





SroadPOS Marketplace				APP STORE		<b>(</b>	LOGIN
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	App Type Parameter App Normal App	MULTIPLE PLATFORM Manage Android & Prolin application					
	Business Category	Featured			View All		
	Retail       Restaurant       Petroleum       Dining/Chains       Lodging	WOW Payments Light POS WOW Payments Light POS	LA Metro Retail (EIL) LA Retail Application for the PAX A320	Netevia Cryp Accept payments in C			

# PAXSTORE RESELLER ADMIN GUIDE

Date: 2019-07-31

Version: 1.00



### PREFACE

PAXSTORE – Reseller Admin Guide Version: 20190731 v1.00 Status: [] Draft [★] Release [] Modify Copyright © 2015-2019 PAX Technology, Inc. All rights reserved

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# **REVISION HISTORY**

Date	Version	Ву	Description
2019-07-31	v1.00	Shoap	Initial release



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## 1 Introduction

This document provides users with a PAXSTORE Reseller-level administrator guide.

### 1.1 Document Conventions

- Administrator Center The administrator portal where Reseller Admins manage their accounts.
- **Application Marketplace** The PAXSTORE marketplace where applications are located and available for download.

**NOTE:** The PAX Technology<sup>®</sup> payment applications are not directly visible in the Application Marketplace or from the terminal PAXSTORE client application.

- **BroadPOS Marketplace** The administrator portal where Reseller Admins manage sub-resellers, merchants, and terminals.
- Developer A person or team of programmers that create applications supporting PAX terminals used on the PAXSTORE. The Developer registers to obtain login privilege as a Developer. The Developer submits an app and once it's signed, the application can be added to the Reseller store.
- **Developer Center** The developer portal where developers register and create apps for distribution in the marketplace. This section will not be covered in this guide.
- **Global Marketplace** The online marketplace for application developers to upload applications.
- **PAXSTORE** An online marketplace for terminal applications and terminal management solutions. The PAXSTORE allows merchants to download applications using their PAX terminals.
- **Reseller** A company that resells credit card terminals and peripherals and may also offer credit card processing services with merchants and sub-resellers.
- Reseller Administrator A user level within the PAXSTORE that manages the main reseller and sub-resellers. This includes editing the main reseller account, adding, editing and deleting subreseller accounts. The Reseller Admin also manages applications, users and user permissions, reports, terminals and merchants.



#### 1.2 Document Acronyms

- **CPU** Central Processing Unit
- **EMV** Europay, Mastercard, and Visa
- **GPS** Global Positioning System
- ID Identification
- IMEI International Mobile Equipment Identity
- IP Internet Protocol
- MAC Media Access Control
- **PN** Part Number
- POS Point of Sale
- **PUK** Personal Identification Number (PIN) Unblocking Key
- **OS** Operating System
- **RAM** Random Access Memory
- SN Serial Number
- **TID** Terminal Identification



### 1.3 Intended Audience

This PAXSTORE document is intended to provide admin instructions and store descriptive information. There are various levels of users and features available within the store. Each user level includes user instructions and feature information.

The following audiences should read this document:

- Administrator of company operations
- Administrator of company business development
- Administrator of company and sub-reseller accounts
- Administrator of company and sub-reseller marketing
- Administrator of company merchant accounts
- Administrator of company terminals
- Administrator of terminal applications
- Administrator and team for terminal application development
- Administrator and team for application quality assurance
- Administrator and team for terminal deployment
- Administrator and team for customer support



# 2 Overall Description

The PAXSTORE provides an online marketplace for terminal applications and terminal management solutions. It provides application developers a way to upload applications and provides the merchants and their PAX terminals the opportunity to purchase and download applications.

### 2.1 Communication Method

The terminals communicate with the PAXSTORE through the internet.

### 2.2 Product Features

The PAXSTORE provides the following:

- A marketplace for application developers to upload applications exclusively for their store or available to everyone,
- A marketplace for resellers and merchants to purchase and download applications for their terminals, and
- A management solution for resellers to manage sub-resellers, merchants, terminals, terminal applications, terminal parameters and downloads.



# 3 The PAXSTORE Application Marketplace

The PAXSTORE Application Marketplace contains applications available for purchase and download, such as ID verification, time and attendance, or POS applications.

Some applications are not directly visible in the APP STORE, such as a payment application, firmware update, or applications that the reseller configured to be pushed out to select terminals.

The following image shows the Application Marketplace:

Арр Ра		Application M h keywords MULTIPLE PLATFORM 5 Manage Andred & Prein applications Featured	SUPPORT		•
Pa Busi Q	arameter App Normal App siness Category	Manage Android & Prolin applications			
8 V	All	Featured			
ų Č				View All >	
ć	🛆 Restaurant	WOW Payments Light POS WOW Phyments Light ROS	LA Metro Retail (EIL) LA Retail Application for the PAX A20	Netevia Crypto Pay Accept payments in CryptoCurrency	
	SCM Logistics	Cigno Mobile Companion RVX A223 app for Cigno	Encryption Service Encryption Service	Zero POS retallicicad Tablet POS for Android	
G	LATEST DOWNLOADS WOW Payments Light POS 2019-02-06 LA Metro Retail (EIL) 2019-02-05	Salon Management System			
	Netevia Crypto Pay 2019-02-01	Hot		View All >	
<b>S</b>	Cigno Mobile 2019-02-01 Encryption Service 2019-01-31 Zero POS 2019-01-30	Encryption Service Encryption Service	PaxInject Pasinject Application	Emv Service Env Service	
		Contactless Service Contactess Service	FirstMilePOS Emv Solution	CaickPoint Your External POS's (Moha, Micros, POStianch Denerate & Moren's FMV	
Pro	roduct Center APP STORE Develop	er Center STORE Client C	Contact us 🔤 paxstore.suppo 9 8880 Freedom Floor Suite 300	& Ordering Solution:	

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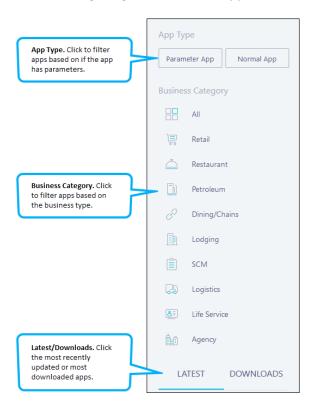


The APP STORE contains *Featured* and *Hot* sections to highlight applications and provides the ability to display the most recently updated applications, most downloaded applications, or applications by application category, such as retail, restaurant and lodging.

On the Marketplace home page there are navigation links, various application search options and application listings. The following image describes the Application Marketplace header:

Marketplace. Displays your current marketplace. Click to return to the APP STORE.	Quick Links. Click to jump to a different portal in your current marketplace. Administrator Center is the most important for resellers.	Multi-Link in, click to available p		Language. Click to switch between English and Chinese.
SP BroadPOS Marketplace	APP STORE Develope		istrator Center	III 🌐 🛓 Jane
Search. Enter a keyword to search for matching apps.	Application Marketplace	٩	in/sign up page. A displays your nam	ck to open the log fter you log in, he and allows you to your Personal Center.

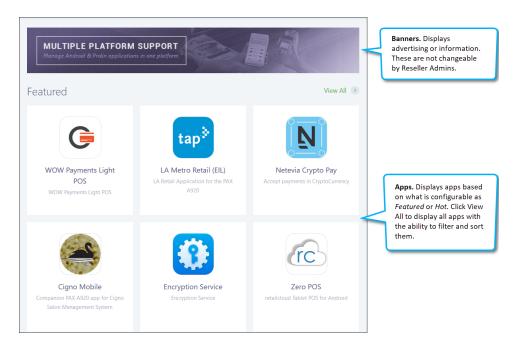
The following image describes the Application Marketplace filter:



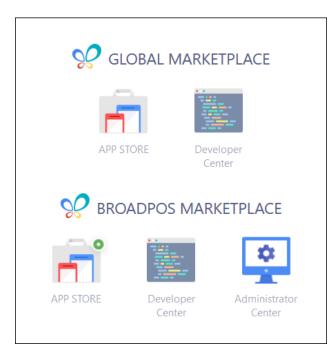
#### PAXSTORE RESELLER ADMIN GUIDE



The following image describes the Application Marketplace app content:



Clicking the Multi-Link icon displays a pop-up window containing the marketplaces and portals the admin's access privileges allow. A green circle in the upper right marks the current portal. The following image shows the Multi-Link window:





Within the APP STORE, the applications display as thumbnails. Hovering over a thumbnail displays the price of the app and its last updated date. Clicking a thumbnail opens the app's detail page. The following image shows the app thumbnail:





### 3.1 Application Detail Page

The app's detail page contains the app's icon, information and rating and provides the ability to purchase/push the app to a terminal. It also displays applications that might be related by type to the current application or created by the same developer. If an application is selected from this section, it opens the selected app's detail page.

