



WorldPay Total Manager

User Guide

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1 Introduction

WorldPay Total Manager makes it convenient and easy to view multi-channel transaction information at any time through a single web-based application. WorldPay Total Manager provides a customisable and transparent overview of all card payments to help you manage your business transactions.

It will enable you to access relevant transaction data you need through your online account, wherever you are – enabling you to respond quickly to changing situations and make informed business decisions. WorldPay Total Manager is a simple way for you to improve business efficiency and manage transactions more effectively.

Welcome: YESPay World Pay Test Internet Merchant
Last Login 08/08/2013 11:20 | Logout

WorldPay Total | MANAGER

Home WorldPay Total Manager Transactions Best Stores and POS Promotions WorldPay Total-Mobile WorldPay Total Managed Service

Merchant Transactions
Merchant Latest Transactions
Stores Transactions Summary
4-Week Transaction Summary
Current Month Transaction Summary
Last 3-Months Transaction Summary

Merchant Latest Transactions

You can view the latest transactions performed at your outlet. To view the full details of a transaction, use the [View Details](#) button.

PGTR Number	Transaction Type	Processing Code	Card Number	Transaction Date (DD/MM/YYYY)	Transaction Amount (in currency)	View Details	Create Token
PGTR634599194	SALE	1 - Transactions validation failed	XXXX.0045	05/08/2013	50.00 (GBP)	View Details	Create
PGTR634598813	SALE	1 - Transactions validation failed	XXXX.0045	05/08/2013	50.00 (GBP)	View Details	Create
PGTR634248209	SALE	2 - Transactions validated	XXXX.1112	02/08/2013	128.00 (GBP)	View Details	Create
PGTR634245033	SALE	2 - Transactions validated	XXXX.0045	02/08/2013	5.00 (GBP)	View Details	Create
PGTR634193945	SALE	2 - Transactions validated	XXXX.0045	02/08/2013	50.00 (GBP)	View Details	Create
PGTR634134534	SALE	2 - Transactions validated	XXXX.5556	01/08/2013	10.99 (GBP)	View Details	Create

Core features of WorldPay Total Manager will enable you to:

- Customise your view: With WorldPay Total Manager, you select the specific data you want. For example, you could choose to view the most successful sites and best performing terminals in terms of net value over a set period – daily, weekly or monthly
- Consolidate information: WorldPay Total Manager can be easily integrated with your in-store or back office systems through web services, making it easier for you to manage your business data
- Manage your transactions: Reconciliation is simplified because you can download reports at merchant, site and terminal level via your online account, making it easy to view and manage your transaction history, in a PCI compliant manner

2 Getting Started

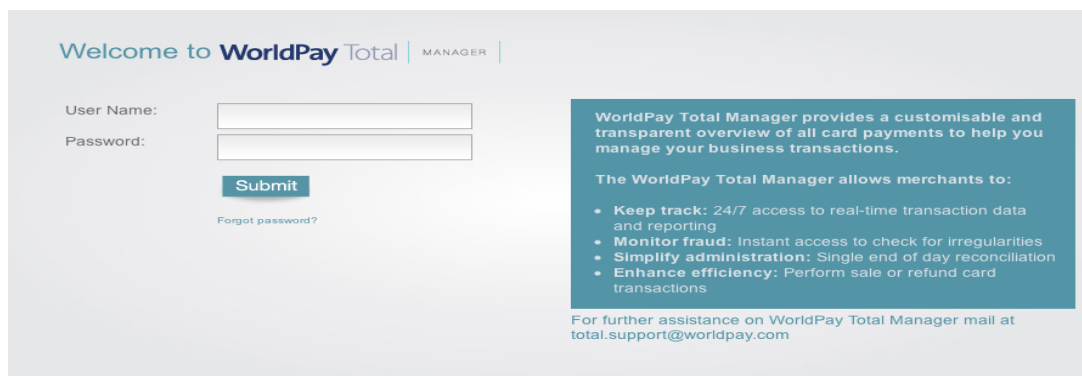
Once account has been setup merchant will receive :

1. URL

URL : <https://www.yes-pay.net/storemanager-web-wp/LoginWorldPay.htm>

2. Login and Password

2.1 Login : Merchant can login to WorldPay Total Manager entering the 'User Name' and 'Password' on login page. After the successful login, user will be redirected to '**Merchant Information**' page.



The screenshot shows the login interface for WorldPay Total Manager. It features a header with the text 'Welcome to WorldPay Total | MANAGER |'. Below this, there are input fields for 'User Name:' and 'Password:', followed by a 'Submit' button and a link for 'Forgot password?'. To the right, a blue box contains text describing the benefits of the manager, such as 24/7 access to transaction data, fraud monitoring, and simplified administration. At the bottom, there is contact information for further assistance.

Welcome to **WorldPay** Total | MANAGER |

User Name:

Password:

Submit

[Forgot password?](#)

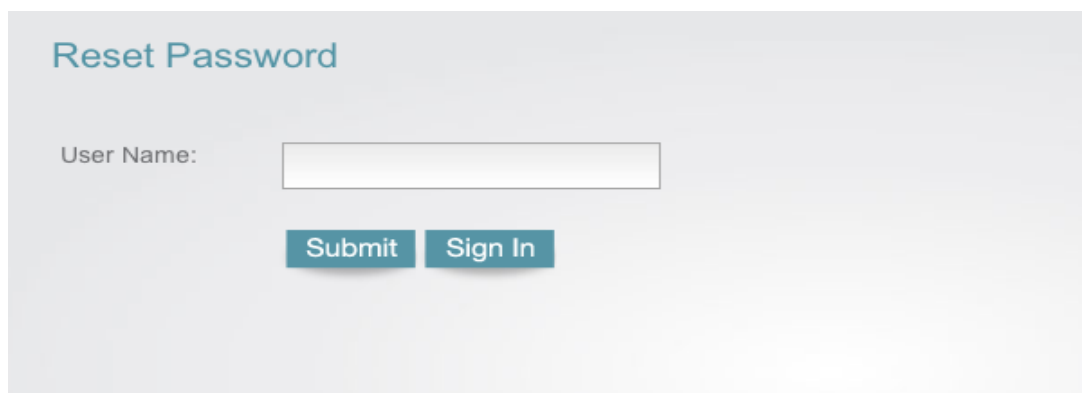
WorldPay Total Manager provides a customisable and transparent overview of all card payments to help you manage your business transactions.

The WorldPay Total Manager allows merchants to:

- **Keep track:** 24/7 access to real-time transaction data and reporting
- **Monitor fraud:** Instant access to check for irregularities
- **Simplify administration:** Single end of day reconciliation
- **Enhance efficiency:** Perform sale or refund card transactions

For further assistance on WorldPay Total Manager mail at total.support@worldpay.com

2.2 Reset Password : Merchant can reset password by selecting 'forgot your password' option on login page. On that page, merchant have to enter User Name to reset password and the new password will be received on registered email address.



The screenshot shows the 'Reset Password' page. It has a heading 'Reset Password' and a label 'User Name:' followed by a text input field. Below the input field are two buttons: 'Submit' and 'Sign In'.

