

# **Magensa Reseller Portal**

## Magensa Web Services

**Operation Manual** 

	THE NSIDE
Reseller P	ortal
User Name	
Password	
C Remember me	
Login	

October 13, 2022

Manual Part Number: PN D998200300-60

REGISTERED TO ISO 9001:2015

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Rev Number	Date	Notes
10	March 18, 2019	Initial Release
20	April 8, 2019	Updated screen images on pages 1,4, and 7, and added a note about the Reseller Portal does not work with MPPG $v1$
30	May 6, 2019	Updated screen image in section 3.3.1 and 3.3.2
40	March 10, 2021	Updated Reseller Portal Latest features – On Board Merchant, Screens updated
50	Sep 14, 2021	Updated Reseller Portal Latest features – Associate Merchant with TokenExchange Connect based on Reseller Information about TokenExchange
60	Oct 13, 2022	Updated to show transaction logs are using UTC time zone

#### Table 0.1 - Revisions

#### Purpose of the document

The purpose of this document is to provide instructions for use of the Magensa Reseller Portal.

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## **1** Introduction

The Reseller Portal application is used to access existing merchant information, onboard merchants, update merchant details, view transaction details, and custom reporting.

The Reseller Portal is organized as follows:

- 1. Service Dashboard
- 2. Accounts
- 3. Reports

The Reseller Portal application features are explained in detail below. Only Resellers are authorized users of the Reseller Portal application. Each Reseller can manage their own merchants. Resellers can view only their specific merchant transactions and reports.

## 2 Service Dashboard

The Reseller logins into the application and selects the desired service (MPPG, QwickSign, etc.). Once the Reseller selects a service, the service dashboard is presented.

In the dashboard, the Reseller can view a Transaction Type Summary, Active/Inactive Merchants Information, and the Top 5 Merchant's information.

## 2.1 Step One - Login

Open the Reseller Portal, enter valid User Name and password, and click the "Login" button.

Reseller Portal
User Name
Password
Remember me
Login

Once the Reseller has logged into the application, the Reseller will be automatically directed to the "Select Service" page.

## 2.2 Step Two - Select Service

The menu options on the left-hand side of the page will be enabled only after selecting a service.

📔 Reseller Portal	× +		
$\leftrightarrow$ $\rightarrow$ C (i) localhost:10	03/Home		☆ 🕓 🕒 🗄
SECURITY FROM THE INSIDE	Reseller Portal		Helio, OffShoreTestReseller2User ! 👻
Dashboard	Select Service		
Accounts	MPPG		
		6	

After selecting a service ("MPPG" in this case), the Reseller will see the Dashboard page of the selected service.

The Reseller Portal works with MPPG v2 and above.

## 2.3 Step Three – Select Dashboard

The Dashboard has three sections:

- 1. Transaction Type Summary
- 2. Active/Inactive Merchants
- 3. Top 5 Merchants

· -> C (i) localhos	st:1003/Home/Dashboard?sel	actedService-MPDC						☆ 🕓	0
WIPPG	C1003/Home/Dashboard:set	ectedservice=ivirre	_					A 3	0
	MPPG > Dashboard								
Dashboard	Transaction Typ	es Summary	Yesterday	Past 7 days Past 30 days	Active/In/	Active Merchants	3		
	Transaction Type	Amount		Transaction Count		InActive )	≡		
Accounts	Sale	\$4,044.17		74					
Reports	Auth	\$160.00		16					
	Capture	\$79.00		15	-				
	Force	\$0.00		0	-				
	Void	\$0.00		0	-	Active	e		
	Refund	\$0.00		0	-	Active:	4 InActive:0		
	EMVRøject	\$0.00		0	-				
	Token	\$0.00		0					
	Top Merchants(I	Max 5)					esterday Past	7 days Past	30 days
	Merchant ID/Name	Sale	Auth	Capture	Void	Refund	Force	EMVReject	Toke
	2000599	\$4.044.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

