	Demo		PAYMENT
Ahura Second Store	Alipay Offline	1269006028 / 3020878265	05-07-2017 17:46:54	1.00	SUCCESS			REFUND
Ahura Second Store	Alipay Offline	1269006028	05-07-2017 15:15:32	5.00	SUCCESS	Demo	refstore2	PAYMENT
Ahura Second Store	Alipay Offline	002056917792149922	05-07-2017 15:08:23	30.00	SUCCESS	QR used at Store		PAYMENT
Ahura Main Store	Alipay Offline	0020569177921499	05-07-2017 15:07:59	30.00	SUCCESS	QR used at Store		PAYMENT
Ahura Second Store	Alipay Offline	747948896985532	05-07-2017 15:00:59	50.00	SUCCESS			PAYMENT
Ahura Main Store	Alipay Offline	5830769078899	05-07-2017 14:58:10	30.00	SUCCESS	Demo		PAYMENT


To view a specific transaction click on the Transaction ID:-

- Details of the transaction are displayed
- If it is a refund transaction, scroll down to see the original transaction details
- You can export the information as a CSV file or download it as a PDF document

See example below.

# PayItNZ Merchant Administrator Portal User Guide

## Transaction Details

Channel	Alipay Offline
Alipay Transaction ID	13642428284
Amount	NZD 50.00
Reference	ref1
Particulars	par1
Comments	comment on trans
Mobile	0272424359
Email	mus@ahursulting.com
Gateway Status	T
Result Code	SUCCESS
Error	
Alipay Pay Time	Fri, Jul 7 11:21:25 HKT 2017
Alipay Reverse Time	
Alipay Cancel Time	
Merchant Currency	NZD
Merchant ID	10001
User ID	10001
CNY Amount	CNY 248.05
Exchange Rate	4.961
Request Time	Fri Jul 07 15:21:26 NZST 2017
Ip Address	123.100.73.163
Latitude	-36.8655971
Longitude	174.7667272
Remark	
Transaction Type	PAYMENT
Reconciled	TRUE
Setteled	TRUE
Transaction Date	Fri, Jul 7 15:21:26 NZST 2017
Image	

[Download CSV](#)[Download PDF](#)

# PayItNZ Merchant Administrator Portal User Guide

## 10. ALIPAY REFUND

Select this option from the Main Menu to view the refunded Alipay transactions.

The screenshot displays the 'Alipay Transactions Refund' page in the PayItNZ Merchant Administrator Portal. The interface includes a sidebar with navigation links: Dashboard, Alipay Transactions, Setup Payment Connections, Setup Users, Alipay Refund (highlighted), and Settings. The main content area features a 'Listing' tab with search filters for Start Date, End Date, Transaction ID, Particulars, Reference, Channel, and Store. Below the filters is a table of transactions with columns for Store Name, Channel, Transaction ID, Date/Time, Amount NZD, Status, Type, Particulars, Reference, and Action. Each row has a 'Refund' button in the Action column.

Store Name	Channel	Transaction ID	Date/Time	Amount NZD	Status	Type	Particulars	Reference	Action
Main Store 2	Alipay Offline	122909209091149683	2017-06-07 23:39:26	0.01	SUCCESS	PAYMENT			Refund
	Alipay Offline	12290920909114968 / 2320338623820	2017-06-07 23:40:04	0.01	SUCCESS	REFUND			Refund
Main Store 1	Alipay Offline	12290920909114967	2017-06-08 00:35:26	0.01	SUCCESS	PAYMENT			Refund
Main Store	Alipay Offline	655527272179	2017-06-19 18:15:32	0.01	SUCCESS	PAYMENT			Refund
	Alipay Offline	655527272179 / 6599883542152	2017-06-19 18:17:59	0.01	SUCCESS	REFUND			Refund
Main Store	Alipay Offline	8047815829289	2017-06-19 18:26:15	0.01	SUCCESS	PAYMENT			Refund

You can filter the transactions by entering selection criteria and clicking <Search>.

You can page forwards or backwards by selecting the page no. or <Previous> or <Next>.

You can export the information as a CSV file or download it as a PDF document.


To view a specific transaction click on the Transaction ID:-

- Details of the refund transaction are displayed
- Scroll down to see the original transaction
- You can export the information as a CSV file or download it as a PDF document

See example below.