The following image shows the app's details:

<b>6</b> 775	Encryption			Service ****	r <del>*</del>			
	Service	E Y 1	Encryption Service					
	2804 Downloads		Туре	Model		Supported OS		
Price	Size		Normal App	A80 🔻		Android 4.0+		
Free	2.1 MB		Developer	Business Ca	tegory			
			PAXStoreOps	Dining/Ch	ains-Ordering Foo	→ bd		
Version 2.4.01	Updated Time 2019-01-31							
		Screenshots						
Package Na	ame encryptservice							
		*	① ♥ ½ 8 100% 23:15	<b>□♥ ⊕♥≋0</b> 10		① ♥ ½ û 100% 23:16		
	S Authorization	Apps	DOWNLOADED ON SD CAR	App info     EncryptService     version 2.4.01				
1 Permiss	sions 🔻		Barcode Scanner 2.01MB	FORCE STOP UNINSTALL		arter File Explorer		
Paydroid A	uthorization	() () () () () () () () () () () () () (	EncryptService 12.30MB	Show notifications				
-		. (d)	TEST_V1.7.15 1.55MB	STORAGE Total 12.30	Galley Musik	c Settings Videos		
	🛷 Push		DReader 125MB	App 12.27 Data 28.01	мв	et		
	2 Push</td <td>i i i i i i i i i i i i i i i i i i i</td> <td>JEMVDemo 27.36M8</td> <td>MOVE TO SD CARD CLEAR DATA</td> <td></td> <td></td>	i i i i i i i i i i i i i i i i i i i	JEMVDemo 27.36M8	MOVE TO SD CARD CLEAR DATA				
		鐵	NeptuneService 2.02MB	Cache 12.0	KB			
RELAT	ED DEVELOPER	i di s	PaxBrowser 216KB	CLEAR CACHE				
			Paxiniect	LAUNCH BY DEFAULT		0 0		
	<b>nject</b> Downloads				7			
	<b>/ Service</b> Downloads	Description						
		Encryption Service	e					
	tactless Service							
1510	Downloads	Release Note						
	t <b>MilePOS</b> Downloads	Release note:						
🚺 Quio	ckPoint	1. Modify the Enc	ryptService's version c	ode to V2.4.01				
	Downloads		2. Modify clean all the mag data logic after encrypted (securely releasing memory variables containing sensitive					
		information.)						
			ntException in funtion					
			ons for support Multila	ne device				
		5. Add client jar e						
		6. Fix PICC read c	ard data error all attributes are conve	tod to uppercase				
		8. Update EMV so		teu to uppercase.				
		o. opuate LIVIV sc	,					
		Commente						
		Comments						



The left sidebar on the application detail page contains the app's technical details, including:

**App Icon:** The app's icon taken directly from the application file. The icon image must be a png, jpg or jpeg. The icon size for this section is fixed, and the image changes to support the size requirements.

App Name: The name of the application.

**Downloads:** The number of successful downloads for the application.

Price: The cost of the application.

Size: The size of the application file.

Version: The current version of the application.

**Updated Time:** The date of the application's last build.

Package Name: The actual file name for the application.

**Android OS Authorization:** The permissions the app requires access to in the Android OS, such as WRITE\_EXTERNAL\_STORAGE and READ\_EXTERNAL\_STORAGE.

**Paydroid Authorization:** The permissions the app requires access to in the PayDroid OS, a customized version of the Android OS designed for PAX terminals.

The rest of the page contains the app's marketing details, including:

**App Icon:** The app's icon taken directly from the application file. The icon image must be a png, jpg, or jpeg. The icon size for this section is fixed, and the image changes to support the size requirements.

App Name: The name of the application.

Rating: The app's rating, using a value of 0-5 stars. Currently, this option is still in development.

Tagline: A brief summary of the app.

**Type:** The type of app, such as Normal App or Parameter App.

**Model:** The type of terminal the app is compatible with, such as A80 or A920.

Supported OS: The operating system the app is compatible with, such as Android.

**Business Category:** The type of business the app is designed to work with, such as retail, restaurant, petroleum or chain.

**Developer:** The programmer for the app.

Screenshots: Images showcasing the app or its features.

Description: A more detailed description of the application.

**Release Notes:** A summary of the changes made during the app's most recent release. This section may include the release date.

Comments: Additional comments, product description information or announcements.

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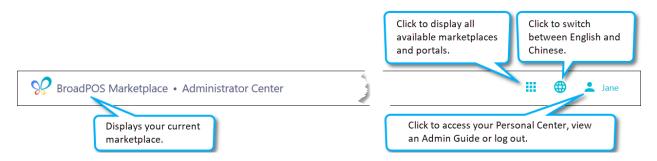
15



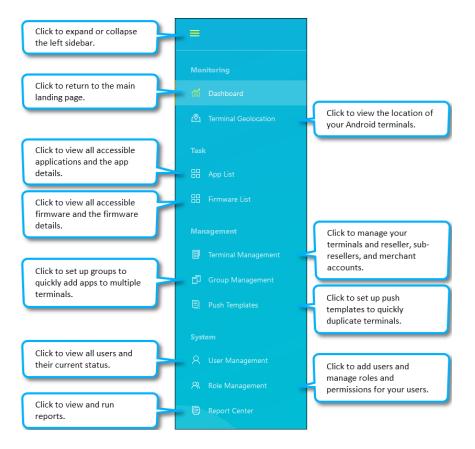
### 4 Administrator Center

The Administrator Center contains the Reseller Admin's management options. You will always start on the Dashboard when you enter the Administrator Center.

The top navigation throughout the Administrator Center allows you to change marketplaces and portals, change languages, and access your personal options. The following image describes the top navigation bar:



The most important navigation feature of the Administrator Center is the left sidebar, which contains management options. The following image describes the left sidebar:



#### PAXSTORE RESELLER ADMIN GUIDE



As a Reseller Admin, you can:

- Manage sub-resellers
- Manage merchants
- Manage terminals
- Manage reseller-related users and roles
- Push apps and parameters
- Push firmware
- Uninstall apps
- View the terminal device status

Refer to the following sections for details on the Management options.



# 5 Dashboard

The Dashboard is configurable so that you can view different types of terminal and app statistics. It is also the main landing page for the Administrator Center. The following image shows the Dashboard:

Monitoring	Dashboard	
	App Download Top 10	C
	Rank Image App Name	Download
	No.1 BroadPOS TransIT	5482 Downloads
	No.2 <b>Q</b> PaxInject	2917 Downloads
	No.3 Emv Service	2523 Downloads
	No.4 🔅 Contactless Service	2502 Downloads
	No.5 ChuickPoint	1658 Downloads
🗊 Report Center	Copyright © 2019 PAX All F	ights Reserved.   Privacy Policy   Terms & conditions



# 6 App List

The App List shows all apps currently available in the marketplace. You can switch the layout of the page, sort the apps by name, email or last updated time, filter by cost, OS or type of app, or search for apps by name or installation package. Clicking on an app allows you to view the app's information, including the versions of the app and the terminals the app is installed on. You can also use the app list to more easily locate the app's installation package information.

The are two types of apps available:

- Normal app an app with no parameters.
- **Parameter app** an app with editable parameters. All payments apps are parameter apps.

The following image shows the marketplace's App List page:

	App List		
	All		Q 7 11 ≣
	BroadPOS BridgeComm ZZ (zz.li@pax.us)	BroadPOS Elavon Active usbo_terminal_android ( usbo_terminal_android@paxsz.com)	BroadPOS P2PE Active usbo_terminal_android ( usbo_terminal_android@paxsz.com )
	Type: Parameter App	Type: Parameter App	Type: Parameter App
	Platform: Android	Platform: Android	Platform: Android
	Price: Free	Price: Free	Price: Free
	Package: com.pax.us.pay.native.bridgecomm	Package: com.pax.us.pay.std.elavon	Package: com.pax.us.pay.std.broadpos.p2pe
	BroadPos ValuelinkGift	BroadPOS Sierra Valutec	BroadPOS TransIT Valutec
🗂 Group Management	pax technology inc ( longteng.xu@pax.us     )	TSYS usbo_terminal_android ( usbo_terminal_android@paxsz.com )	Active usbo_terminal_android ( usbo_terminal_android@paxsz.com )
	Type: Parameter App	Type: Parameter App	Type: Parameter App
	Platform: Android	Platform: Android	Platform: Android
	Price: Free	Price: Free	Price: Free
	Package: com.pax.us.pay.gift.valuelink	Package: com.pax.us.pay.std.sierra_vltec	Package: com.pax.us.pay.std.transit_vltec



# 7 Firmware List

The Firmware List shows all firmware currently available. You can switch the layout of the page, sort the firmware by name or last updated time, filter by type of firmware or terminal model, or search for firmware by name. Clicking on a firmware block allows you to view the firmware's information, including the available firmware packages.

The following image shows the marketplace's Firmware List page:

itoring	Firmware List					
Dashboard						≡ 11 <b>7</b> Q
Terminal Geolocation						
	PayDroid_5. FILE 2.3.17_2018	I.1_Aquarius_V0 1026		ayDroid_6.0.1_T 07T0_20181219	PX7A_A80_P FILE aurus_V05.1	PayDroid_6.0.1_T .06_20181116
App List	Manufacturer:	PAX	Manufacturer:	PAX	Manufacturer:	PAX
Firmware List	Platform:	Android	Platform:	Android	Platform:	Android
	Size:	384 MB	Size:	366 MB	Size:	366 MB
agement	Updated Time:	2019-01-02 21:27	Updated Time:	2018-12-19 12:01	Updated Time:	2018-11-16 11:26
Terminal Management	PavDroid 5.		E500 PavDro			
Group Management	FILE 2.3.13_20180	I.1_Aquarius_V0 0903	FILE _V05.1.07_20	id_6.0.1_Taurus 180717	FILE 2.3.11_2018	1.1_Aquarius_V0 0607
Push Templates	Manufacturer:	PAX	Manufacturer:	PAX	Manufacturer:	PAX
	Platform:	Android	Platform:	Android	Platform:	Android
em	Size:	391 MB	Size:	464 MB	Size:	391 MB
User Management	Updated Time:	2018-09-07 14:35	Updated Time:	2018-07-25 10:09	Updated Time:	2018-06-13 09:03



### 8 Terminal Management

The bulk of a Reseller Admin's actions occur within Terminal Management, which allows you to manage sub-resellers, merchants and terminals. Only PAX can create a Reseller Admin. Reseller Admins cannot add, edit or delete other reseller accounts; however, they are able to create sub-resellers within their account and view and manage all their sub-resellers and any merchants or terminals within them. Sub-Reseller Admins can add, edit and delete only their merchants and terminals. They cannot view other sub-resellers or the parent reseller information.

NOTE: Anytime you create a sub-reseller, merchant or terminal, you must activate it.