() localhost:60652/Home	e/Dashboard?selectedS	Service=MPPG					Q 🕁
MAGTEK SECURITY FROM THE INSIDE	Reseller Portal					Hello, OffShoreTestResellerIU	ser! 👻
ک	MPPG						
	MPPG > Dashboard						
Dashboard	Transaction Type	es Summary Yesterday	Past 7 days Past 30 days	Active/Inactive Me	erchants		
	Transaction Type	Amount	Transaction Count	Inactive			
Accounts	Sale	\$0.00	0		View in full screen Print chart		
Reports	Auth	\$0.00	0				
	Capture	\$0.00	0		Download PNG image		
	Force	\$0.00	0		Download JPEG image Download PDF document		
	Void	\$0.00	0		Download SVG vector image		
	Refund	\$0.00	0	•			
	EMVReject	\$0.00	0		Download CSV Download XLS		
	Token	\$0.00	0		View data table		
							_
	Top Merchants (M	Max 5)			Yesterday	Past 7 days Past 30 de	зys
	Merchant ID/Name	Sale Auth	Capture	Void	Refund Force	e EMVReject To	ken
				No records exist			

## **3** Accounts Details

By clicking the "Accounts" option on the left menu, the Reseller is presented with the account search page to search for accounts and view details or transaction details from search results, view /customize reports of a specific Merchant, and onboard a new Merchant.

SECURITY FROM THE INSID	Reseller Portal	Hello, OffShoreTestResellerIUser ! 👻
ک	MPPG	
Dashboard	MPPG > Account Search	
Accounts	Account Search	+Add Merchant
Reports	Merchant Name	Merchant Code merchant code t Code to get the results.

## 3.1 Onboard Merchant

To onboard a Merchant, navigate to the Account search page where an Add Merchant link will be available in the upper-right corner. Clicking on the link will navigate to a new Merchant onboard page.

Before entering the details of a new Merchant, the Reseller will have options for selecting the User Name and must select the target processor. The button below the User Name input field toggles between [Generate UserName] and [Input UserName].

#### 3.1.1 User Name of choice

Reseller can opt for a User Name of their choice (up to 37 characters – any combination of numbers and letters (not case sensitive) and no special characters) by entering a value in the textbox. "MAG" will automatically be appended on the front-end of the custom character string to make to create the complete User Name.

User Name\*

MAG########		

Generate UserName

#### 3.1.2 Reseller can opt for a User Name to auto generate.

Simply click the [Generate UserName] button to toggle to that option. User Name will automatically be generated now and the Reseller can move to processor selection

#### User Name\*

#### 3.1.3 Associate Onboarding Merchant with TokenExchange Connect Public Credential

If a Reseller has integrated Magensa TokenExchange Connect (client-side JavaScript for integrated manual entry or ecommerce), they can enable it during the Merchant boarding process, The radio button will be defaulted to "Yes" when a logged in Reseller has TokenExchange Connect already setup. The radio button will be defaulted to "No" and disabled when a Reseller does not have TokenExchange Connect set-up.

A message will display, as *"You are not currently setup for TokenExchange Connect"*, when the Reseller logged in has no TokenExchange Connect.

When Adding or Editing Merchants, TokenExchange Connect boarding will be based on the following conditions:

- Merchants will be enabled with TokenExchange Connect when "Yes" is selected during Adding or Editing a Merchant.
- Merchant will not be enabled with TokenExchange Connect when "No" is selected

User Name*	User Name*			
MAG########	MAG########			
Generate UserName	Generate UserName Radio buttons disabled and a message will display when Reseller logged in has no TokenExchange Connect			
TokenExchange Connect Production	TokenExchange Connect Production			
● Yes ○ No	<ul> <li>Yes          <ul> <li>No</li> <li>You are not currently setup for TokenExchange Connect</li> </ul> </li> </ul>			
Processors*	Processors*			
Select ~	Select ~			

#### 3.1.4 Processor Selection:

Allows Reseller to select a processor and enter processor details.