Reset Password

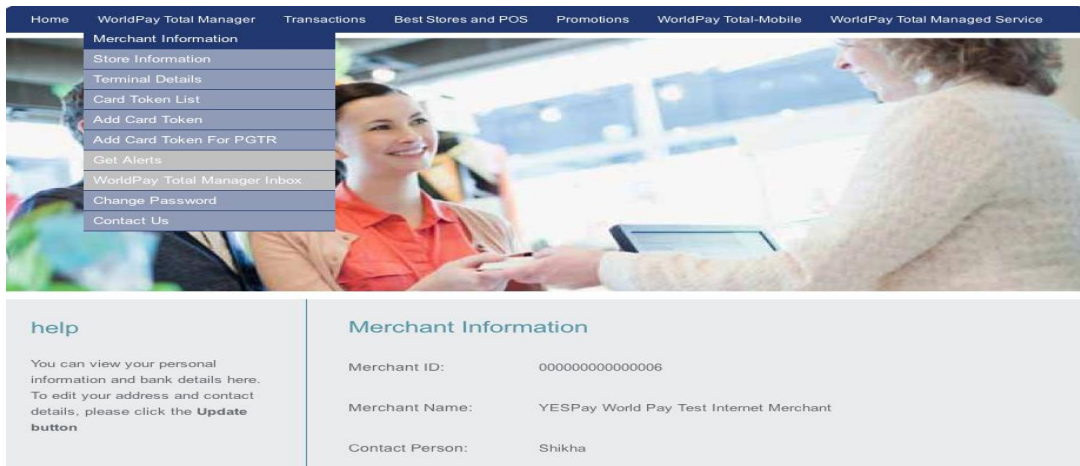
User Name:

Submit **Sign In**

3 WorldPay Total Manager

3.1 Merchant Information

Merchant can view their account information and bank details here. For editing address and contact information, please click the **Update button**.



Home WorldPay Total Manager Transactions Best Stores and POS Promotions WorldPay Total-Mobile WorldPay Total Managed Service

Merchant Information

- Store Information
- Terminal Details
- Card Token List
- Add Card Token
- Add Card Token For PGTR
- Get Alerts
- WorldPay Total Manager Inbox
- Change Password
- Contact Us

help

You can view your personal information and bank details here. To edit your address and contact details, please click the **Update button**

Merchant Information

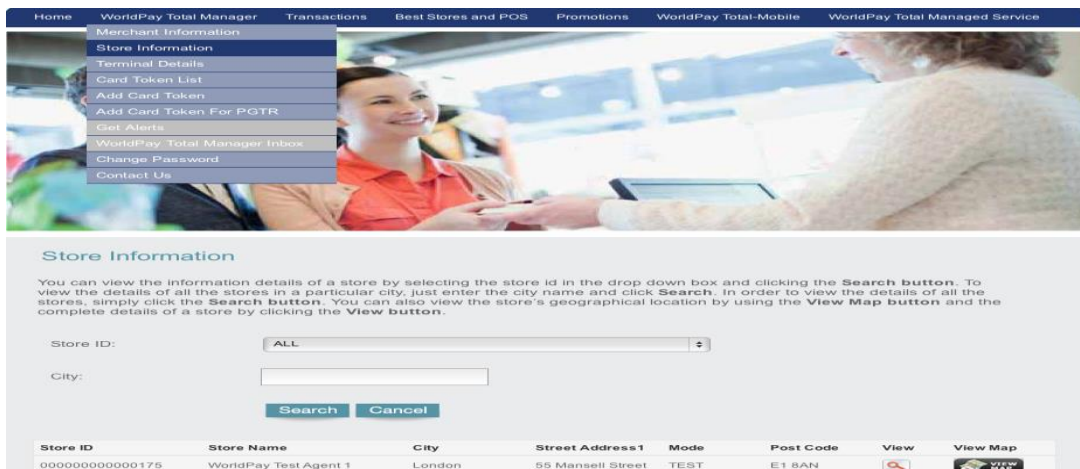
Merchant ID: 0000000000000006

Merchant Name: YESPay World Pay Test Internet Merchant

Contact Person: Shikha

3.2 Store Information

Merchant can view specific store information by either selecting Store ID (Agent ID) from the drop down list or a City. In order to list all stores together, simply click the **Search button**. For viewing full details of any particular store please click on the **View button**.



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Store Information

You can view the information details of a store by selecting the store id in the drop down box and clicking the **Search button**. To view the details of all the stores in a particular city, just enter the city name and click **Search**. In order to view the details of all the stores, simply click the **Search button**. You can also view the store's geographical location by using the **View Map button** and the complete details of a store by clicking the **View button**.

Store ID: ALL

City:

Search Cancel

Store ID	Store Name	City	Street Address1	Mode	Post Code	View	View Map
000000000000175	WorldPay Test Agent 1	London	55 Mansell Street	TEST	E1 8AN		

3.3 Terminal Details

Merchant can select specific Store ID from the drop down list to view all the terminals of that particular store or can key a specific Terminal ID to view the details.

Terminal Information

You can view the terminals which have been set up at your store(s). You can view the terminals of all the stores by clicking the **Search button**. You can select the store id to view the terminals of a particular store or enter the terminal id to view the details of that particular terminal. To view the cards accepted by a particular terminal, please click the **View button** in the Accepted Cards Information column.

Store ID:

ALL

Terminal ID:

Search

Cancel

Store ID	Store Name	Terminal ID	Terminal Number	Mode	Status	Start Date (DD/MM/YYYY)	Accepted Cards Information
000000000000175	WorldPay Test Agent 1	022980181	1	TEST	NORMAL	05/02/2013	View
000000000000175	WorldPay Test Agent 1	022980182	2	TEST	NORMAL	05/02/2013	View
000000000000175	WorldPay Test Agent 1	022980183	3	TEST	NORMAL	05/02/2013	View
000000000000175	WorldPay Test Agent 1	022980184	4	TEST	NORMAL	05/02/2013	View
000000000000175	WorldPay Test Agent 1	022980185	5	TEST	NORMAL	05/02/2013	View
000000000000175	WorldPay Test Agent 1	031300029	11	TEST	NORMAL	19/07/2014	View
000000000000175	WorldPay Test Agent 1	031300030	12	TEST	NORMAL	19/07/2014	View

To view the list of cards accepted by a particular terminal, please click **View button**.











Accepted Cards Information

You can view a list of all the cards accepted by the terminal.

Store ID: 000000000000175

Store Name: WorldPay Test Agent 1

Terminal ID: 022980181

Issuer Image	Issuer Code	Issuer Name	Acquirer Name	Source ID	Status
	001	VISA DEBIT	WorldPay (Streamline) CARD PAYMENT	21249872	YES
	002	UK Electron	WorldPay (Streamline) CARD PAYMENT	21249872	YES
	003	Visa Purchasing	WorldPay (Streamline) CARD PAYMENT	21249872	YES
	004	Visa	WorldPay (Streamline) CARD PAYMENT	21249872	YES
	005	MasterCard	WorldPay (Streamline) CARD PAYMENT	21249872	YES
	006	UK Maestro	WorldPay (Streamline) CARD PAYMENT	21249872	YES
	007	Solo DISCONTINUED	WorldPay (Streamline) CARD PAYMENT	21249872	YES
	008	JCB	WorldPay (Streamline) CARD PAYMENT	21249872	YES
	009	Maestro	WorldPay (Streamline) CARD PAYMENT	21249872	YES
	010	VISA ATM	WorldPay (Streamline) CARD PAYMENT	21249872	YES

Back

3.4 Card Token List

This page displays all the card tokens created for a specific duration. Card tokens can be searched either by using the 'from date' and 'to date' criteria or token number and last 4 digit of the card number. Here merchant will get option to delete any card token using the **Delete** link and can also perform sale via card token using the **Pay** button.

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Merchant Information
Store Information
Terminal Details
Card Token List
Add Card Token
Add Card Token For PGTR
Get Alerts
WorldPay Total Manager Inbox
Change Password
Contact Us

Get Card Tokens

The merchant can create a token for cardholder for a scenario where the cardholder provides the card details only once but the merchant needs to charge the cardholder multiple times or at a later date. This page displays the card tokens created by the store manager for a specific duration. Store manager can delete a card token from his account on a card holder's request. Store Manager can also perform payment for the card token using the **Pay** button.