Monitoring	Terminal Management Q Y +	Reseller Detail Terminal List Profile Organization	
₩ Dashboard	ABC Parent Company		5// m
🖄 Terminal Geolocation		Reselter Name ABC Parent Company Active	3
Task		and the second se	
器 App List		VIEW DETAIL 🗸	
🗄 Firmware List		Terminal Statistics	C
Management		. 42 3	
Terminal Management			
🗂 Group Management			
Push Templates			
System		No data found	
R User Management		Sub-Reseller Terminal Top 10 C Merchant Terminal Top 10	C

The following image shows the reseller's Reseller Detail page:

The initial Terminal Management page starts with the reseller's details, including:

Reseller Detail tab: View your reseller details and statistics.

Terminal List tab: Manage all terminals.

Profile tab: Manage the configuration for the terminals under your reseller.

Organization tab: Manage sub-resellers and merchants.

: (more) button: Edit your reseller account information.

VIEW DETAIL panel: View the details of your reseller account.

**Terminal Statistics:** View the statistics (Active, Inactive, Disabled, Online, Offline, Unknown) across all your sub-reseller and merchant accounts.

Sub-Reseller Terminal Top 10: Displays the sub-resellers with the most terminals.

Merchant Terminal Top 10: Displays the merchants with the most terminals.

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#### 8.1 Create a Sub-Reseller

Before a merchant can be activated, it must be assigned to a reseller or sub-reseller. Sub-resellers must be assigned to a reseller.

To create a sub-reseller, navigate to the reseller or sub-reseller you want to add and choose one of the following methods:

Click the + icon and then + **Sub-Reseller**. The following image shows the quick add menu:

Terminal Management	Q	7	+	Merchant	Terminal List	Profile	Organization
			+	Sub-Reseller			
3 ABC Parent Company							
				Reseller Name	e		

Click **Organization** > **Sub-Reseller** > **+ SUB-RESELLER**. The following image shows the reseller's Organization page:

Terminal Management	Q	7	+	Reseller Detail Terminal List Profile Organization
ABC Parent Company				Merchant       Sub-Reseller         Image: Constraint of the state of
		Со	pyright	© 2019 PAX All Rights Reserved.   Privacy Policy   Terms & conditions   v6.1.3_20181206092945

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A pop-up window appears with the fields to complete to set up a new sub-reseller. A red asterisk (\*) highlights the required fields. The following image shows the Create Sub-Reseller window:

Create Sub-Reseller			
Login Name(Email Address)	* Contact Name		*
Reseller Name	Country  * Please Select		*
Phone No.	State/Province  * Please Select		•
Company	City		
Postal Code	Address		
Activate reseller		CANCEL	ОК

Complete the following fields:

- Login Name (Email Address) The sub-reseller admin's email address. This email receives the activation email and is also used to log in.
- Contact Name The sub-reseller admin's full name.
- Reseller Name The name of the sub-reseller account.
- **Country** The country where the sub-reseller company is located.
- **Phone No.** The sub-reseller admin's phone number.
- State/Province (Optional) The state or province where the sub-reseller company is located.
- **Company** (Optional) The name of the sub-reseller company.
- **City** (Optional) The city where the sub-reseller company is located.
- **Postal Code** (Optional) The zip code for the sub-reseller company.
- Address (Optional) The address for the sub-reseller company.
- Activate reseller (Recommended) Automatically activates the sub-reseller after creation.

When you are done, click **OK** to save or **CANCEL** to quit without saving. Your Sub-Reseller list updates with the new sub-reseller with an Active status (if you activated automatically) or Inactive status (if you skipped activation).



If you did not activate automatically, you must complete activation. Manual activation can be completed from the Organization page or the sub-reseller's Reseller Detail page. The following image shows the reseller's Organization page with an inactive sub-reseller:

Terminal Management Q Y +	Reseller Detail Terminal List Profile Organization
ABC Parent Company	Merchant Sub-Reseller 🗮 Jr 🛛 Q + SUB-RESELLER
BEF Sub Ltd (Inactive)	1 DEF Sub Ltd john.smith@defsub.com Inactive
	20 ▼ items / page < 1 >
Copyrigh	© 2019 PAX All Rights Reserved.   Privacy Policy   Terms & conditions   v6.1.3_20181206092945

To activate the sub-reseller, hover over its row and click the activate icon. A confirmation pop-up displays, and you must click **OK** to finish the activation. The following image shows the sub-reseller's row:

Merchant	Note the sector	Activate
1 DEF Sub Lto	john.smith@defsub.com	<b>0</b>



You can also click the sub-reseller to open its details and activate using the option within the more options icon (vertical ellipsis) on the Reseller Detail page. The following image shows the sub-reseller's Reseller Detail page:

Terminal Management	Q	<b>Y</b> +	Reseller Deta	ail Terminal List	t Profile	Organization			
						Reseller is	not activated		
ABC Parent Company		^					and the second second		17/1 -
S DEF Sub Ltd (Inactive)			Reseller Nam	ne D Ltd Inactive				$\mathbf{Z}$	Edit
							2 March 19		Activate
						VIEW DE	TAIL 🗸		Delete
			Terminal S	Statistics			ta found		C
			Sub-Resel	ller Terminal Top 1	0	C	Merchant Terminal Top 10		C
		Copyrigh	2019 PAX All Rights F	Reserved.   Privacy Po	blicy   Terms 8	conditions   v6.1.3			

All available options in the more options menu are:

- Edit Allows you to edit all sub-reseller fields except the Login Name (User Email).
- Activate Switches the sub-reseller to Active status. Only available for inactive/disabled sub-resellers.
- **Resend Email** Sends the Reseller Activate Notification email to the email address provided.
- Change User Allows you to edit the Login Name (User Email) field.
- **Disable** Switches the sub-reseller to Disabled status.
- **Delete** Deletes the sub-reseller. Only available for inactive/disabled sub-resellers.

**NOTE:** If the sub-reseller has active sub-resellers, merchants, or terminals, it is not possible to disable the sub-reseller.



To view the sub-reseller's details, click **VIEW DETAIL**. Scroll down to view a mini-dashboard for this sub-reseller. The following image shows the sub-reseller's Reseller Detail page:

Terminal Management	ৎ 🏹 +	Reseller Detail Terminal	List Profile Orga	anization	
ABC Parent Company	^	Reseller Name DEF Sub Ltd Active			
		Login Name john.smith@defsub.com Area	Contact Name John Smith Detail Address	Phone No. <b>1-800-333-3333</b> Postal Code	Company - Created Time
		U.S.A Updated Time 2019-02-01 11:02	- City -	- State -	2019-02-01 10:59
				VIEW DETAIL	
		Terminal Statistics		97 8 I	C
	Copyright (	0 2019 PAX All Rights Reserved.   Priva	cy Policy   Terms & condition	ns v6.1.3_20181206092945	~

### 8.2 Create a Merchant

Before a terminal can be activated, it must be assigned to a merchant. Merchants must be assigned to a reseller or sub-reseller.

To create a merchant, navigate to the reseller or sub-reseller you want to add the new merchant to and choose one of the following methods:

Click the + icon and then + **Sub-Reseller**. The following image shows the quick add menu:

Terminal Management	Q	7	+	Merchant	Terminal List	Profile	Organization
			+	Sub-Reseller			
ABC Parent Company							
- Abe rurent company				Reseller Name	e		

#### Click **Organization > Merchant > + MERCHANT**.

To create multiple merchants at one time, click the **IMPORT MERCHANT** button at the bottom. A pop-up appears with the option to download or upload the merchant template. Download the template, enter the merchant information, and then upload the template to import your multiple merchant list. Otherwise, create a single merchant.



After merchants are created, use the **EXPORT MERCHANT** button to export an Excel spreadsheet with your merchants' details. The following image shows the sub-reseller's Organization page:

Terminal Management	९ 🕈 +	Reseller Detail Terminal List Profile Organization
ABC Parent Company	~	Merchant       Sub-Reseller         Image: Sub-Reseller       Image: Sub-Reseller      <
		IMPORT MERCHANT EXPORT MERCHANT



A pop-up window appears with the fields to complete to set up a new merchant. A red asterisk (\*) highlights the required fields. The following image shows the Create Merchant window:

Create Merchant	
Merchant Name	*
Login Name(Email Address)	*  Create merchant user account
Contact Name	Country  * Please Select  *
Phone No.	State/Province Please Select
Postal Code	City
Description	Address
Reseller TEF Sub Ltd	Merchant Type  Search the Merchant Type here
Activate merchant	CANCEL

Complete the following fields:

- Merchant Name The merchant company name.
- Login Name (Email Address) The merchant admin's email address. This field is for reference only unless you create a merchant user account.
- Create merchant user account (Optional) Checking this box would create a login for the merchant upon account creation. The merchant would receive a Merchant Activate Notification email. A merchant user account is only used if you want to require the merchant to log in before the terminal can download from PAXSTORE. Marketplace, reseller and sub-reseller admins for this merchant can still push apps to the terminal from the Administrator Center.

**NOTE:** A merchant user cannot access the Administrator Center.

- **Contact Name** The merchant admin's full name.
- **Country** The country where the merchant company is located.
- **Phone No.** (Optional) The merchant admin's phone number.
- **State/Province** (Optional) The state or province where the merchant company is located.



- **Postal Code** (Optional) The zip code for the merchant company.
- **City** (Optional) The city where the merchant company is located.
- **Description** (Optional) A short description of the company.
- Address (Optional) The address for the merchant company.
- **Reseller** The name of the reseller or sub-reseller account the merchant falls under. This is prepopulated based on the account used when creating a merchant. To change this field, click the list icon to the right and select a new reseller or sub-reseller.
- Merchant Type (Optional) The type of business for the merchant company, such as retail, restaurant, etc. To change this field, click the list icon to the right and select a new reseller or sub-reseller.
- Activate merchant Automatically activates the merchant after creation.