Processors*	
Select	~
Select	<b>^</b>
Jet Pay	
Rapid Connect	
PayFlow	
LIDDO: 1	

Based on the selected Processor, a specific set of input fields will display. Reseller will enter data for the input fields based on corresponding information obtained from a Merchant VAR sheet supplied by the Processor. Profile Component Details

IndustryInfoType*	Password	TerminalID*

#### 3.1.5 Merchant Information Capture

Reseller enters required basic account details for the merchant profile. Merchant Account Information

Company Name*	Address1*
Address2	City*
State*	ZipCode*
Alabama 🗸	
Primary Contact*	Phone*
Email*	

#### 3.1.6 Email Notifications

Email address (es) and subject are required fields for sending the merchant credentials and set password link to the merchant to complete their account set-up. If the reseller wants to send this notification to multiple emails, they can by separating email addresses with commas. Notes can be included in the notification email.

When all required information is successfully entered, Reseller selects Add Merchant in the lower-left corner of the following page below. A new Merchant account creation email will be triggered and sent to the Merchant to complete account activation.

If for some reason an error occurs when adding a new Merchant account, Reseller can edit the Merchant account and/or update Processor details as described in Section 3.3. In addition, Reseller can send a password Reset link to the Merchant Email.

CURITY FROM THE	Reseller Portal	
ل	MPPG	
Dashboard	MPPG > Accounts > Add Merchant	
Accounts	Add Merchant Account	
Reports	Processor Information	Notification Emails
	User Name*	Notification Email Address*
	MAG########	JohnDoe@test.com
	Input UserName	
		Notification Email Subject*
	TokenExchange Connect Production            • Yes         • No         •         • Yes         • No         •         •         •	Subject
		Notes
	Processors*	Notes
	Jet Pay	
	Profile Component Details           Terminal ID*         Passwo           TESTMCC5111X         Passwo	
	Terminal ID* Passwo	
	Terminal ID*     Passwo       TESTMCC5111X     Passwo	
	Terminal ID*     Passwo       TESTMCC5IIIX     Passwo       Merchant Account Information     Passwo	rord RETAIL ~
	Terminal ID*     Passwo       TESTMCC5111X     Passwo       Merchant Account Information     Company Name*	Address1*
	Terminal ID*     Passwo       TESTMCC5IIIX     Passwo       Merchant Account Information     Company Name*       Company Name     Company Name	Address1*
	Terminal ID*       Passwo         TESTMCC5IIIX       Passwo         Merchant Account Information       Company Name*         Company Name       Address2	Address1*  City*
	Terminal ID*       Passwo         TESTMCC5IIIX       Passwo         Merchant Account Information       Company Name*         Company Name       Address2         Address2       Address2	Address1*  Address1  City*  CA  zipCode*
	Terminal ID*       Passwo         TESTMCC5IIIX       Passwo         Merchant Account Information       Company Name*         Company Name       Address2         Address2       State*	Address1*  Address1  City*  CA  ZipCode*
	Terminal ID*       Passwo         TESTMCC5IIIX       Passwo         Merchant Account Information       Company Name*         Company Name       Address2         Address2       State*         California       ✓	Address1*           Address1           City*           CA           zipCode*           90740
	Terminal ID*       Passwo         TESTMCC5IIIX       Passwo         Merchant Account Information       Company Name*         Company Name       Address2         Address2       Address2         State*       California         Primary Contact*       Contact*	Address1*       Address1       City*       CA       zipCode*       90740       Phone*
	Terminal ID*       Passwo         TESTMCC5IIIX       Passwo         Merchant Account Information       Passwo         Company Name*       Company Name         Address2       Address2         State*       California         Primary Contact*       JohnDoe	Address1*       Address1       City*       CA       zipCode*       90740       Phone*
	Terminal ID*       Passwo         TESTMCC5IIIX       Passwo         Merchant Account Information       Passwo         Company Name*       Company Name         Address2       Address2         State*       California         California       V         Primary Contact*       JohnDoe         Email*       Email*	Address1*       Address1       City*       CA       zipCode*       90740       Phone*
	Terminal ID*       Passwo         TESTMCC5IIIX       Passwo         Merchant Account Information       Passwo         Company Name*       Company Name         Address2       Address2         State*       California         California       V         Primary Contact*       JohnDoe         Email*       Email*	Address1*       Address1       City*       CA       zipCode*       90740       Phone*