From Date (DD/MM/YYYY): 12/01/2016

To Date (DD/MM/YYYY): 12/01/2016

Token Reference:

Card Number (Last 4 Digits):

Search Cancel

3.5 Add Card Token

At this page merchant can add a card token for a cardholder by providing basic information along with the card details. These tokens can be used by merchant at later dates for processing recurring payments.

Add Card Token

All fields marked with * are mandatory.

Card Number: *

Cardholder Name: *

MTR (Merchant Transaction Reference): *

CVV / CSC: * What's this?

Expiry Date (MMYY): *

Transaction Amount: 2.00 *

Currency: POUND STERLING

Address: *

Post Code: *

Save Cancel

3.6 Add Card Token For PGTR

Merchant can add a card token against a PGTR providing basic information on this page. PGTR refers to Payment Gateway Transaction Reference which can be find as transaction number in transaction summary report.

The screenshot shows the 'Add Card Token For PGTR' page. The top navigation bar includes links for Home, WorldPay Total Manager, Transactions, Best Stores and POS, Promotions, WorldPay Total-Mobile, and WorldPay Total Managed Service. A dropdown menu is open under 'WorldPay Total Manager', listing options like Merchant Information, Store Information, Terminal Details, Card Token List, Add Card Token, Add Card Token For PGTR (highlighted), Get Alerts, WorldPay Total Manager Inbox, Change Password, and Contact Us. The main content area has a header 'Add Card Token For PGTR' and a note: 'All fields marked with * are mandatory.' Below this, there are three input fields: 'PGTR (Payment Gateway Transaction Reference):' with a 'PGTR' dropdown and a text box; 'MTR (Merchant Transaction Reference):' with a text box; and 'Card Number (Last 4 Digits):' with a text box. Each field has a red asterisk indicating it is mandatory. At the bottom right are 'Save' and 'Cancel' buttons. A 'help' section on the left explains that the merchant can add a token against a PGTR for a cardholder after providing the information on this page.

3.7 Change Password

The new password can be updated at this page, after validation of the old password.

The screenshot shows the 'Change Password' page. The top navigation bar is the same as in the previous screenshot. The dropdown menu under 'WorldPay Total Manager' is open, and 'Change Password' is highlighted. The main content area has a header 'Change Password' and a note: 'All fields marked with * are mandatory.' Below this, there are three input fields: 'Old Password:', 'New Password:', and 'Confirm Password:'. Each field has a red asterisk indicating it is mandatory. A note below the 'New Password' field states: 'Strong password - alphanumeric combination of minimum 6 characters.' At the bottom right are 'Change' and 'Cancel' buttons. A 'help' section on the left explains that the merchant can cancel a transaction and change their present password by following simple instructions, and that they should click the 'Change button' to save the new password.

4 Transactions

4.1 Merchant Transactions

Merchant can list transactions for all stores or for a particular store by selecting Store ID from the drop down list. Here you can also list any particular transaction mentioning Merchant Transactions Reference (MTR) or last 4 digit of a Card Number.

Transactions can be listed for a maximum period of 7 days. If you would like to get more details about particular transaction, please click the **View** link. Merchant will also get an option to create token here.

Merchant Transactions

You can view the transactions, for a period of up to 7 days at one go. You can see the transactions for all stores or for a particular store by using the Store Id drop down. You can also see the transactions for a particular terminal by entering the Terminal Id and clicking the **Search** button. If you would like to view a particular transaction in greater detail, please click the **View Details** link.

All fields marked with * are mandatory.

Start Date (DD/MM/YYYY): *

End Date (DD/MM/YYYY): *

Store ID:

Terminal ID:

External POS Reference(MTR):

Card Number (last 4 digit):

PGTR Number	Type	Processing Code	Card Number	Transaction Date (DD/MM/YYYY)	Transaction Time (HH:MM:SS)	Amount (in currency)	External Reference Number(MTR)	View	Create Token
PGTR803294835	SALE	2 - Transactions validated	XXX..0045	11/01/2016	112510	50.05 (GBP)	1	View	Create

4.2 Merchant Latest Transactions

At this page merchant can view the latest 10 transactions performed at their outlet. To view the full details of a transaction, use the **View Details** button. And if you need to create token, please click **Create**.

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Merchant Transactions

Merchant Latest Transactions

Stores Transactions Summary

4-Week Transaction Summary

Current Month Transaction Summary

Last 3-Months Transaction Summary

Merchant Latest Transactions

You can view the latest transactions performed at your outlet. To view the full details of a transaction, use the **View Details** button.

PGTR Number	Transaction Type	Processing Code	Card Number	Transaction Date (DD/MM/YYYY)	Transaction Amount (in currency)	View Details	Create Token
PGTR803294835	SALE	2 - Transactions validated	XXX..0045	11/01/2016	50.05 (GBP)	View Details	Create
PGTR803226874	SALE	2 - Transactions validated	XXX..0045	10/01/2016	12.00 (GBP)	View Details	Create
PGTR803221056	SALE	2 - Transactions validated	XXX..0045	10/01/2016	15.00 (GBP)	View Details	Create
PGTR803220132	SALE	2 - Transactions validated	XXX..0119	10/01/2016	12.00 (GBP)	View Details	Create
PGTR366847198	SALE	2 - Transactions validated	XXX..5556	09/01/2016	34.00 (GBP)	View Details	Create
PGTR366847166	SALE	2 - Transactions validated	XXX..5556	09/01/2016	223.00 (GBP)	View Details	Create
PGTR802807038	SALE	2 - Transactions validated	XXX..5556	09/01/2016	22.00 (GBP)	View Details	Create

4.3 Stores Transactions Summary

Merchant can evaluate individual store performance on weekly basis via analysing the transactions summary. The full details of a store transactions summary can be viewed by clicking **View Summary** button and to view geographical location of any store, use the **View Map** button.

Stores Transaction Summary

You can view the transactions summary for your stores (Agents) for a particular period by entering the start and end date. You can view the transactions for all stores or a specific store by selecting the store id from Store Id drop down. You can also view the transactions for a store from a particular city by entering the city name in the City field. To view a store's geographical location, use the **View Map** button. To view the full transaction details of a Store (Agent), use the **View Summary** button.

All fields marked with * are mandatory.

Start Date (DD/MM/YYYY): *

End Date (DD/MM/YYYY): *

Store ID:

City:

Merchant Name: YESPay World Pay Test Internet Merchant

Store ID	Store Name	City	State	Post Code	Country	View Summary	View Map
0000000000000175	WorldPay Test Agent 1	London	-	E1 8AN	UNITED KINGDOM	View Summary	
0000000000000007	YESPay World Pay Test Internet Agent	-	-	-	-	View Summary	

4.4 4- Week Transaction Summary

Merchant can view the recent 4-week transaction summary for their outlets. It can be viewed either for individual store or all stores together.

Recent 4-Week Store Transaction Summary

From 21/12/2015 to 11/01/2016

You can view the recent 4-week transaction summary for your outlets. You can view the detailed summary for all stores or for a particular store using the Store ID drop down. You can also see a store's geographical location using the **View Map** button.

Store ID:

Merchant Name: YESPay World Pay Test Internet Merchant

Store ID: 0000000000000175 Store Name: WorldPay Test Agent 1

Address: London,-E1 8AN,UNITED KINGDOM

Week	Date	Debit Transaction Value(Count) (in GBP)	Credit Transaction Value(Count) (in GBP)	Cancel Sale Transaction Value(Count) (in GBP)	Cancel Refund Transaction Value(Count) (in GBP)	Net Transaction Value (in GBP)
Current week	11/01/2016-11/01/2016	50.05(1)	0.00(0)	0.00(0)	0.00(0)	50.05
Last week	04/01/2016-10/01/2016	1862.37(46)	0.00(0)	0.00(0)	0.00(0)	1862.37
Second last week	28/12/2015-03/01/2016	265.30(18)	0.00(0)	0.00(0)	0.00(0)	265.30
Third last week	21/12/2015-27/12/2015	536.29(17)	0.00(0)	0.00(0)	0.00(0)	536.29
Total:		2714.01(82)	0.00(0)	0.00(0)	0.00(0)	2714.01

4.5 Current Month Transaction Summary


Merchant can view the current month transactions summary for their outlets. It can be viewed either for individual store or all stores together.