When you are done, click **OK** to save or **CANCEL** to quit without saving. Your Merchant list updates with the new merchant with an Active status (if you activated automatically) or Inactive status (if you skipped activation).

If you did not activate automatically, you must complete activation. Manual activation can be completed from the Organization page or the merchant's Merchant Detail page. The following image shows the sub-reseller's Organization page with an inactive merchant:

Terminal Management Q Y +	Reseller Detail Terminal List Profile	Organization		
ABC Parent Company	Merchant Sub-Reseller		D 7 11 ≣	+ MERCHANT
GHI Merchandising (Inactive)	1 GHI Merchandising Joe Bloggs	Inactive		
	20 💌 items / page			< 1 >
	3			
			IMPORT MERCHANT	EXPORT MERCHANT

To activate the merchant, hover over its row and click the activate icon. A confirmation pop-up displays, and you must click **OK** to finish the activation. The following image shows the merchant's row:

Werchant Sub-Reseller	Activate
1 GHI Merchandising Joe Bloggs	🖻 🕗
	4



You can also click on the merchant to open its details and activate using the option within the more options icon (vertical ellipsis) on the Merchant Detail page. The following image shows the merchant's Merchant Detail page:

Terminal Management Q	7	Merchant Detail Termina	l List Profile			
				Merchant is not activated		
ABC Parent Company	~					17/1 -
B DEF Sub Ltd	^	Merchant Name GHI Merchandising	Inactive		∠	Edit
GHI Merchandising (Inactive)						Activate
		Login Name joe.bloggs@ghimerch.com	Reseller Name DEF Sub Ltd	Merchant Type	Contact 🛛 🗵 Joe Bloیو	Delete
		Phone No. 1-800-444-4444	Area U.S.A	Address -	Postal Code -	
		Created Time 2019-02-01 11:28	Updated Time 2019-02-01 11:28	Description	City	
		State -	2013-02-01 11:20			
		Terminal Statistics				C
				453 .		~
	Copyright	2019 PAX All Rights Reserved.   Privacy	Policy   Terms & conditions	v6.1.3_20181206092945		

All available options in the more options menu are:

- Edit Allows you to edit all merchant fields except the Email Address and Create merchant user account.
- Activate Switches the merchant to Active status. Only available for inactive/disabled merchants.
- **Resend Email** Sends the Merchant Activate Notification email to the email address provided. This option is only available if you created a merchant user account.
- Change User Allows you to edit the Email Address and Create merchant user account fields.
- **Disable** Switches the merchant to Disabled status.
- **Delete** Deletes the merchant. Only available for inactive/disabled merchants.

**NOTE:** If the merchant has active terminals, it is not possible to disable the merchant.

#### PAXSTORE RESELLER ADMIN GUIDE



The merchant's details automatically display in Merchant Detail. Scroll down to view a mini-dashboard for this merchant. The following image shows the merchant's Merchant Detail page:

Terminal Management Q	Y	Merchant Detail Terminal	List Profile			
ABC Parent Company  Company  DEF Sub Ltd  GHI Merchandising	^	Merchant Name GHI Merchandising	Active			
		Login Name joe.bloggs@ghimerch.com	Reseller Name DEF Sub Ltd	Merchant Type	Contact Name Joe Bloggs	
	5	Phone No. 1-800-444-4444	Area U.S.A	Address -	Postal Code -	
		Created Time 2019-02-01 11:28	Updated Time 2019-02-01 11:32	Description	City -	
		State -				
		Terminal Statistics				c
				SPB.		~
Copyright © 2019 PAX All Rights Reserved.   Privacy Policy   Terms & conditions   v6.1.3_20181206092945						



### 8.3 Create a Terminal

Before adding a terminal, it is best practice to create the proper sub-resellers and merchant accounts first. You can add a terminal to your reseller account and move it to a merchant account later to be activated, but you will not be able to activate the terminal profile until it is assigned to a merchant. The terminal must be activated before attempting to download apps from the PAXSTORE.

To create a terminal, navigate to the merchant you want to add the new terminal to and click **Terminal** List > + **TERMINAL**.

To create multiple terminals at one time, click **IMPORT** > **Import Terminal** at the bottom. A pop-up appears with the option to download or upload the terminal templates. Download the template, enter the terminal information, and then upload the template to import your terminal list. Otherwise, create a single terminal.

After your terminals are created, you can select terminals from the list and use the buttons along the bottom to add the terminal to a group, delete, activate or disable terminals, or to export an Excel spreadsheet with your terminals' details, with or without the installed apps and firmware. The following image shows the merchant's Terminal List page:

Terminal Management Q <b>Y</b>	Merchant Detail Terminal List	Profile
<ul> <li>ABC Parent Company</li> <li>DEF Sub Ltd</li> <li>GHI Merchandising</li> </ul>	All Inactive Active Disabled	E I V Q + TERMINAL
	0/0 Selected ADD T	O GROUP DELETE ACTIVATE DISABLE IMPORT - EXPORT -



A pop-up window appears with the fields to complete to set up a new terminal. A red asterisk (\*) highlights the required fields. The following image shows the Create Terminal window:

Create Terminal			Create Terminal		
Terminal Name	Quantity * 1	*	Terminal Name A920-11223344	Quantity 1	*
TID			TID		
SN	End SN		SN	* End SN	*
Manufacturer Please Select	Model  Please Select	*	Manufacturer PAX ~	Model * A920	*
Reseller DEF Sub Ltd I	Merchant  GHI Merchandising	t≡	Reseller     DEF Sub Ltd   1=	Merchant	t≡ *
Location			Location Store 22, lane 4	Terminal Group Search the Terminal Group here	t≡
	CANCEL	ОК	Activate terminal	CANCEL	к

Complete the following fields:

- Terminal Name The name assigned to the terminal.
- **Quantity** The number of terminals being created. This is used only if you have several sequential terminals.
- **TID** The identification number assigned to the terminal. If you do not enter a TID, one is automatically generated after creation using the rules of the Marketplace.
- **SN** The serial number assigned to the terminal or the first serial number for a series of sequential terminals. This field is required if you attempt to activate the terminal during the creation process.
- End SN The serial number assigned to the last sequential terminal. Otherwise, displays the SN. This field is required if you attempt to activate the terminal during the creation process.
- Manufacturer The company that created the terminal. Currently, only PAX is available.
- Model The model of the terminal, such as A80 or A920.
- **Reseller** The name of the reseller or sub-reseller account the terminal or terminal's merchant falls under. This is pre-populated based on the account used when creating the terminal. To change this field, click the list icon to the right and select a new reseller or sub-reseller.
- **Merchant** The name of the merchant the terminal belongs to. This may be pre-populated based on the account used when creating the terminal. To change this field, click the list icon to the right and select a new merchant.
- Location The location of the terminal within the merchant's store.
- **Terminal Group** The terminal group to add to the terminal during creation. The terminal group pushes applications to the terminal automatically during creation. To change this field, click the list icon to the right and select a terminal group. This field is only available if you are activating the terminal during the creation process.
- Activate terminal Automatically activates the terminal after creation. This option is only visible after completing the Manufacturer and Model fields, but you are required to assign the terminal to a merchant in order to use it.



When you are done, click **OK** to save or **CANCEL** to quit without saving. Your Terminal List updates with the new terminal with an Active or Inactive status, determined by whether you activated the terminal during creation. The following image shows the merchant's Terminal List page:

Terminal Management Q Y	Merchant Detail Terr	minal List Profile				
<ul> <li>ABC Parent Company</li> <li>DEF Sub Ltd</li> <li>GHI Merchandising</li> <li>JKL Athletic Merchandise</li> </ul>	All Inactive Active ☐ A920-11223344 - 20 → items / page	Disabled	Inactive	Select All	J Y 11 ≣	+ TERMINAL
	<b>0</b> /1 Selected				IMPORT	▼ EXPORT ▼

To activate the terminal, hover over its row and click the **Activate** icon. A confirmation pop-up displays, and you must click **OK** to finish the activation. The following image shows the terminal's row:

	Activate		
A920-11223344 -	🗵 🔷 >		
	4		

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You can also click the terminal to open its details and activate it using the option within the more options icon (vertical ellipsis) on the Terminal Details page. The following image shows the terminal's Terminal Details page:

< Terminal Details						
Terminal is not activated						
A920-11223344 SN:- / TID: JMTG8AZJ / Reseller: DEF Sub Ltd / Merchant: GHI Mer Basic Information App & Firmware Setting Paramete	<u>~</u>	Edit Activate				
Dashboard		Technical Details	Delete			
Terminal Monitor       NA     NA       CPU     RAM       Battery         Storage	Location Terminal Location Not Uploaded	SN Model PN Android Version IMEI Screen Resolution	- A920 - - -			
Operation Log Replacement Log		Language IP	-			
Copyright © 2019 PAX All Rights Reserved.   Privacy Policy   Terms & conditions   v6.1.3_20181206092945						

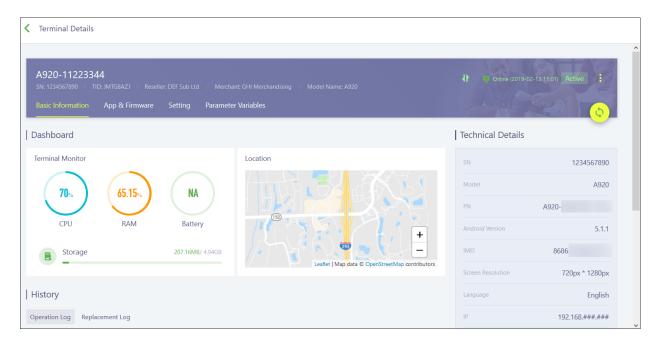
All available options in the more options menu are:

- Edit Allows you to edit all terminal fields except the TID, serial number, manufacturer and model.
- Activate Switches the terminal to Active status. Only available for inactive/disabled terminals. You must assign the terminal to a merchant and have either the TID or SN to activate a terminal.
- **Copy** Copies the installed apps and configuration of the current terminal and creates a new terminal with the same information. Operation History is not carried over.
- **Disable** Switches the terminal to Disabled status.
- **Delete** Deletes the terminal. Only available for inactive/disabled terminals.