#### 3.2 Accounts Search

By selecting the "Accounts" option from the left menu, the Reseller will navigate to Account Search page as below. The Reseller can also perform a search by either Merchant Name or Merchant Code.

SECURITY FROM THE IN	Reseller Portal	Hello, OffShoreTestReseller1User ! 👻
ل	MPPG	
Dashboard	MPPG > Account Search	
Accounts	Account Search	+Add Merchant
Reports	Merchant Name	Merchant Code       Merchant Code     Q

After entering the search criteria, the results will appear as below:

Dashboard       MPPG > Account Search       Accounts       Account Search       Add Merchant Code         off       off<	ک	MPPG		
Accounts       Merchant Name       Merchant Code       Imerchant cod	Dashboard	MPPG > Account Search		
Reports       off       Merchant code       Q         Merchant Name       Merchant ID       Merchant Code       Show ID ventri         Merchant Name       Merchant ID       Merchant Code       Show ID ventri         OffShore Reseller Merchants       2000595       OSTM002       Str         OffShore Reseller Merchants       2000664       OSRVTM       Str         OffShore Test Merchant 33       2000596       OSTM003       Str         OffShore Test Merchant 33       2000596       OSTM003       Str         OffShore Test Merchant 33       2000596       STM003       Str         OffShore Test Merchant 33       20004318       ZK60965496       Str         OffShore Test Reseller 153User       2004310       ZE72395005       Str         OffShore Test Reseller 184User       2004310       ZE72395005       Str         OffShore Test Reseller 184124User       2004300       BR06747181       Str         OffShore Test Reseller 11test 8124User       2004308       Z655913008       Str	Accounts	Account Search		+Add Merchar
off       Q       merchant code       Q         Show ID       merchant code       Q         Merchant Name       Merchant ID       Merchant Code         OffShore Reseller Merchants       2000595       OSTM002         OffShore Reseller Merchants       2000597       OSTM004         OffShore Reseller Merchants       2000664       OSRVTM         OffShore Test Merchant 33       20004318       ZK60965496         OffShoreTestReseller146User       2004317       XR10323557         OffShoreTestReseller184User       2004310       EF72395005         OffShoreTestReseller184124User       2004308       Z655913008	Demente	Merchant Name	Merchant Code	
Merchant NameMerchant IDMerchant CodeOffShore Reseller Merchants2000595OSTM002OffShore Reseller Merchants2000597OSTM004OffShore Reseller Merchants2000664OSRVTMOffShore Test Merchant 332000596OSTM003OffShore Test Merchant 332004396OSTM003OffShore Test Merchant 332004318ZK60965496OffShore Test Reseller 146User2004312XR10323557OffShore Test Reseller 184User2004310BR06747181OffShore Test Reseller 184User2004310BR06747181OffShore Test Reseller 184124User2004308ZG55913008	Reports	off	merchant code Q	
Merchant NameMerchant IDMerchant CodeOffShore Reseller Merchants2000595OSTM002OffShore Reseller Merchants2000597OSTM004OffShore Reseller Merchants2000664OSRVTMOffShore Test Merchant 332000596OSTM003OffShore Test Merchant 332004396OSTM003OffShore Test Merchant 332004318ZK60965496OffShore Test Reseller 146User2004312XR10323557OffShore Test Reseller 184User2004310BR06747181OffShore Test Reseller 184User2004310BR06747181OffShore Test Reseller 184124User2004308ZG55913008				
OffShore Reseller Merchants2000595OSTM002OffShore Reseller Merchants2000597OSTM004OffShore Reseller Merchants2000664OSRVTMOffShore Test Merchant 332000596OSTM003OffShore Test Merchant 332004396ZK60965496OffShore TestReseller146User2004317XR10323557OffShoreTestReseller153User2004311ZF72395005OffShoreTestReseller184User2004310BR06747181OffShoreTestReseller1test8124User2004308ZG55913008				Show 10 v ent