Current Month Store Transaction Summary
From 01/01/2016 to 11/01/2016

You can view the current month transaction summary for your outlets. You can view the summary for all stores or for a particular store using the Store ID drop down. You can also see a store's geographical location using the **View Map** button.

Store ID:

Merchant Name: YESPay World Pay Test Internet Merchant

Store ID: 000000000000175 Store Name: WorldPay Test Agent 1 

Address: London,-E1 8AN,UNITED KINGDOM

Month	Date	Debit Transaction Value(Count) (in GBP)	Credit Transaction Value(Count) (in GBP)	Cancel Sale Transaction Value(Count) (in GBP)	Cancel Refund Transaction Value(Count) (in GBP)	Net Transaction Value (in GBP)
Current month	01/01/2016-11/01/2016	1912.42(47)	0.00(0)	0.00(0)	0.00(0)	1912.42

Store ID: 000000000000007 Store Name: YESPay World Pay Test Internet Agent

Address: -,-,-,-

Month	Date	Debit Transaction Value(Count) (in GBP)	Credit Transaction Value(Count) (in GBP)	Cancel Sale Transaction Value(Count) (in GBP)	Cancel Refund Transaction Value(Count) (in GBP)	Net Transaction Value (in GBP)
Current month	01/01/2016-11/01/2016	0.00(0)	0.00(0)	0.00(0)	0.00(0)	0.00

Grand Total: 1912.42(47) 0.00(0) 0.00(0) 0.00(0) 1912.42

4.6 Last 3-Months Transaction Summary


Merchant can view the recent 3 months transaction summary for their outlets. It can be viewed either for individual store or all stores together.

Recent 3-Month Store Transaction Summary
From 01/11/2015 to 11/01/2016

You can view the recent 3-month transaction summary for your outlets. You can view the summary for all stores or for a particular store using the Store ID drop down. You can also view a store's geographical location using the **View Map** button.

Store ID:

Merchant Name: YESPay World Pay Test Internet Merchant

Store ID: 000000000000175 Store Name: WorldPay Test Agent 1 

Address: London,-E1 8AN,UNITED KINGDOM

Week	Date	Debit Transaction Value(Count) (in GBP)	Credit Transaction Value(Count) (in GBP)	Cancel Sale Transaction Value(Count) (in GBP)	Cancel Refund Transaction Value(Count) (in GBP)	Net Transaction Value (in GBP)
Current Month	01/01/2016-11/01/2016	1912.42(47)	0.00(0)	0.00(0)	0.00(0)	1912.42
Last Month	01/12/2015-31/12/2015	6553.06(6263)	0.00(0)	0.00(0)	0.00(0)	6553.06
Second last Month	01/11/2015-30/11/2015	14883.75(284)	30.00(2)	0.00(0)	0.00(0)	14853.75
Total:		23349.23(6594)	30.00(2)	0.00(0)	0.00(0)	23319.23

5 Best Stores and POS

5.1 Top- 10 Stores

Merchant can view performance of their top 10 stores for a particular period by entering “from date and “to date”. To view the full details of any particular store including debit and credit transaction amounts, please use the **View button**. Merchant can also view a geographical location of any store by using the **View Map button**.

Store ID	Store Name	Street Address 1	City	State	Country	View	View Map
000000000000175	WorldPay Test Agent 1	55 Mansell Street	London	-	UNITED KINGDOM	View	View Map

5.2 Top- 10 Stores in 3 Months

Merchant can view performance of their top-10 stores in the recent 3 months here. Merchant can also view a geographical location of any store using the **View Map button**.

Store ID	Store Name	Address	Debit Transaction Value (Count) (in GBP)	Credit Transaction Value (Count) (in GBP)	View Map
000000000000175	WorldPay Test Agent 1	55 Mansell Street London - E1 8AN, UNITED KINGDOM	23461.70(6599)	30.00(2)	View Map

5.3 Top- 10 POSTerminals

Merchant can view performance of their top-10 terminals for a particular period by entering “from date and “to date”. To view the full details of any top terminal including debit and credit transaction amounts, please use the **View button**. You can also view a geographical location if any store by using the **View Map button**.

Top 10 POS Terminals Information

You can view your ten top performing terminals for a particular period by entering the from and to date. To view the full details of a store, please use the **View button**. You can also view a store's geographical location using the **View Map button**.

All fields marked with * are mandatory.

From Date (DD/MM/YYYY): 12/01/2016 *

To Date (DD/MM/YYYY): 12/01/2016 *

Search **Cancel**

Store ID	Store Name	Terminal ID	Street Address 1	City	State	Country	View	View Map
00000000000175	WorldPay Test Agent 1	022980181	55 Mansell Street	London	-	UNITED KINGDOM	View	View Map

5.4 Top- 10 Terminals in 3 Months

Merchant can view performance of their top-10 terminals in the recent 3 months. You can also view geographical location of any store by using the **View Map button**.

Top 10 POS Terminals in the Recent 3 Months

From 01/11/2015 to 12/01/2016

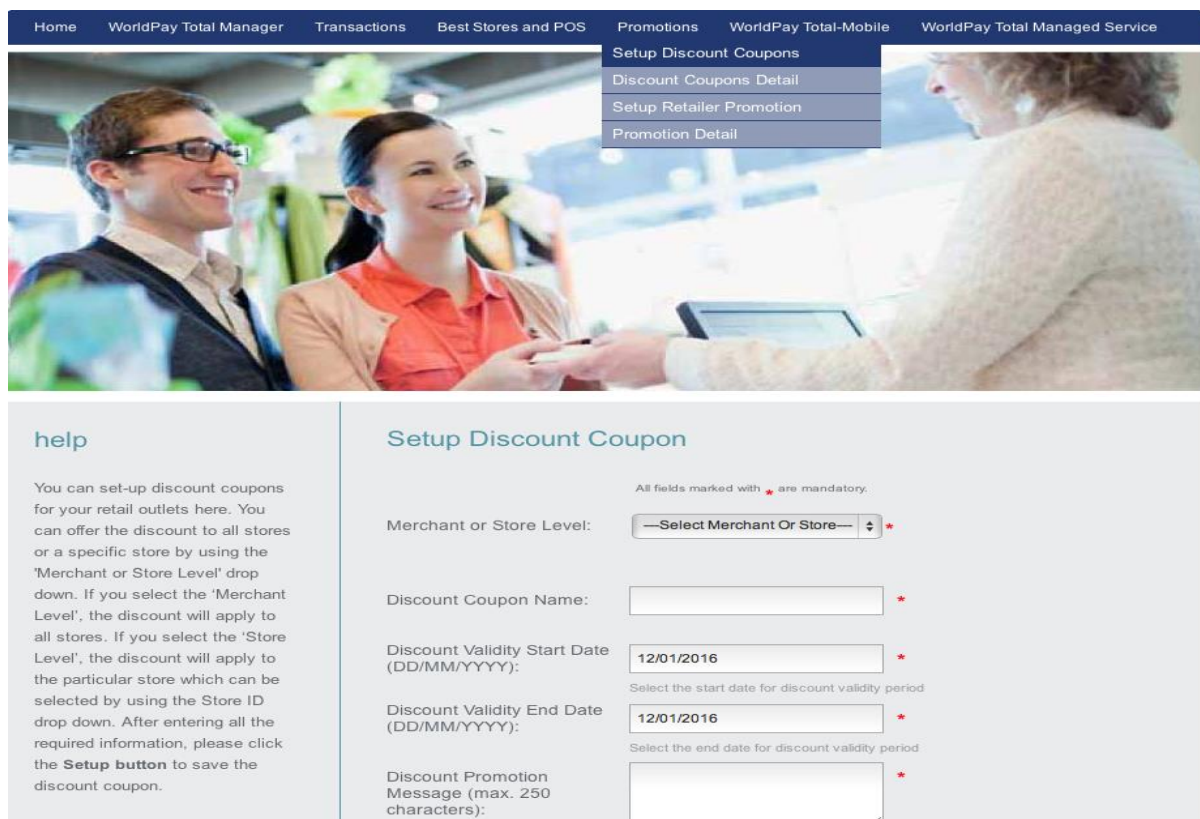
You can view the top ten performing terminals in the recent 3 months. You can also view a terminal's geographical location using the **View Map button**.