#### PAXSTORE RESELLER ADMIN GUIDE



Basic Information displays by default when you select a terminal. If the terminal has synced with PAXSTORE, then the terminal details populate; otherwise, the information does not display. The following image shows the terminal's Basic Information page:



### 8.4 Manage a Profile

Reseller, sub-reseller and merchant all contain a Profile tab which manages the configuration for the terminals they have access to. Each configuration option includes a brief description of what it does. There are two configuration profiles: Inherit and Override. Inherit is the default upon creation. Any sub-reseller or merchant with a profile set to **Inherit** automatically uses the configuration set by the reseller or sub-reseller they are a child of. Sub-resellers can select **Override** and change the configuration for themselves and any children with Inherit. They can also switch one of their child merchants to Override and edit it on its own without affecting themselves or other merchants.



The following image shows the Profile page:

Reseller Detail Terminal List Profile Organization				
Reseiler Detail Terminal List Profile Organization				
You can set the configuration of the android terminals for the current Reseller or subReseller that select 'Inherit'. If you need to modify the settings, please select 'Override'	۲	Inherit	0	Override
Terminal Control				
Terminal Replacement Whether to allow terminal replacement				
Terminal System Configuration				0
GPS Whether to enable GPS				
Wifi Wifi setting				÷
Brightness Set the brightness of terminal here				•
Volume Set the volume of terminal here			_	-•
Language Set the language of terminal here				English
C EDIT TERMINAL SYSTEM CONFIGURATION				
Store Client Configuration				^
Upload Information Interval (min) Interval of app to upload information (10~1440 minutes)				60
Polling Information Interval (min) Interval of app to polling information (10-1440 minutes)				360
Use Cellular To Download Allow to download app or firmware over cellular				
Location Data Upload Allow to report terminal location				
Location Offset (m) Minimum location offset to trigger location upload (0~10000 meters)				2000
Upload Diagnosis Report Allow terminal to upload diagnosis report				
				SAVE

## 8.5 Manage a Terminal

Reseller, sub-reseller, and merchant all contain a Terminal List tab which manages the terminals they have access to. The Reseller Admin can see all terminals. Within the header of the Terminal Details page, you will always find the terminal name, serial number, terminal identification number, reseller, merchant and model, as well as the terminal's current location, status, the more options menu and a button to manually sync the terminal.



### 8.5.1 View the Terminal Information

The Basic Information tab provides the general terminal information and includes three sections:

- **Dashboard** Displays information about the physical terminal. The Terminal Monitor displays the terminal's current CPU, RAM, Battery and Storage. Location displays a map with the terminal's current location.
- **History** Displays a record of actions performed on the terminal, such as when it was created, activated, disabled, etc., in the Operation Log and when a replacement occurred in the Replacement Log.
- **Technical Details** Displays the technical information for the terminal. Most of this information populates after syncing the terminal. It includes:
  - o SN
  - o Model
  - o PN
  - Android Version
  - o IMEI
  - Screen Resolution
  - Language
  - IP
  - o Time Zone
  - o MAC Address

### 8.5.2 View the Terminal's App and Firmware

The App & Firmware tab provides information regarding currently installed firmware and apps and allows you to push apps and firmware to the terminal. It includes three sections:

- Installed Firmware Displays the currently installed firmware files.
- Installed Apps Displays the app name, version and size, the current day and month's data usage, the source of the app, the installation time, app type and available actions for the app, such as delete. You can sort this list by the amount of cellular data the app uses or the app's source:
  - **App Store** an EMV-certified payment app developed by PAX.
  - Third Party non-payment apps developed by third parties.
  - System App a system app added to the terminal, such as PAXSTORE.
- **Push App/Push Firmware** Allows you to manually add apps and firmware to your terminal. Also displays the apps and firmware currently waiting to be installed on the terminal.



The following image shows the terminal's App & Firmware tab:

< Terr	minal Details								
SN: 12	20-11223344 24567890 / TID: JMTGBAZJ / Reseller: DEF Sub Li Information App & Firmware Setting	d / Merchant: G Parameter Va	HI Merchandising / Model Name: A	920			<b>11</b> - Online (20)	9-02-13 11:01) Acti	ve
	lled Firmware PayDroid_5.1.1_Aquarius_V02.3.19_20190306						Push App	Push Fi	mware
Instal	lled Apps App Store Third Party System App				Only Control	ellular Data  📃	Encryption S Type: Normal / Effective Date:	<ul> <li>PUSH APP</li> <li>ervice (2.4.01)</li> <li>App</li> <li>2019-02-13 08:43</li> <li>(A Series Deployment)</li> </ul>	Active
#	App <b>PAXSTORE</b> (6.1.3)	Size 8.84MB	Today Data / This Month Data	Source System App	Install Time ↓ 2019-02-11 09:39	Type & Action	ORDER (1.0. Type: Parameter		Active
2	<ul> <li>Rapid Connect (V1.00.03_20190322)</li> <li>ORDER (1.0.0)</li> </ul>	8.35MB 6MB	-/-	Third Party Third Party	2019-02-04 16:04 2019-02-03 23:14	Ō	BroadPOS Va 90116)		Pending



#### 8.5.2.1 Push an App

Click + **PUSH APP** to view the list of all available apps or push templates you have created. You can select multiple apps to install on the terminal from the list or a push template. Apps are added to the Push App section. Apps added using a Terminal Group include their source (group name) and may be added with an Active status.

Search the list and check the box next to each app you want to add. Under Version, select the version for each app, if needed. Once you have selected all the apps and applicable versions, click **OK** to add the apps to the terminal and proceed to the apps' push configuration settings.

Add I	Push App								
Арр	Push Temp	olates						۹	^
		App Name	Version		Size	Туре	Developer	Updated Time	
	<b>O</b> rmx	BroadPos EPIGift	V1.00.01	•	3.2 MB	Parameter App	pax technology inc	2019-01-25 09:31	
	1 Ponx	BroadPos ValuelinkGift	V1.00.02	•	3.3 MB	Parameter App	pax technology inc	2019-01-22 11:34	
	1 Conx	BroadPOS ValutecGift	V1.00.04	•	3.2 MB	Parameter App	pax technology inc	2019-01-18 14:59	
	Ørax	BroadPOS P2PE	V1.00.01_2019	•	9.4 MB	Parameter App	usbo_terminal_android	2019-01-16 04:21	
	Ørax	BroadPOS Vantiv	V1.00.09_2019	*	9.5 MB	Parameter App	usbo_terminal_android	2019-01-16 01:32	
	Ømx	BroadPOS Vantiv Sparkbase	V1.01.01_2019	•	9.7 MB	Parameter App	usbo_terminal_android	2019-01-14 22:17	
_	-				94	Parameter			Ŷ
CANCEL									



For parameter apps, the push configuration settings are where you edit any necessary parameters. To switch between the restaurant and retail versions of the app, click the list icon to the right under the Select Parameter Template section.

Select	Parameter Template		
			Q
	Name		
	restaurant.zip		
	retail.zip		
		CANCEL	ОК



If you are installing an app across multiple terminals with similar parameters, it is recommended that you set up a push template by clicking **SAVE AS TEMPLATE**. The following image shows a parameter app's Push Configuration page:

Push Task Config BroadPOS Vantiv	guration (A920-11223344 - 123								
App Detail Push	Templates	Parameter Configuration   2   Push Configuration   3   Push Status							
Status Online Version V1.01.00_20190225 Model	Package Name com.pax.us.pay Developer usbo_terminal_android Supported OS	Select Parameter Template     Restaurant.zip   I=							
A920 ▼ Size 9.7 MB	Android Type Parameter App	Edit Parameter Please fill in the form of the parameter file. System will use the parameter values in the last success push history by default, or you can click <b>here</b> to reset the values to the default values in the parameter template.							
Updated Time 2019-02-25 04:30		INDUSTRY     EDC     RECEIPT     TIP     MISC     VANTIV     COMMUNICATION       CARD TYPE     EMV							
File List com.pax.us.pay.std.va Restaurant.zin	antiv(V1.00.09_20190116)	INDUSTRY FEATURES							
		STORE AND FORWARD	/						
		FAST PAYMENT SERVICE	/						
		ONLY PUSH APP SAVE AS TEMPLATE SAVE NEXT							

If you need to quit before you finish editing your parameters, click **SAVE** to save your progress before leaving. Use the **ONLY PUSH APP** option if you want to update the application version without editing the parameters. You will have to edit the parameters later before you can use the app.

If you are setting up multiple terminals in a similar manner and using a push template for most parameters, you can enter variables for the parameter fields that will differ, such as Merchant Number or Username. The variable format for the parameter configuration should be #{variablekey}. Save and then download the variable template by clicking **IMPORT** > **Import Variable** > **VARIABLE TEMPLATE** from the Terminal List page. Fill out the template with the appropriate information and include the variablekey you set in the Variable Key (do not include the symbols). Save and import the file on the Terminal List page. All terminals using those variables will be updated accordingly.