OffShore Reseller Merchants2000597OSTM004OffShore Reseller Merchants2000664OSRVTMOffShore Test Merchant 332000596OSTM003OffShore Test Reseller146User2004318ZK60965496OffShoreTestReseller146User2004327XR10323557OffShoreTestReseller184User2004311ZE72395005OffShoreTestReseller184User2004310BR06747181OffShoreTestReseller1test8124User2004308ZG55913008		Merchant Name	Merchant ID	Merchant Code
OffShore Reseller Merchants         2000664         OSRVTM           OffShore Test Merchant 33         2000596         OSTM003           OffShoreTestReseller146User         2004318         ZK60965496           OffShoreTestReseller153User         2004327         XR10323557           OffShoreTestReseller184User         2004311         ZE72395005           OffShoreTestReseller1test8124User         2004300         BR06747181           OffShoreTestReseller1test8124User         2004308         ZG55913008		OffShore Reseller Merchants	2000595	OSTM002
Offshore Test Merchant 33         2000596         OSTM003           OffShoreTestReseller146User         2004318         ZK60965496           OffShoreTestReseller153User         2004327         XR10323557           OffShoreTestReseller184User         2004311         ZE72395005           OffShoreTestReseller1test8124User         2004300         BR06747181           OffShoreTestReseller1test8124User         2004308         Ze55913008		OffShore Reseller Merchants	2000597	OSTM004
OffShoreTestReseller146User         2004318         ZK60965496           OffShoreTestReseller153User         2004327         XR10323557           OffShoreTestReseller184User         2004311         ZE72395005           OffShoreTestReseller1test8124User         2004308         BR06747181           OffShoreTestReseller1test812User         2004308         ZG55913008		OffShore Reseller Merchants	2000664	OSRVTM
OffShoreTestReseller153User         2004327         XR10323557           OffShoreTestReseller184User         2004311         ZE72395005           OffShoreTestReseller1test8124User         2004310         BR06747181           OffShoreTestReseller1test812User         2004308         ZG55913008		Offshore Test Merchant 33	2000596	OSTM003
OffShoreTestReseller184User         2004311         ZE72395005           OffShoreTestReseller1test8124User         2004310         BR06747181           OffShoreTestReseller1test812User         2004308         Ze55913008		OffShoreTestReseller146User	2004318	ZK60965496
OffShoreTestResellerItest8124User         2004310         BR06747181           OffShoreTestResellerItest812User         2004308         ZG55913008		OffShoreTestReseller153User	2004327	XR10323557
OffShoreTestResellerItest812User 2004308 ZG55913008		OffShoreTestReseller184User	2004311	ZE72395005
		OffShoreTestReseller1test8124User	2004310	BR06747181
OffShoreTestReseller247User 2004313 TD62163955		OffShoreTestReseller1test812User	2004308	ZG55913008
		OffShoreTestReseller247User	2004313	TD62163955

#### 3.3 Account Details

By selecting any of the Merchant names from the results list, an "Account Details" page will be presented.

MAGTE SECURITY FROM THE IN	Reseller Portal			Hello, Offshoretestresellerius
ل	MPPG			
Dashboard	MPPG > Accounts > CMPTest	(Merchant ID - 2005673) > <mark>Details</mark>		
Accounts	Details Transactions R Merchant Account In			
Reports	Name CMPTest	Address 1 Add1	Address 2 Add2	Merchant Code GK67697780
	<b>City</b> Ca	State CA	<b>Zip code</b> 90740	Account Status Active
	Primary Contact Asd	<b>E-mail</b> gnagidi@osius.com	Blocked Not Blocked	<b>Status</b> Active
	<b>Phone</b> (123) 456 - 789			
	Notes			Show 10 v entries
	Note Text	Note Author		Note Created
	dd	OffShoreTestRe	eseller1User	2021-1-7 9:03
	Showing 1 to 1 of 1 entries			Previous 1 Next
	Edit	Back		

By clicking the "Back" button, the Reseller will be returned to the previous Account Search page to Select/Search for other Accounts.