Store ID	Store Name	Terminal ID	Address	Debit Transaction Value(Count) (in GBP)	Credit Transaction Value(Count) (in GBP)	View Map
00000000000175	WorldPay Test Agent 1	022980181	55 Mansell Street London - E1 8AN, UNITED KINGDOM	21117.91(425)	20.00(1)	View Map
00000000000175	WorldPay Test Agent 1	031300029	55 Mansell Street London - E1 8AN, UNITED KINGDOM	2149.42(6159)	0.00(0)	View Map
00000000000175	WorldPay Test Agent 1	031300030	55 Mansell Street London - E1 8AN, UNITED KINGDOM	99.00(7)	10.00(1)	View Map
00000000000175	WorldPay Test Agent 1	022980183	55 Mansell Street London - E1 8AN, UNITED KINGDOM	95.37(8)	0.00(0)	View Map

6 Promotions

6.1 Setup Discount Coupons

Merchant can set-up discount coupons for their retail outlets. Such discount can be offered to all stores or a specific store by selecting 'Merchant or Store Level' in the drop down list. If you select 'Merchant Level', these discount coupons will apply to all stores. If you select 'Store Level' by selecting specific Store ID, the discount coupon will only apply to that particular store. After entering all the required information, please click the **Setup button** to save the discount coupon.



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Setup Discount Coupons
Discount Coupons Detail
Setup Retailer Promotion
Promotion Detail

help

You can set-up discount coupons for your retail outlets here. You can offer the discount to all stores or a specific store by using the 'Merchant or Store Level' drop down. If you select the 'Merchant Level', the discount will apply to all stores. If you select the 'Store Level', the discount will apply to the particular store which can be selected by using the Store ID drop down. After entering all the required information, please click the **Setup button** to save the discount coupon.

Setup Discount Coupon

All fields marked with * are mandatory.

Merchant or Store Level: *

Discount Coupon Name: *

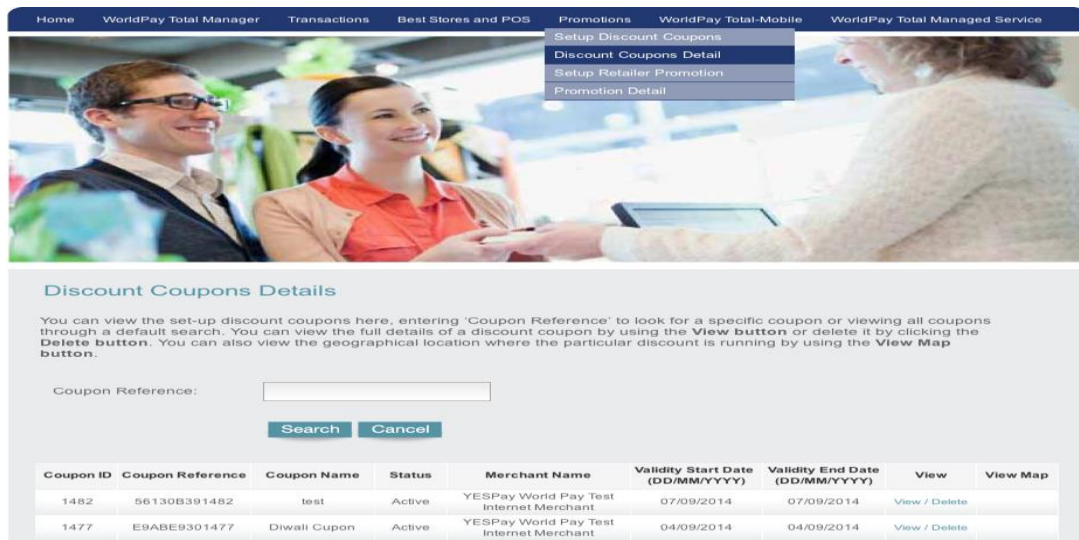
Discount Validity Start Date (DD/MM/YYYY): *
Select the start date for discount validity period

Discount Validity End Date (DD/MM/YYYY): *
Select the end date for discount validity period

Discount Promotion Message (max. 250 characters): *

6.2 Discount Coupons Details

Merchant can list their discount coupons by entering 'Coupon Reference' for a specific coupon or can view all coupons through a default search. Here the full details of a discount coupon can be viewed by clicking **View button** or can be deleted by clicking the **Delete button**. Merchant can also update coupon details at the view page by clicking the **Update button**.



Discount Coupons Details

You can view the set-up discount coupons here, entering 'Coupon Reference' to look for a specific coupon or viewing all coupons through a default search. You can view the full details of a discount coupon by using the **View button** or delete it by clicking the **Delete button**. You can also view the geographical location where the particular discount is running by using the **View Map** button.

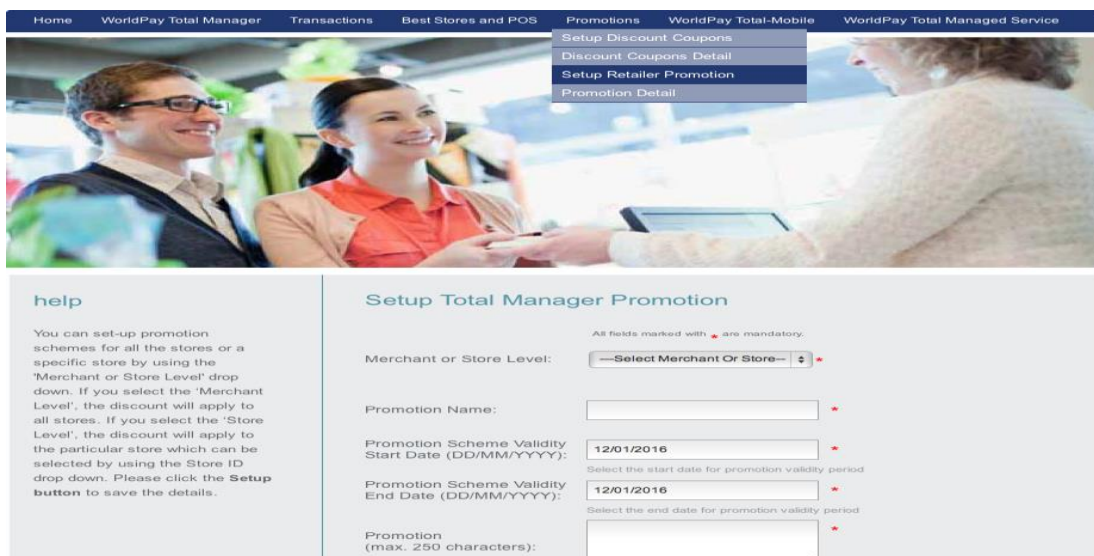
Coupon Reference:

Search **Cancel**

Coupon ID	Coupon Reference	Coupon Name	Status	Merchant Name	Validity Start Date (DD/MM/YYYY)	Validity End Date (DD/MM/YYYY)	View	View Map
1482	56130B391482	test	Active	YESPay World Pay Test Internet Merchant	07/09/2014	07/09/2014	View / Delete	
1477	E9ABE9301477	Diwali Cupon	Active	YESPay World Pay Test Internet Merchant	04/09/2014	04/09/2014	View / Delete	

6.3 Setup Retailer Promotion

Merchant can set-up promotion schemes for all the stores or a specific store by selecting 'Merchant or Store Level' from the drop down list. If you select 'Merchant Level', the discount will apply to all stores. If you select 'Store Level', the discount will apply to that particular store only. After entering all the required information, please click the **Setup button** to save the details.



help

You can set-up promotion schemes for all the stores or a specific store by using the 'Merchant or Store Level' drop down. If you select the 'Merchant Level', the discount will apply to all stores. If you select the 'Store Level', the discount will apply to the particular store which can be selected by using the Store ID drop down. Please click the **Setup button** to save the details.