When you finish editing your parameters, click **NEXT** to continue to the Push Configuration step. For normal apps, this is the starting point after adding the app. The following image shows a parameter app's Push Configuration page:

Push Task Confi	guration (A920-11223344 - 1	234567890)
BroadPOS Vanti	v	Parameter Configuration 2 Push Configuration 3 Push Status
Status Online Version V1.01.00_20190225	Package Name com.pax.us.pay Developer usbo_terminal_android	Push Task Created: Jane,2019-04-11 09:29
Model A920 ▼	Supported OS Android	BroadPOS Vantiv Updated Time: 2019-02-25 04:30
Size 9.7 MB	<sup>Type</sup> Parameter App	VIEW PARAMETER DETAIL
Updated Time 2019-02-25 04:30		Force Update Whether to force the app to update
File List com.pax.us.pay.std.v	antiv(V1.01.00_20190225)	Push Immediately Do you need to push right away?
restaurant.zip retail.zip	± ±	PREVIOUS ACTIVATE

The **Forced Update** feature is still in development and should be turned off. If you turn **Push Immediately** off, you will need to set the time zone, date and time to push the app to the terminal.



When you are ready, click **ACTIVATE** to push the app and view the status of the push. The **PREVIOUS** button only appears for parameter apps and allows you to return to the Parameter Configuration step. The following image shows an app's Push Configuration page when it is part of a terminal group:

Push Task Config BroadPOS Vantiv App Detail	Juration (A920-1122:		Parameter Configuration > Push Configuration > 3 Push Status
Status Online Version V1.01.00_20190225 Model	Package Name com.pax.us.pay Developer usbo_terminal_andre Supported OS	oid	<b>Push Details</b> Your push task started at 2019-04-11 09:34 Activated: Jane,2019-04-11 09:34 Created: Jane,2019-04-11 09:29
A920 ▼ Size 9.7 MB Updated Time 2019-02-25 04:30	Android <sup>Type</sup> Parameter App		BroadPOS Vantiv Version: V1.01.00_20190225
iile List com.pax.us.pay.std.va estaurant.zip etail.zip	ntiv(V1.01.00_20190225)	± ± ±	BROADPOS VANTIV     Terminal     VIEW PARAMETER DETAIL
			PUSH TASK SOURCE: GROUP(A SERIES DEPLOYMENT) DISABLE

Apps display the Push Details section and option to disable the push. The SOURCE information is replaced by PUSH TERMINAL.

### 8.5.2.2 Push Firmware

Click **+ PUSH FIRMWARE** to view the list of all available firmware for your terminal. You can only select one firmware file from the list. The firmware file is added to the waiting list in the Push Firmware section with a Pending Status. Click on the waiting firmware file to view its push configuration settings.

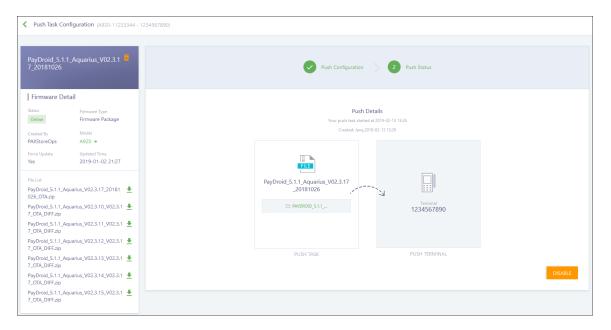
**IMPORTANT:** Firmware can **NEVER** be downgraded once you have upgraded it. Be certain you want to upgrade the terminal's firmware before updating.



The following image shows the firmware's Push Configuration page:

Push Task Co	onfiguration (A920-11223344 - 1	234567890)
7_20181026	<mark>م</mark> .1_Aquarius_V02.3.1	1 Push Configuration 2 Push Status
Firmware De	Firmware Type Firmware Package Model	Push Task
PAXStoreOps Force Update	A920 → Updated Time	PayDroid_5.1.1_Aquarius_V02.3.17_20181026 Updated Time: 2019-01-02 21:27
Yes	2019-01-02 21:27	Push Time
File List PayDroid_5.1.1_A 26_OTA.zip	quarius_V02.3.17_201810 🗜	Push Immediately Do you need to push right away?
PayDroid_5.1.1_A 7_OTA_DIFF.zip	quarius_V02.3.10_V02.3.1 🞍	
PayDroid_5.1.1_A 7_OTA_DIFF.zip	.quarius_V02.3.11_V02.3.1 🞍	ACTIVATE
PayDroid_5.1.1_A 7_OTA_DIFF.zip	.quarius_V02.3.12_V02.3.1 👤	

If you turn **Push Immediately** off, you will need to set the time zone, date and time to push the app to the terminal. When you are ready, click **ACTIVATE** to push the firmware and view the status of the push. The following image shows the firmware's Push Status page:





### 8.5.3 View the Terminal's Settings

The Setting tab provides the specific terminal information and includes three sections:

- Hardware List Displays information about hardware currently available on your terminal, such as printer, Bluetooth, magnetic stripe card reader, ICC reader, PICC reader, etc. This information does not populate until after your terminal has been synced. The list populates with the Hardware Name, Status, Updated Time, and available Actions.
- **PUK Certificate Detail** Displays information for the PUK certificate, such as effective date, expiration date, and the certificate owner. The PUK certificate allows you to perform actions like restarting the terminal remotely.
- **Terminal Center** Allows you to perform the following actions:
  - **SEND MESSAGE** Send a message to the terminal. The terminal is unable to respond to your message.
  - TERMINAL LOGCAT View the communication log between PAXSTORE and the terminal.
  - **RESTART TERMINAL** Remotely reboot the terminal.

The following image shows the terminal's Setting tab:

< Term	inal Details			
SN: 123	D-11223344 4567890 / TID: JMTG8A2J / Reseller: DEF Sub L: nformation App & Firmware Setting		/ Model Name: A920	It online (2018-02-13 stor) Active E
Hardw	vare List			PUK Certification Detail
#	Hardware Name	Status	Updated Time	Action
1	Magnetic Stripe Card	Enabled	2019-02-13 10:44	🔹 👘 🐉
2	ICC	Enabled	2019-02-13 10:44	
3	PICC	Enabled	2019-02-13 10:44	Effective Date 2014-08-18 00:00:00
4	Printer	Available	2019-02-13 10:44	Expired Date 2099-12-31 00:00:00
5	(A) Bluetooth	Enabled	2019-02-13 10:44	– Ovner PAX
6 7	Gravity Sensor	Enabled	2019-02-13 10:44	-
8	PED	Enabled	2019-02-13 10:44	Terminal Control
9	PED MODE	-	2019-02-13 10:44	Share Mode, Isolation Mode Mixed Mode
	÷			
Termir	nal System Configuration			
GPS Whethe	r to enable GPS			
Brightr Set the I	ness prightness of terminal here			<b></b>

## 8.5.4 View the Terminal's Variables

The Parameter Variables tab provides the information on the parameter variables for the terminal. As you add parameter apps to your terminal, you can enter variables for parameter fields instead of a value. You can use this page to manually add variables to an app on this terminal; however, to add variables to an app across multiple terminals, you need to create a push template for an app with variables and then import the variable template.



Save and then download the variable template by clicking **IMPORT** > **Import Variable** > **VARIABLE TEMPLATE** from the Terminal List page of the reseller, sub-reseller, or merchant. Fill out the template with the appropriate information and include the variablekey you set in the parameter field under the Variable Key (do not include the symbols) column of the spreadsheet. Save the file and after you have added the apps to the terminals using push templates, import the file on the Terminal List page. All terminals using those variables are updated accordingly.

Contract Parameter Variables J V Q Variable Key Арр Variable Source Updated Time Marketplace 1 mp.TID 123456 2019-01-18 16:44 2019-01-18 16:44 global.TID Marketplace 2019-01-18 04:17 2019-01-18 16:43 ľ global.TID  $\square$ TID 22 BroadPOS Vantiv Marketplace 2018-05-15 18:13 2018-05-15 18:15 MP level 1 20 🔻 items / page 1 0/3 Selected

The following image shows the terminal's Parameter Variables tab:



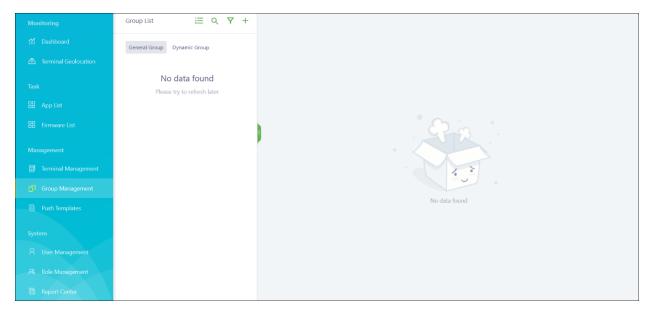
# 9 Group Management

Group Management allows you to set up model-specific terminal groups to quickly add apps across multiple terminals. Any action performed on the applications that are pushed using a terminal group on a single terminal will get pushed to ALL terminals in the group.

There are two types of terminal groups:

- **General Group** A terminal group where you must specify the terminals for updating by manually adding each terminal.
- **Dynamic Group** A terminal group where the terminals are automatically added to the group and updated after the terminal's creation. If a terminal has already been added and you create a dynamic group for that terminal's model, the terminal is automatically added upon group creation.

The following image shows the initial Group Management page:



Click the + icon and then either + **General Group** or + **Dynamic Group**. The following image shows the quick add menu:

Group List	<u>⊨</u> q 7	+	General Group	Task	Group Detail
General Group	Dynamic Group	+	Dynamic Group		



### The following image shows the New General Group window:

**NOTE:** The New Dynamic Group window contains the same fields as the New General Group window. The following processes can be used for General or Dynamic groups.

New General Group		
Group Name		*
Manufacturer		
Please Select		*
Model		
Please Select		* *
Reseller		
Search the Reseller here		‡⊟ *
Description		
Activate group	CANCEL	ОК

Complete the following fields:

- **Group Name** The name for the terminal group.
- **Manufacturer** The company that created the terminal. Currently, only PAX is available.
- Model The model of the terminals that will be added to the terminal group, such as A80 or A920.
- **Reseller** The name of the reseller or sub-reseller the terminals will be located under. This is pre-populated with your reseller account. To change this field, click the list icon to the right and select a new reseller or sub-reseller.
- **Description** A brief description, for example, the group's purpose.
- Activate group Automatically activates the terminal group after creation.