# PayItNZ Merchant Administrator Portal User Guide

## Transaction Details

Channel	Alipay Offline
Alipay Transaction ID	141118091009809
Amount	NZD 1.00
Reference	r2nd
Particulars	p2nd
Comments	
Mobile	
Email	
Gateway Status	T
Result Code	SUCCESS
Error	
Alipay Transaction Refund ID	54647400592123
Alipay Pay Time	Wed, Jul 12 16:57:26 HKT 2017
Alipay Reverse Time	
Alipay Cancel Time	
Merchant Currency	NZD
Merchant ID	100016320
User ID	100016320
CNY Amount	CNY 2
Exchange Rate	4.961
Request Time	Wed Jul 12 20:57:26 NZST 2017
Ip Address	127.0.0.1
Latitude	
Longitude	
Remark	
Transaction Type	REFUND
Reconciled	TRUE
Setteled	FALSE
Transaction Date	Wed, Jul 12 20:57:26 NZST 2017
Image	

## Original Transaction Details

Channel	Alipay Offline
Alipay Transaction ID	141118091009
Amount	NZD 50.00
Gateway Status	T
Transaction Type	PAYMENT
Reconciled	TRUE
Setteled	TRUE
Result Code	SUCCESS
Alipay Pay Time	Fri, Jul 7 11:17:25 HKT 2017
User ID	10001
Merchant ID	10001
Exchange Rate	4.961
Request Time	Fri Jul 07 15:17:26 NZST 2017
Transaction Date	Fri, Jul 7 15:17:26 NZST 2017

[Download CSV](#)[Download PDF](#)

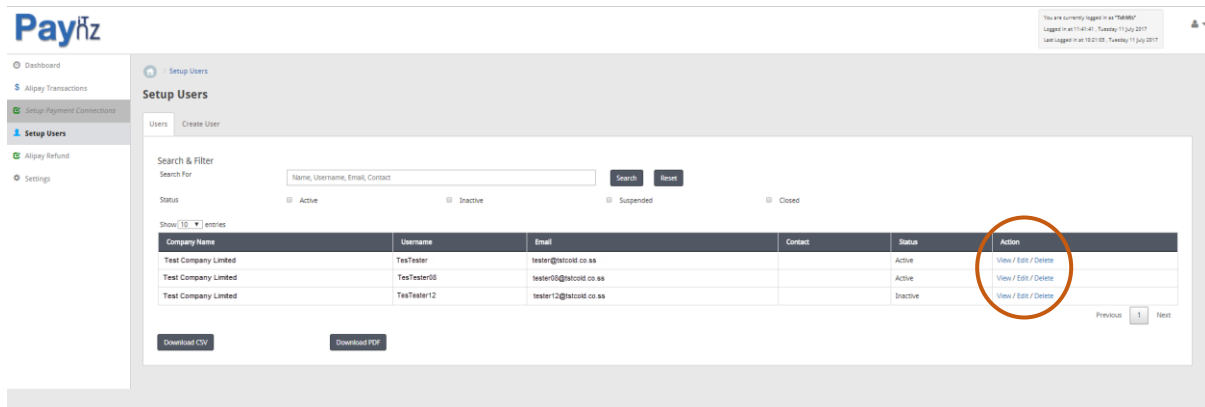


# PayItNZ Merchant Administrator Portal User Guide

## 11. SETUP USERS

### 11.1 All Users

When you select **Setup Users** from the Main Menu, a list of all users for the merchant will be displayed under the **Users** tab. This is the default screen.



Use the Search & Filter function to find specific users. Click <Reset> to clear the search criteria to perform another search if needed.

In the search field you can enter any of the following:-

- Name
- Username
- Email address
- Contact no.

Click <Search> and users with matching criteria will be displayed.

You can also search on User Status by ticking the relevant boxes.

You can View/Edit/Delete users (see circled items on the image above).

The details can be exported to a CSV file or pdf document.

### 11.2 Create New User

Select **Setup Users** from the Main Menu.

Click on the **Create User** tab and enter the user details:-

- The company name is pre-populated
- The User ID and password are automatically generated
- Tick the functions the user is permitted to perform
- POS – tick this if you are using a 3<sup>rd</sup> party POS (Point-of-Sale) terminal that has been integrated with the PayItNZ Alipay service
- Documents may be uploaded for the user if required
- Click <Save> and the user will be created

An example of the Create User screen is shown below.

# PayItNZ Merchant Administrator Portal User Guide

**PayItNZ**

You are currently logged in as "Tester"  
Logged in at 10:21:03, Tuesday 11 July 2017  
Last Logged in at 17:09:09, Friday 7 July 2017

Dashboard  
Allpay Transactions  
Setup Payment Connections  
Setup Users  
Allpay Refund  
Settings

**Setup Users**

Users Create User

Company Name \* Test Company Limited

First Name \* First Name

Last Name \* Last Name

Username \* Username

Contact Number Contact Number

Email \* Email

Retype Email \* Retype Email

User ID \* 11146

Password \* 275283671

Permissions \*  
☐ All ☐ Allpay Transactions  
☐ Allpay Refund ☐ Setup Connections  
☐ Access App

POS ☐

Note: Select files to upload. Press Add button to add more file inputs.  
Maximum file size allowed for each file is 10MB. Total numbers of files allowed are 10.