Setup Total Manager Promotion

All fields marked with * are mandatory.

Merchant or Store Level: *

Promotion Name: *

Promotion Scheme Validity Start Date (DD/MM/YYYY): *

Select the start date for promotion validity period

Promotion Scheme Validity End Date (DD/MM/YYYY): *

Select the end date for promotion validity period


Promotion (max. 250 characters):

6.4 Promotion Detail

Merchant can view their promotion schemes here. Here the full details of a promotion can be viewed by clicking **View button** or can be deleted by clicking the **Delete button**. Merchant can also update promotion details at the view page by clicking the **Update button**.

[Home](#) [WorldPay Total Manager](#) [Transactions](#) [Best Stores and POS](#) [Promotions](#) [WorldPay Total-Mobile](#) [WorldPay Total Managed Service](#)

[Setup Discount Coupons](#)
[Discount Coupons Detail](#)
[Setup Retailer Promotion](#)
[Promotion Detail](#)



Promotions Details

You can view your promotions here. You can view the full details of a promotion by using the **View button** or delete it by clicking the **Delete button**.

Promotion ID	Merchant Name	Promotion Name	Status	Validity Start Date (DD/MM/YYYY)	Validity End Date (DD/MM/YYYY)	View
692	YESPay World Pay Test Internet Merchant	pro name	Active	07/09/2014	07/09/2014	View / Delete
690	YESPay World Pay Test Internet Merchant	Test Promotion	Active	04/09/2014	04/09/2014	View / Delete

7 WorldPay Total-Mobile

7.1 Sale Card Present & Card Not Present

Merchant can perform sale transaction on behalf of the card-holder, in both scenario when card is present and when card is not present. To perform a sale transaction, enter the required details and click the **Perform** button.

Perform Transaction For Card Not Present

All fields marked with * are mandatory.

Transaction Amount: * (in GBP)
Please enter transaction amount eg: x.xx

Cardholder Name: *

Cardholder Email:

Card Number: *

CW / CSC: * [What's this?](#)
Please enter card verification value / card security code

Expiry Date (MMYY): *
Please enter the expiry date of your card

Address: *

Post Code: *

7.2 Refund Card Present & Card Not Present

Merchant can refund the transactions here. To refund a transaction, enter refund amount and PGTR (Payment Gateway Transaction Reference) and click the **Refund** button.

Home WorldPay Total Manager Transactions Best Stores and POS Promotions WorldPay Total-Mobile WorldPay Total Managed Service

Sale Card Not Present
Sale Card Present
Refund Card Not Present
Refund Card Present
Payment Via Card Token
Cancel Transactions
Get Batch Records
Get Batch Total Report

Refund Transaction

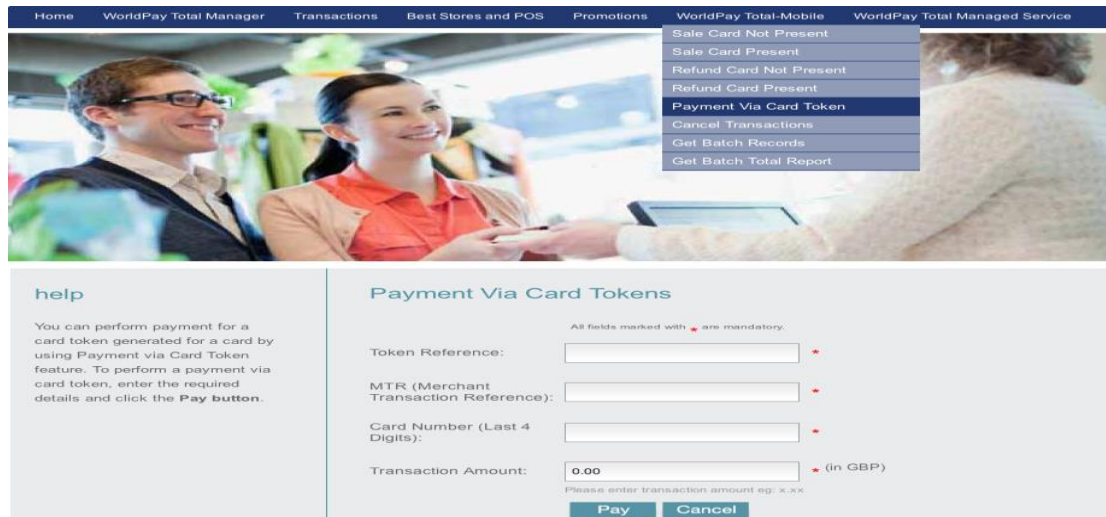
help
You can refund the transactions here. To refund a transaction, enter refund amount and PGTR (Payment Gateway Transaction Reference) and click the **Refund** button.

Refund Amount: * (in GBP)
Please enter refund amount eg: x.xx

PGTR (Payment Gateway Transaction Reference): *
Please enter only the numeric value

7.3 Payment Via Card Tokens

Merchant can also perform a sale transaction against a card token by using “Payment via Card Token” feature. To perform a payment via card token, enter the required details and click the **Pay button**.



Home WorldPay Total Manager Transactions Best Stores and POS Promotions WorldPay Total-Mobile WorldPay Total Managed Service

help

You can perform payment for a card token generated for a card by using Payment via Card Tokens feature. To perform a payment via card token, enter the required details and click the **Pay button**.

Payment Via Card Tokens

All fields marked with * are mandatory.

Token Reference: *

MTR (Merchant Transaction Reference): *

Card Number (Last 4 Digits): *

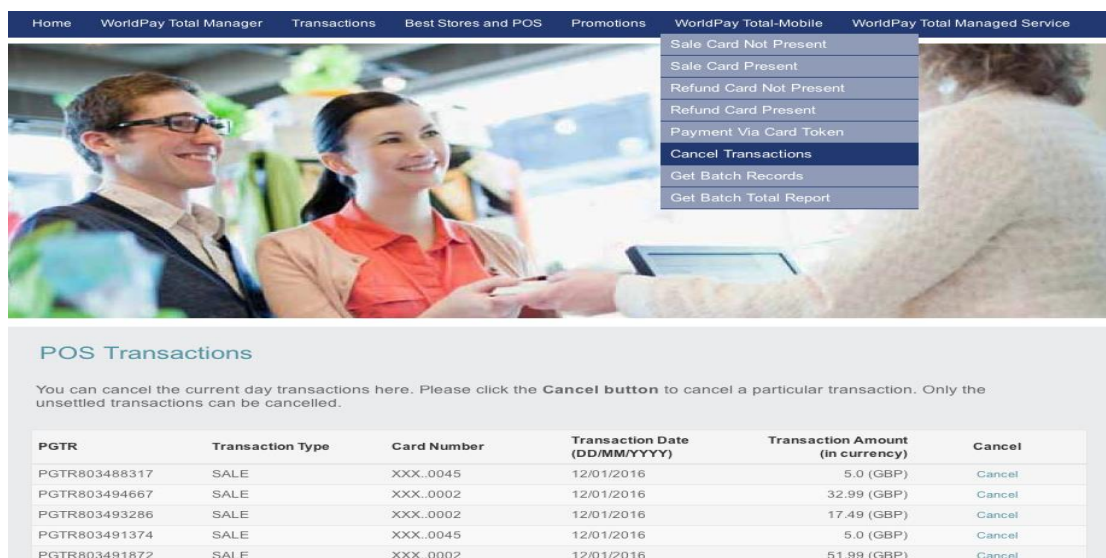
Transaction Amount: 0.00 * (in GBP)
Please enter transaction amount eg: x.xx

Pay Cancel

7.4 Cancel Transactions

Merchant can cancel the current day transactions here. Please click the **Cancel button** to cancel a particular transaction.