The Reseller can edit the details by clicking the "Edit" button at the bottom-left of this page.

Reseller can do the following actions via the Edit Merchant Screen

- 1. Update Processor profile details
- 2. Send a Password Reset link to Merchant
- 3. Activate/Deactivate a User.
- 4. UnBlock a User
- 5. Associate TokenExchange Connect to Merchant

$\sim$				
ഡി	MPPG			
Dashboard	MPPG > Accounts > Merchant ID -	2005673		
Accounts	Details Transactions Rep	ports		
	Merchant Account Info	ormation		
Reports	Name *	Address 1 *	Address 2	Merchant Code
	CMPTest	testAdd123	Add2	GK67697780
	City *	State	Zip code *	Account Status
	CA	California 🗸	90740	Active 🗸
	Primary Contact *	E-mail *	Phone *	TokenExchange Connect
	Gokul2	gnagidi@osius.com	(123) 456 - 789	Production  Yes  No
	TermID* 1 Save Add Ne	TPPID* 1 Note Back	Deactivate	User Not Blocked Password Reset
		Reset Password		
		Reset Password gnagidi@osius.com someone@email.com	×	
		gnagidi@osius.com		
	Notes	gnagidi@osius.com someone@email.com		Show 10 v entri
	Notes Note Text	gnagidi@osius.com someone@email.com	× •	Show 10 - v entri

## 3.4 Accounts Transactions

To view Transactions of a particular Merchant, click on the Transactions tab.

#### 3.4.1 Accounts Transactions Search

On the Transaction Search page, the Reseller can select/enter any of the search criteria, and then click "Search Transaction" to see the results.

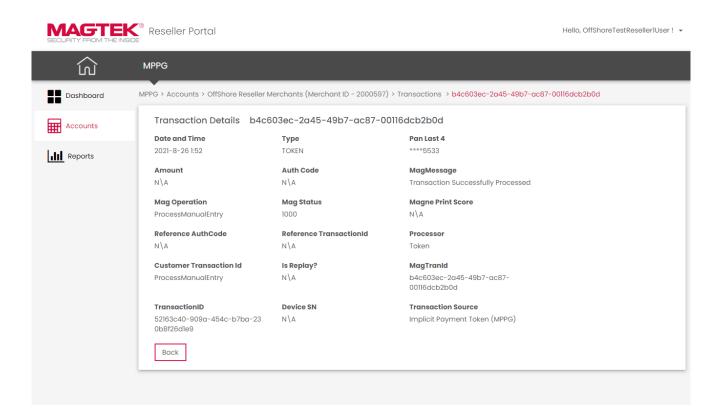
MAGTE SECURITY FROM THE IN	Reseller Portal Hello, OffShoreTestReseller1User !
ل	MPPG
Dashboard	MPPG > Accounts > OffShore Reseller Merchants (Merchant ID - 2000597) > Transactions
Accounts	Details Transactions Reports
Reports	Transaction Search Select Date Range: Today 🗸
	Pan Last4 From Transaction Amount To Transaction Amount Authorization Code
	Device Serial Number MagTranID Customer TransactionID
	Transaction Types to include in Reports
	SALE AUTHORIZE CAPTURE VOID
	REFUND FORCE EMV_REJECT TOKEN
	REPORT
	Search Transactions

Search results can be viewed in the Transactions listed below:

SECURITY FROM THE INS	Hello, OffShoreTestReseller/User						
ل ک	MPPG						
Dashboard	MPPG > Accounts > OffShore Reseller Mer	chants (Merchant ID - 2000597) > Tra	nsactions				
Accounts	Details <u>Transactions</u> Reports						
Reports	Transaction Search		Select Date Range:	Past 30 days 🗸			
	Pan Last4	From Transaction Amount	To Transaction Amount	Authorization Code			
	Device Serial Number	MagTranID	Customer TransactionID				
	Transaction Types to incl	ude in Reports					
	✓ SALE	AUTHORIZE	CAPTURE	VOID			
	REFUND	✓ FORCE	EMV_REJECT	TOKEN			
	REPORT  Search Transactions						
	Search Results			Show 10 v entries			
	MagTranID A Trai	nsaction Type 🔶 Date & Time	🔶 Pan Last 4	Amount AuthCode SN			
	b4c603ec-2a45-49b7- ac87-00116dcb2b0d	CEN 2021-8-26 1:	52 ****5533	\$0.00			
	95327554-3453-435d- ba79-002b24a5a548 SAL	E 2021-9-2 17:	04 ****1111	\$58.27 463030			

#### 3.4.2 Accounts Transactions Details

By clicking the MagTranID from any of the Transaction search results, the Reseller will be presented with additional details of the Transaction. Date and Time stamp uses UTC (Coordinated Universal Time) time zone.



#### 3.4.3 Accounts Transaction Reports

By clicking the "Reports" tab, the Reseller can generate a Report based on chosen criteria, save the Report, and view/update saved Reports.

To generate a custom Report, click on the "Run Report" button by selecting the output column values and transaction type. You will then be able to see the Summary Total and Transaction Details results.

CURITY FROM THE INS	Reseller Portal			Hello, OffShoreTestReseller1Us
د	MPPG			
Dashboard	MPPG > Accounts > Reports > CompTest			
Accounts	Details Transactions <u>Reports</u> CompTest (Merchant ID - 20	005715)		
Reports		,		View Saved Reports
	Choose Report Output Col	umns	Select Date Range:	Yesterday 🗸
	TransactionUTCTimestamp	CustomerTransactionID	TransactionType	Amount
	✓ AuthorizedAmount	Processor	✓ TransactionID	✓ TransactionStatus
	TransactionMessage	✓ AuthCode	✓ AVSResult	✓ CVVResult
	MagOperation	✓ MagTranID	<ul> <li>MagStatus</li> </ul>	MagMessage
	PScore	<ul> <li>IsReplay</li> </ul>	<ul> <li>ReferenceTransactionID</li> </ul>	<ul> <li>ReferenceAuthCode</li> </ul>
	ZIP	<ul> <li>TransactionInputDetailXML</li> </ul>	✓ DeviceSN	PANLast4
	Transaction Source			
	Transaction Types to inclu	de in Reports		
	SALE	✓ AUTHORIZE	<ul> <li>CAPTURE</li> </ul>	✓ VOID
	REFUND	✓ FORCE	EMV_REJECT	✓ TOKEN
	✓ REPORT			
	Run Report	Save Report		