Add More

File Description	File	Action
		Choose File   No file chosen   Delete

Save Cancel

© Infidigi Ltd 2017 Copyright

A Verification Email is automatically generated and sent to the new user. This contains login credentials. The user must click on the link in the email to activate their account. They should also change the generated password.

## 11.3 Modify User Details

Select **Setup Users** from the Main Menu. Use the search function if necessary to find the user. It will be displayed in the main screen. Click <Reset> to clear the search criteria to perform another search if needed.

**PayItNZ**

You are currently logged in as "Tester"  
Logged in at 10:21:03, Tuesday 11 July 2017  
Last Logged in at 10:21:03, Tuesday 11 July 2017

Dashboard  
Allpay Transactions  
Setup Payment Connections  
Setup Users  
Allpay Refund  
Settings

**Setup Users**

Users Create User

Search & Filter  
Search For Name, Username, Email, Contact Search Reset

Status ☐ Active ☐ Inactive ☐ Suspended ☐ Closed

Show 10 entries

Company Name	Username	Email	Contact	Status	Action
Test Company Limited	TestTester	tester@sticold.co.ss		Active	View / Edit / Delete
Test Company Limited	TestTester00	tester00@sticold.co.ss		Active	View / Edit / Delete
Test Company Limited	TestTester12	tester12@sticold.co.ss		Inactive	View / Edit / Delete

Download CSV Download PDF

Previous 1 Next

Select the user and click <Edit> and their details will be displayed.

# PayItNZ Merchant Administrator Portal User Guide

## Fields that Cannot be Modified

- Merchant ID
- User name
- Email address

If the email address has changed then the user profile will need to be deleted and a new user setup with the new email address. This is because the email address can be used for logging in.

## User Status

The user status can be changed by clicking the Status dropdown box. Valid options are:-

- Active
- Suspended
- Closed

Enter the information to be updated then click <Save>.

## 11.4 View Users

Select **Setup Users** from the Main Menu. Use the search function if necessary to find the user. It will be displayed in the main screen. Click <Reset> to clear the search criteria to perform another search if needed.

Select the user and click <View> and their details will be displayed.

## User Status

- Active – the user is currently active
- Inactive – the user has not yet activated their account by logging into the portal

## 11.5 Delete User

Select **Setup Users** from the Main Menu. Use the search function if necessary to find the user. It will be displayed in the main screen. Click <Reset> to clear the search criteria to perform another search if needed.

The screenshot displays the 'Setup Users' interface. On the left is a sidebar with navigation links: Dashboard, Allpay Transactions, Setup Payment Connections, Setup Users (highlighted), Allpay Refund, and Settings. The main content area has a 'Setup Users' header with a 'Create User' button. Below this is a 'Search & Filter' section with a search bar and buttons for 'Search' and 'Reset'. A status filter bar shows 'Active', 'Inactive', 'Suspended', and 'Closed'. A table lists three users, all from 'Test Company Limited'. The 'Action' column for each user contains a link 'View / Edit / Delete'. The 'Delete' link for the first user is circled in orange. At the bottom of the table are 'Download CSV' and 'Download PDF' buttons. Pagination controls at the bottom right show 'Previous', '1', and 'Next'.

Company Name	Username	Email	Contact	Status	Action
Test Company Limited	TestTester	tester@stcoid.co.ss		Active	View / Edit / Delete
Test Company Limited	TestTester00	tester00@stcoid.co.ss		Active	View / Edit / Delete
Test Company Limited	TestTester12	tester12@stcoid.co.ss		Inactive	View / Edit / Delete

Select the user and click <Delete> and they will be removed from the system.

# PayItNZ Merchant Administrator Portal User Guide

## 12. SETTINGS (When making transactions via PayItNZ's API)

This page contains special credentials related to the Refund function for Alipay transactions via PayItNZ's API. If the user has been given permission to perform refunds the credentials are displayed here (and also in the Verification Email), otherwise this option will not be selectable from the Main Menu.

The refund password is required to perform Alipay refund transactions via PayItNZ's API. The secret key is also required to validate the refund function in the background.

Use the <Regenerate> function if the password(s) has been compromised.

The screenshot shows the PayItNZ Merchant Administrator Portal. The top left features the PayItNZ logo. A top right notification box states: "You are currently logged in as 'Tester'", "Logged in at 10:21:03, Tuesday 11 July 2017", and "Last Logged in at 17:09:59, Friday 7 July 2017". A left sidebar menu includes: Dashboard, Alipay Transactions, Setup Payment Connections (highlighted), Setup Users, Alipay Refund, and Settings. The main content area is titled "Settings" and contains two sections: "Refund Password" with a text input field containing "12345" and a "Regenerate" button, and "SecretKey" with a text input field containing "abcd124efg898bbbhikml93" and a "Regenerate" button. The footer of the page reads "© Infidigi Ltd 2017 Copyright".