When you are done, click **OK** to save or **CANCEL** to quit without saving. Your Group List updates with the new group with an Active status (if you activated automatically) or Inactive status (if you skipped activation). Inactive groups display the message: "Group is not activated."



If you did not activate automatically, you must complete activation. Manual activation can be completed from the terminal group's Group Detail page.

The following image shows the general group's Terminal List page with an inactive group:

Group List	Ì	Q	<b>Y</b> +	Terminal List	Push Task	Group Detail					
							Group is not activated				
General Group	Dynamic Grou	qu						=	Y	Q	+ TERMINAL
🙎 A Series De											
				۲.							
							No data found				
				0							REMOVE TERMINAL
				<b>0</b> /0 Selected							ALTHOVE TERMITIVAE

Immediately after creation, all terminals that fit the dynamic group criteria are added to the terminal group, regardless of Active or Inactive status. The following image shows the dynamic group's Terminal List page with an inactive group:

Group List i≡ Q Y +	Terminal List Push Task Group Detail
	Group is not activated
General Group Dynamic Group	≣ <b>7</b> Q
A920s (Inactive)	1 A920-11223344 1234567890 GHI Merchandising019-04-11 09:21 2 A920-55443322 1357924680 GHI Merchandising019-04-11 09:21
	20 / Page 💌 2 Records K 1 >
	2 Total



To manually activate the terminal group, click **Group Detail** and activate using the option within the more options icon (vertical ellipsis). A confirmation pop-up displays, and you must click **OK** to finish the activation. The following image shows the terminal group's Group Detail page:

Group List ♥ ≡ +	Terminal List Push Task Group Detail	
	Group is not activated	
A Series Deployment (inactive)	Group Name A Series Deployment Inactive	<ul><li>Edit</li><li>Activate</li></ul>
	Group Type Reseller Model	Created 🔀 Delete
	General Group ABC Parent Company A920	2019-0
	Updated Time Description	
	2019-04-11 09:26 Standard deployment apps	
		JT 7 Q + VARIABLE
	Variable Key Variable Value App Remarks Variable Source	Created Time Updated Time Action
	mp.TID 123456 - Marketplace	2019-01-18 16:44 2019-01-18 16:44 🧪
		2010 01 10 04 17 2010 01 10 16 42
	0/3 Selected	

Once your terminal group is activated, you need to add the apps or firmware to the group. Click **Push Task** and then one of the push task lists: **Push App List**, **Push Firmware List**, **Push Package List**, or **Push Message List**. These tasks vary based on the terminal model selected. The following image shows the group's Push Task page:

Group List 🗄 🔍 🍸 +		Terminal List Push Task Group Detail	
General Group Dynamic Group		Push App List Push Firmware List	+ PUSH APP
& A Series Deployment			
		No data found Please try to refresh later	
		i nease aly contentean nater	
	<	Operation History	۹ ۲



Click + PUSH MESSAGE to send a message directly to all terminals in the terminal group.

Click + PUSH APP, + PUSH FIRMWARE, or + PUSH RESOURCE PACKAGE to add the appropriate items to all terminals in the terminal group. All items are added in a Pending state. It is recommended that you leave any items that require parameters (parameter apps) in the Pending state. If you desire, you can activate apps without parameters (normal apps) or firmware at this time to have them automatically install when applied to a terminal. The following image shows the group's Push Task page:

Group List ≟≣ Q Y +	Terminal List Push Task Group Detail	
General Group Dynamic Group	Push App List Push Firmware List	+ PUSH APP
A Series Deployment	BroadPOS P2PE TransIT (V1.01) Type: Parameter App Push Time: - Model: A920 Pending	Encryption Service (2.4.01) Type: Normal App Push Time: 2019-02-13 08:43 Model: A920 0% Success 0/1 Terminal
	BroadPOS Vantiv (V1.00.09_20190116)           Type: Parameter App           Push Time: 2019-02-13 13:03           Model: A920           0% Success         0/1 Terminal	
	Operation History	Q ~

For general groups, your terminal group is now ready to be added to terminals during creation (if automatically activating the terminal), or you can manually add a terminal to it using **+ TERMINAL** in the Terminal List.

**NOTE:** Dynamic groups cannot be added to a terminal during creation. You also cannot add a terminal directly to a dynamic group in Group Management. Dynamic groups are populated with terminals automatically based on the criteria specified at creation. These terminals will automatically begin updating once you add push tasks.



Terminals using your terminal group display in the Terminal List. The following image shows the general terminal group's Terminal List page:

Group List 注 ♀ ♀ +	Terminal List Push Task Group Detail	
General Group Dynamic Group  A Series Deployment	Active Active 20 Items / page	Select All E Y Q + TERMINAL
	<b>Q</b> /1 Selected	



# 10 Push Templates

Push templates are designed to make it easier to add parameter apps to multiple terminals. The templates allow you to fill out your non-specific parameters one time and carry parameters over to another terminal. The templates are not restricted to the terminal model as they can be used on all models that the app can use.

If you are setting up multiple terminals in a similar manner and using a push template for most parameters, you can also enter variables for the parameter fields that would differ, such as Merchant Number or Username. The variable format for the parameter configuration should be #{variablekey}. Save and then download the variable template by clicking **IMPORT** > **Import Variable** > **VARIABLE TEMPLATE** from the Terminal List page. Fill out the template with the appropriate information and include the variablekey you set in the Variable Key (do not include the symbols). Save the file and after you have added the apps to the terminals using push templates, import the file on the Terminal List page. All terminals using those variables are updated accordingly.

**NOTE:** You cannot add normal apps to push templates or activate a parameter app within a push template. The app can only be activated through the terminal in Terminal Management or through the app in Group Management, if the push template was added to a terminal group.

Monitoring	Push Templates	
∰ Dashboard	AL	JI Y Q + PUSH TEMPLATE
(인) Terminal Geolocation		
Task		
🗄 App List		
🗄 Firmware List		
Management		
Terminal Management		
🗊 Group Management	No data found	
Push Templates		
System		
A User Management		
Role Management		
Report Center		

The following image shows the Push Templates page:



There are two ways to create a push template.

The first way is to click + **PUSH TEMPLATE**. The following image shows the Push Template window:

F	Push Te	emplate							
		<b>Femplate Name</b> he push template name at the right side				Enter	your push te	emplate name here*	^
I	APPS							۹	
		App Name	Version		Size	Туре	Developer	Updated Time	
	0	BroadPOS TransIT Valutec	V1.02	•	10.0 MB	Parameter App		2019-02-01 03:05	
	0	BroadPOS Sierra Valutec	V1.03	•	10.3 MB	Parameter App		2019-02-01 03:23	
	0	BroadPOS P2PE TransIT	V1.01	•	7.4 MB	Parameter App		2019-01-31 10:57	
	0	BroadPOS BridgeComm	V1.00	•	7.4 MB	Parameter App		2019-01-30 16:29	
							CA	NCELOK	×



Enter the name for the push template and select a parameter app to add. Click **OK** to save or **CANCEL** to quit. Your app is added to your push template list. The following image shows the Push Templates page:

Push Templates		
All	Q ₹ 11	
Merch A Series Updated Time: 2019-02-02 09:32		
BroadPOS P2PE TransIT (V1.01)		
20 💌 items / page		

Next, you need to edit the parameters by clicking on the push template in your list to open the app parameters. After editing, click **SAVE** to save your updates. You can also delete the push template from this screen by clicking the trash can icon next to the app name. The following image shows the push template app's page:

Merch A Se	ries		
BroadPOS P	2PE TransIT	Select Parameter Template	
App Detail		restaurant.zip	t≡
Status	Package Name		
Online	com.pax.us.pay	Edit Parameter	
	Developer	Please fill in the form of the parameter file	
/1.01	YaninaYang		
lodel	Supported OS	INDUSTRY EDC RECEIPT TIP MISC RAPIDCONNECT	
A920 -	Android		
ULU I	Android	POSLINK WEB SERVICE COMMUNICATION CARD TYPE BIN FILE EMV	
Size	Туре		
7.4 MB	Parameter App	STORE AND FORWARD	$\sim$
Jpdated Time			
2019-01-31 10:	48	FAST PAYMENT SERVICE	$\sim$
File List			
com.pax.us.pay	.native.transit(V1.01)	INDUSTRY FEATURES	^
restaurant.zip	<u>+</u>		
votail ziz		Industry Type Invoice Mode	mm



Another second way to make a push template occurs when you activate an app on a terminal or terminal group. Click on a pending parameter app to view its push configuration settings. Edit any necessary parameters and set up a push template by clicking **SAVE AS TEMPLATE**. The following image shows the app's Push Configuration page:

Push Configurat	tion (A Series Deployment)		
BroadPOS Vantiv	v a	Parameter Configuration 2 Push Configuration 3 Push Status	
Status Online Version V1.01.00_20190225	Package Name com.pax.us.pay Developer usbo_terminal_android	Select Parameter Template           Restaurant.zip         I=	E
Model A920 → Size 9.7 MB Updated Time 2019-02-25 04:30	Supported OS Android Type Parameter App	Edit Parameter         Edit Parameter         Please fill in the form of the parameter file. System will use the parameter values in the last success push history by default, or you can click here to reset the values to the default values in the parameter template.         INDUSTRY       EDC       RECEIPT       TIP       MISC       VANTIV       COMMUNICATION	
File List com.pax.us.pay.std.va Restaurant.zin	antiv(V1.00.09_20190116)	CARD TYPE EMV	<b>`</b>
		STORE AND FORWARD	/
		ONLY PUSH APP SAVE AS TEMPLATE SAVE NEXT	

Enter the name for your push template and click **OK** to save or **CANCEL** to quit. Your new push template appears if you click **PUSH TEMPLATES** in the left sidebar. The following image shows the Save As Template window:

Save As Template	
Push Template Name Input the push template name at the right side	Enter your push template name here*
	CANCEL



# 11 User Management

User Management shows the Reseller Admin a list of all users within the Administrator Center and basic functions for managing a user.