Note-Only unsettled transactions can be cancelled.



Home WorldPay Total Manager Transactions Best Stores and POS Promotions WorldPay Total-Mobile WorldPay Total Managed Service

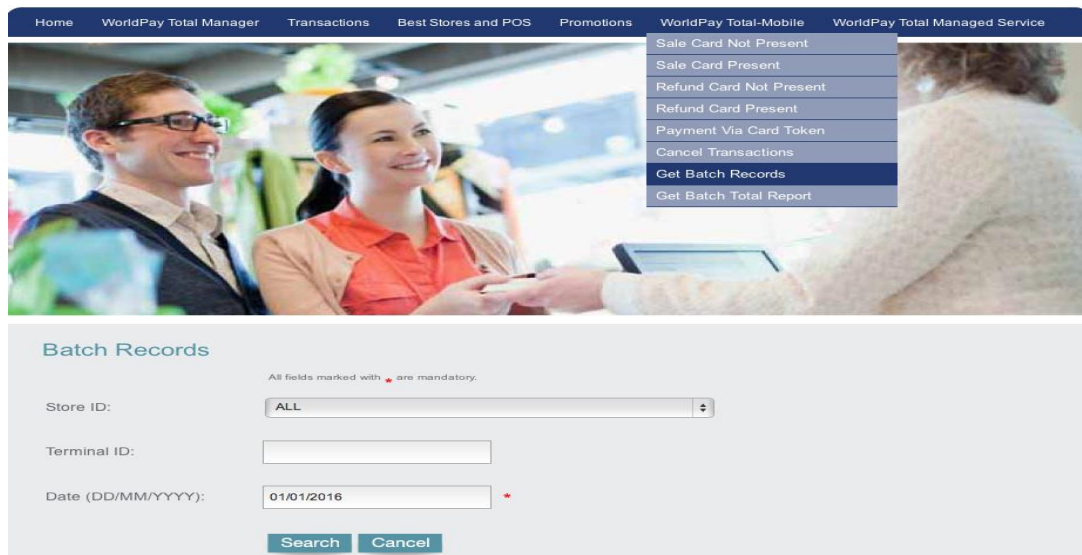
POS Transactions

You can cancel the current day transactions here. Please click the **Cancel button** to cancel a particular transaction. Only the unsettled transactions can be cancelled.

PGTR	Transaction Type	Card Number	Transaction Date (DD/MM/YYYY)	Transaction Amount (in currency)	Cancel
PGTR803488317	SALE	XXX..0045	12/01/2016	5.0 (GBP)	Cancel
PGTR803494667	SALE	XXX..0002	12/01/2016	32.99 (GBP)	Cancel
PGTR803493286	SALE	XXX..0002	12/01/2016	17.49 (GBP)	Cancel
PGTR803491374	SALE	XXX..0045	12/01/2016	5.0 (GBP)	Cancel
PGTR803491872	SALE	XXX..0002	12/01/2016	51.99 (GBP)	Cancel

7.5 Get Batch Records

Merchant can list batch records for all stores or for a particular store by selecting Store ID from drop down list. You can also list batch record of a particular terminal ID.



Home WorldPay Total Manager Transactions Best Stores and POS Promotions WorldPay Total-Mobile WorldPay Total Managed Service

Sale Card Not Present
Sale Card Present
Refund Card Not Present
Refund Card Present
Payment Via Card Token
Cancel Transactions
Get Batch Records
Get Batch Total Report

Batch Records

All fields marked with * are mandatory.

Store ID: ALL

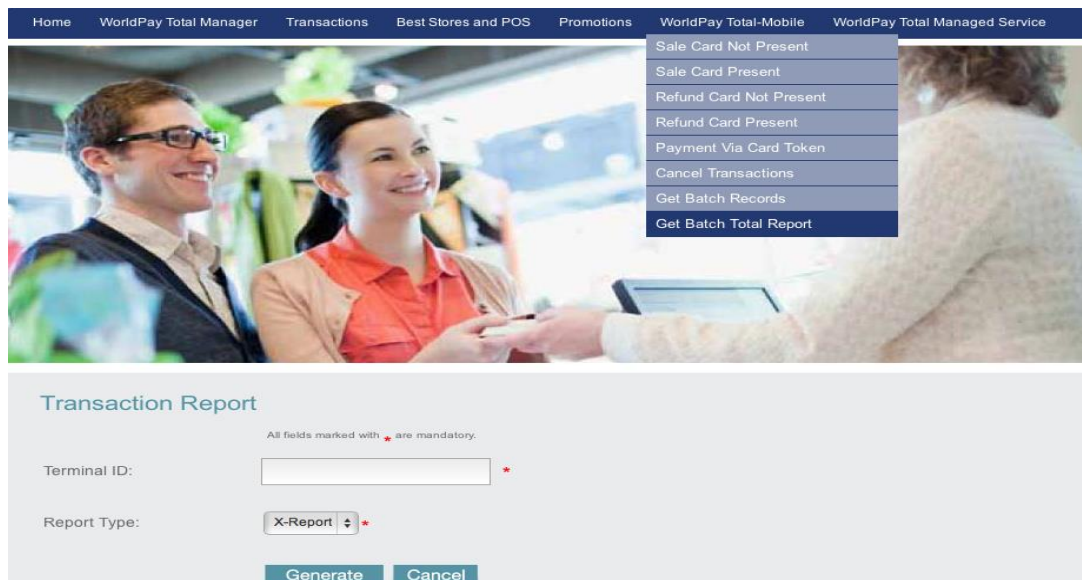
Terminal ID:

Date (DD/MM/YYYY): 01/01/2016 *

Search Cancel

7.6 Get Batch Total Report

From here merchant can download X & Z Report.



Home WorldPay Total Manager Transactions Best Stores and POS Promotions WorldPay Total-Mobile WorldPay Total Managed Service

Sale Card Not Present
Sale Card Present
Refund Card Not Present
Refund Card Present
Payment Via Card Token
Cancel Transactions
Get Batch Records
Get Batch Total Report

Transaction Report

All fields marked with * are mandatory.

Terminal ID: *

Report Type: X-Report *

Generate Cancel

8 WorldPay Total Managed Services

8.1 List Agent

Here merchant can view the details of all agents and by clicking the **View button**, merchant can view general information of a particular agent (store).

Agent List

Here you can view the details of all agent. You can view the complete details of a agent by clicking the **View button**.

Agent ID	Merchant ID	Mode	View
0000000000000007	0000000000000006	EXPIRED	View
0000000000000175	0000000000000006	TEST	View

8.2 List Terminal

Here merchant can view the terminals of all the agents and by clicking **View button**, merchant can view the details of that particular terminal.

Terminal List

Here you can view the terminals of all the agent. And also you can view the details of that particular terminal by clicking **View button**.