Users can have one of five statuses:

- **Registered** The user has not activated his or her account using the registration link in the welcome email yet. You can resend the welcome email as needed by hovering over a Registered user's row and click **SEND REACTIVATION EMAIL**.
- Active The user can log in at any time. You can reset an active user's password as needed by hovering over an Active user's row and click **RESET PASSWORD**.
- Locked The user has attempted to log in with incorrect credentials multiple times and cannot log in anymore.
- **Suspended** The user has not logged in for 90 days and cannot log in anymore. Reseller Admins cannot reactive a suspended account. Contact your PAX rep to reactivate suspended accounts.
- **Disabled** The user has been disabled and cannot log in anymore.

The following image shows the User Management page:

Monitoring	User Management	
前 Dashboard 逸 Terminal Geolocation	User Management	11 <b>▼</b> Q
Task	Pat Parker     Email: patparker@abccompany.com / RegisterTime: 2019-02-13 13:55 / Lest Login Time -	Suspended
🔠 App List	John Smith Email: john.smith@abccompany.com / Register Time: 2019-02-06 21:06 / Last Legin Time: -	Registered
H Firmware List	Jane Email: jane.doe@abccompany.com / RegisterTime: 2019-01-25 1552 / Last Login Time: 2019-04-11 1004	Active
Management	20 / Page - 3 Records	< 1 >
<ul> <li>Terminal Management</li> <li>Group Management</li> </ul>		
Group Management     Push Templates		
System		
R User Management		
ペ Role Management		EXPORT
Report Center		EXPORT



Click on a user's row to open the User Detail and view the basic information on file for a user. You can also quickly delete all user roles, except Administrator, from this window. To add user roles or delete a user, you must use Role Management. The following image shows the User Detail window:

User Detail		
-	Pat Parker	
Email	pat.parker@abccompany.com	
Phone No.	-	
Address	-	
User Roles	Operator BroadPOS Marketplace - ABC Parent Company	Ø
	Merchant BroadPOS Marketplace - DEF Sub Ltd - GHI Merchandising	
Register Time	2019-02-13 13:55	
Last Login Time	-	
		CLOSE



# 12 Role Management

Role Management provides the Reseller Admin control over assigning users access to specific functions. All reseller accounts come with the Administrator, Operator, Viewer and User Administrator roles already created.

NOTE: Users cannot edit or delete their own profile. Users cannot delete the default roles.

The following image shows the initial Role Management page:

Monitoring	Role Management		ROLE USERS + ROLE
∰ Dashboard			
🖄 Terminal Geolocation	Administrator Q	Operator Q	Viewer Q
Task	User List Role Detail	User List Role Detail	User List Role Detail
🔠 App List	Jane jane.doe@abccompany.com	No data found	No data found
🔠 Firmware List		Please try to refresh later	Please try to refresh later
Management			
Terminal Management			
🗊 Group Management			
Push Templates			
System			
R User Management	12	1 <u>2</u>	1 <u>4</u>
🙈 Role Management			
Report Center	User Administrator Q		
	User List Role Detail		
	No data found Please try to refresh later		

## 12.1 Create a New User

To create a new user, click the person icon at the bottom of a role. The following image shows the Add User Role window:

Add User Role		
User Email		
	CANCEL	OK



Enter the new user's email address. If the user already exists for your company, the user account will display and be selected. Click **OK** to create the user or **CANCEL** to quit. An activation email is sent to the entered email address, and the user is added to the role on the Role Management page. The user's name will not update until their account has been activated. The following image shows the Role Management page:

Role Management		ROLE USERS + ROLE
Administrator Q	Operator Q User List Role Detail	Viewer Q User List Role Detail
Jane jane.doe@abccompany.com	patparker@abccompany.com	No data found Please try to refresh later
**	1 <u>4</u>	* <u>*</u>
User Administrator Q User List Role Detail No data found Please try to refresh later	Support Q User List Role Detail No data found Please try to refresh later	

When the new user logs in, the user will only see the options the user has access to in the left sidebar.



## 12.2 Create a New Role

To create a new role, click **+ ROLE**. Enter a case-sensitive name for the new role, such as Terminal Manager or Support. Click the boxes next to the privileges you want to assign to the role. Privileges are grouped into the same categories as the left sidebar. You cannot give a role access to the Role Management category. Click the expand arrow to view more granular privileges. Most privileges allow you to specify if the role has full control or read-only ability. The following image shows the Role window:

Role		
Name		*
Privileges		t≡ *
Monitoring		~
Task		~
🔲 🖹 Management		~
	CANCEL	ОК



As you add privileges to the role, the current privileges display beneath the Privileges box. The following privileges are available:

- Monitoring
  - o Dashboard
  - o Terminal Geolocation
- Task
  - o App List
    - Read-only Privileges
    - Full Privileges
  - Firmware List
    - Read-only Privileges
    - Full Privileges
- Management
  - Terminal Management
    - Read-only Privileges
    - Full Privileges
  - o Group Management
    - Read-only Privileges
    - Full Privileges
  - o Push Templates
    - Read-only Privileges
    - Full Privileges
- System
  - User Management
    - Read-only Privileges
    - Full Privileges



The following image shows the Role window:

Create Role		
Name Support		*
Privileges	t≡	*
Monitoring     Dashboard		
Terminal Geolocation	~	
Management System	~ ~	,
Dashboard       App List       App List-Readonly Privileges       Firmware List         Firmware List-Readonly Privileges       Terminal Management         Terminal Management-Readonly Privileges		
CANCEL	OK	

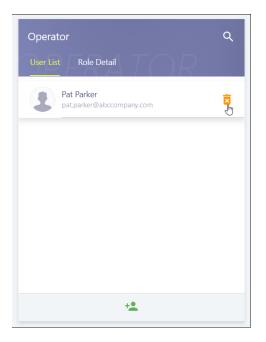
When you are done, click **OK** to create the role or **CANCEL** to quit. Your new role displays. The following image shows the Role Management page:

Role Management		ROLE USERS + ROLE
Administrator Q	Operator Q User List Role Detail	Viewer Q User Lat Role Detail
Jane Jane doe@abccompany.com	Pat Parker pat parker@abccompany.com	No data found Please try to refresh later
÷ <u>*</u>	**	÷ <u>*</u>
User Administrator Q Uner List Role Detail	Support Q User List Role Detail	
No data found Please try to refresh later	No data found Please try to refresh later	



## 12.3 Manage a User

Hover over a user's row to display the delete user option. You cannot delete your Reseller Admin or edit other user accounts. To edit a user account, have the user log in and edit the information using the Personal Center. A confirmation prompt appears if you delete a user. The following image shows the role's user list:





## 12.4 Manage a Role

Click **Role Detail** to view a role's assigned permissions. You cannot edit or delete the Administrator, Operator, Viewer and User Administrator roles. You can edit and delete any roles you create. A confirmation prompt appears if you delete a role. The following image shows some of each role's details:

Role Manag	Role Management										
Adminis User List	trator Role Detail	STRA	a TOR	Operato User List	r Role Detail	$\overline{OR}$	Q	Viewer User List	Role Detail		۹
Privileges	ណ៍ Dashboard	🖄 Terminal Geolocation	He App List	Privileges	ന്ന് Dashboard	(오) Terminal Geolocation	Terminal Management	Privileges	f <b>íí</b> Dashboard	🖄 Terminal Geolocation	Terminal Management
	🕗 Full	🖉 Full	🤣 Full		🖉 Full	🕗 Full	🧭 Full		🖉 Full	🖉 Full	Readonly
	EE Firmware List	Terminal Management	<b>G</b> Group Management		🗊 Group Management	E) Push Templates			🛱 Group Management	) Push Templates	
	🤣 Full	🖉 Full	🤣 Full		🧭 Full	🧭 Full			Readonly	Readonly	
	E) Push Templates	Role Management	R User Management								
	🖉 Full	🖉 Full	🖉 Full								
	ē										
User Ad	ministrator		۹	Support			۹				
User List	Role Detail			User List	Role Detail						
Privileges	R User Management			Privileges	ന്ന് Dashboard	8 App List	EE Firmware List				
	🖉 Full		D -		🧭 Full	Readonly	Readonly				

## 12.5 View All Role Users

To view all existing role users, click **ROLE USERS**. A list of all current role users displays along with their email, status and assigned user role. The following image shows the Role Users window:

Role	e Users					
						٩
	Email	Name	Status	Gender	User Roles	
	jane.doe@abccompany.com	Jane	Active	-	Administrator	
	pat.parker@abccompany.com	Pat Parker	Active	-	Operator	
						CLOSE



# 13 Report Center

Report Center provides the Reseller Admin with several basic reports you can run or export. This section is currently under development. The following image shows the initial Report Center page:

Monitoring	All Reports My Report Task				
∰ Dashboard	All 1	ferminal System	<b>የ</b> Q		
🕲 Terminal Geolocation		Model Report			
Task		Model statistical report based upon your criteria conditions	Active		
88 App List		Firmware Report Firmware statistical report based upon your cottenic conditions	Active		
🗄 Firmware List					
Management		Store Client App Report Store Client app statistical report based upon your criteria conditions	Active		
Terminal Management		Terminal Replacement History	Active		
🗍 Group Management		Terminal replacement history report			
Push Templates	20 / Pa	ge ▼ 4 Records			
System					
名 User Management					
风 Role Management					
Report Center					



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Phone Number	12
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Postal Code	25
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Merchant	
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Export	
Import	
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Reseller	
Profile	
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