Terminal ID	Agent ID	Merchant ID	Status	Mode	View
022980181	0000000000000175	0000000000000006	NORMAL	TEST	View
022980182	0000000000000175	0000000000000006	NORMAL	TEST	View
022980183	0000000000000175	0000000000000006	NORMAL	TEST	View
022980184	0000000000000175	0000000000000006	NORMAL	TEST	View
022980185	0000000000000175	0000000000000006	NORMAL	TEST	View

8.3 List Batches

Merchant can view the batches of all stores or a particular store by selecting Store ID. These batches have different categorization which depends on it's status and this can be viewed by selecting batch status from the drop down list. Merchant can also view batches by putting particular terminal ID or a terminal batch number. If merchant need to get into more details about the batch please click on the "**View**" link. And if you need to view transactions of a particular batch please click the "**View Transactions**".

Using Store Manager merchant can list the batches for maximum period of 7 days. And if you wish to list a single day transactions, please view the "**Day Summary**".

Batch List

You can view the batches, for a period of up to 7 days at one go. You can see the batches for all stores or for a particular store by using the Store Id drop down. You can see the batches for all status or for a particular status by using the Status drop down. You can also see the batches for a particular terminal/ terminal batch number by entering the Terminal Id/Terminal Batch Number and clicking the **Submit Query**. If you would like to view a particular batch in greater detail, please click the **View** link. If you would like to view a transactions for particular batch, please click the **View Transactions** link.

Store ID:	<input type="text" value="ALL"/>
Terminal ID:	<input type="text"/>
Terminal Batch Number:	<input type="text"/>
Status:	<input type="text" value="Select Batch Status"/>
From Date (DD/MM/YYYY):	<input type="text" value="12/01/2016"/> * Today Yesterday
To Date (DD/MM/YYYY) :	<input type="text" value="12/01/2016"/> * Today Yesterday

8.4 List Transactions

8.4.1 Transaction List By Transaction Date

Merchant can view the transactions of all stores or a particular store by selecting. Viewing of transactions can be further redefined by selecting Issuers and Status i.e transaction types (declined, approved etc.) in the drop-down lists.

Transactions can be listed for a maximum period of 7 days. If merchant would like to get more details about particular transaction, please click the **View** link.

Transaction List By Transaction Date

You can view the transaction, for a period of up to 7 days at one go. You can see the transaction for all stores or for a particular store by using the Store Id drop down. You can see the transactions for all status or for a particular status by using the Status drop down. You can see the transactions for all issuer or for a particular issuer by using Issuer drop down. You can also see the transactions for a particular terminal by entering the Terminal Id and clicking the **Search button**. If you would like to view a particular transaction in greater detail, please click the **View** link.

Store ID:	<input type="text" value="ALL"/>	
Terminal ID:	<input type="text"/>	
Batch Serial:	<input type="text"/>	
Merchant Reference Number:	<input type="text"/>	
Issuer:	<input type="text" value="Select Issuer"/>	
Status:	<input type="text" value="Select Transaction Type"/>	
From Date (DD/MM/YYYY):	<input type="text" value="12/01/2016"/>	★ Today Yesterday
To Date (DD/MM/YYYY):	<input type="text" value="12/01/2016"/>	★ Today Yesterday
Transaction Settlement Date (DD/MM/YYYY):	<input type="text"/>	
Search By Original Transaction Date	<input type="checkbox"/>	
<input type="button" value="Search"/>		

8.4.2 Transaction List By Settlement Date

Merchant can also view the transactions by the given settlement date. List can be viewed for all stores or a particular store by selecting Store ID. You can also list transactions of a particular terminal ID. If merchant would like to get more details about particular transaction, please click the **View** link.

Transaction List By Settlement Date

You can view the transaction, for the given settlement date. You can see the transaction for all stores or for a particular store by using the Store Id drop down. You can see the transactions for all status or for a particular status by using the Status drop down. You can see the transactions for all issuer or for a particular issuer by using the Issuer drop down. You can also see the transactions for a particular terminal by entering the Terminal Id and clicking the **Search** button. If you would like to view a particular transaction in greater detail, please click the **View** link.

Store ID:

Terminal ID:

Batch Serial:

Merchant Reference Number:

Issuer:

Status:

Transaction Settlement Date (DD/MM/YYYY):

8.5 Merchant Weekly Summary

Merchant can view and download weekly summary report of the transactions by clicking **View Report** button.

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Merchant Details
List Agent
List Terminal
List Batches
List Transactions
Merchant Weekly Summary
Card Scheme Wise Summary

Settlement Analytics For Current Week

You can view and download report of the current week transaction by clicking **View Report** button.

All fields marked with * are mandatory.

Status:

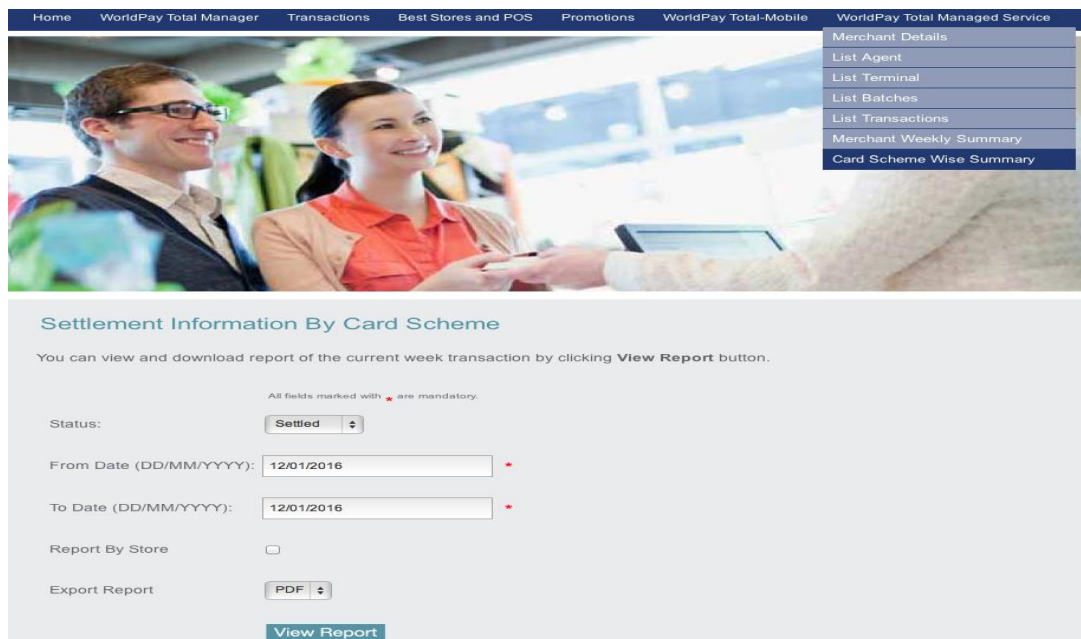
From Date (DD/MM/YYYY):

To Date (DD/MM/YYYY):

Export Report

8.6 Card Scheme Wise Summary

Merchant can view and download Card Scheme wise summary report of the current week by clicking **View Report**.



The screenshot displays the WorldPay Total Manager web application. The top navigation bar includes links for Home, WorldPay Total Manager, Transactions, Best Stores and POS, Promotions, WorldPay Total-Mobile, and WorldPay Total Managed Service. A dropdown menu is open under 'WorldPay Total Managed Service', listing options: Merchant Details, List Agent, List Terminal, List Batches, List Transactions, Merchant Weekly Summary, and Card Scheme Wise Summary (which is highlighted). Below the navigation bar is a banner image of a smiling man and woman in a retail setting. The main content area is titled 'Settlement Information By Card Scheme' and contains the following fields and controls:

- Status: Settled (dropdown menu)
- From Date (DD/MM/YYYY): 12/01/2016 (text input with a red asterisk indicating it is mandatory)
- To Date (DD/MM/YYYY): 12/01/2016 (text input with a red asterisk indicating it is mandatory)
- Report By Store: ☐ (checkbox)
- Export Report: PDF (dropdown menu)
- View Report (button)

A note above the date fields states: 'All fields marked with * are mandatory.'