ഹ	MPPG										
Dashboard	MPPG > Accounts > Reports >	CompTest									
Accounts	Details Transactions	Reports									
	CompTest (Merchar	nt ID - 2005715	5)								
Reports									Vi	ew Savec	l Reports
	Choose Report Out	tout Columns				Color	t Data Dan		( t		*
		_			_		t Date Ran	ige.	/esterda		Ť
	TransactionUTCTim		CustomerTransac	tionID	=	nsactionType	9	1	Amoun		
	AuthorizedAmount		Processor		_	nsactionID		~		ctionStat	us
	TransactionMessage		AuthCode			Result		×	CVVRe		
	<ul> <li>MagOperation</li> <li>PScore</li> </ul>	~	MagTranID IsReplay			gStatus erenceTranso	nctionID	Ý	Referen	iceAuthC	ode
	ZIP		TransactionInputD	DetailXML	_	iceSN	actionity		PANLas		
	Transaction Source										
	Transaction Types		Reports								
		_							100		
	✓ SALE		AUTHORIZE					×	VOID		
	REFUND     REPORT	1	FORCE		EWIV	_REJECT		×	TOKEN		
	Summary Total								ſ	ownload	l Report
	TRANSACTION TYPE	AMOUNT		TRANSACT	FION COUNT	г					
	SALE	\$0.00		0							
	AUTHORIZE	\$0.00		0							
	CAPTURE	\$0.00		0							
	VOID	\$0.00		0							
	REFUND	\$0.00		0							
	FORCE	\$0.00		0							
	EMV REJECT	\$0.00		0							
	TOKEN	\$0.00		0							
	TOREN			0			]				
		\$0.00									
	Transaction Details	\$0.00								Sh	iow 10 🗸 en
		TRANSACTION	TRANSACTION AU MESSAGE CC					MAG	MP SCORE	IS	REFERENCE TRANSACTION
	Transaction Details	TRANSACTION	MESSAGE CO		RESULT					IS	REFERENCE

If Transactions exist with the criteria of the report run, details in the Transaction Details results will be shown and can be downloaded.



To save a custom report, select the required output columns and transaction type and click on the "Save Report" button. Enter a name and description to save the report with the selected criteria.

REPORT Start Date 07/01/2020 Run R	Save Report          Name         Description	×	Download Report
Summary Total TRANSACTION TYPE	AMOUNT	TRANSACTION COUNT	
SALE	\$0.00	0	
AUTHORIZE	\$0.00	0	

By clicking the "Views Saved Reports" button, you can view all previously saved reports.

ഹ	MPPG							
Dashboard	MPPG > Accounts > Reports > CompTes	t						
Accounts	Details Transactions Reports							
	CompTest (Merchant ID - 20	005715)						
Reports				View Savec	d Reports			
	Choose Report Output Col	umns	Selec	t Date Range: Yesterday	~			
	TransactionUTCTimestamp	<ul> <li>CustomerTransactionID</li> </ul>	TransactionType	Amount				
	AuthorizedAmount	<ul> <li>Processor</li> </ul>	TransactionID	<ul> <li>TransactionState</li> </ul>	us			
	TransactionMessage	<ul> <li>AuthCode</li> </ul>	✓ AVSResult	<ul> <li>CVVResult</li> </ul>				
	MagOperation	MagTranID	MagStatus	MagMessage				
	PScore	<ul> <li>IsReplay</li> </ul>			ode			
	ZIP	<ul> <li>TransactionInputDetailXML</li> </ul>	DeviceSN	PANLast4				
	Transaction Source		_					
	Transaction Types to inclu	de in Reports						
	SALE	AUTHORIZE	CAPTURE	VOID				
	✓ REFUND	FORCE	EMV_REJECT	- TOKEN				
	REPORT							
	Run Report	Save Report						
	Saved Reports			ch	iow 10 🗸 entri			
	Report Nickname	Description		Date Created				
	9			2018-10-31108:38:06.94				
	TestReport	test update		2018-11-27109:32:05.187				
	Report Test12	Report Test1		2018-12-05T13:17:10.6				
	Test report2	Test report2		2018-12-05T13:18:51.507	2-05T13:18:51.507			
	test	test		2018-12-10T14:51:34.887	-10T14:51:34.887			
	TestRepT	TestRepT		2018-12-10T15:31:26.36	-10T15:31:26.36			
	TestNew1212_RPt	TestNew1212_RPttest		2018-12-12T16:11:46.63	-12T16:11:46.63			
	TESTReportevm	TEST report is this jjjj	11 11111	2018-12-13T15:08:11.52	2-13T15:08:11.52			
	TestReport20	TestReport201		2018-12-20116:18:17.85				
	TESTI	TESTI TEST 20						

By clicking the Saved Report from the Saved Report results, you can run the report, update a report (**Save** button), or create a new report (**Save As** button).

ഹ	MPPG			
Dashboard	MPPG > Accounts > Reports > CompTest			
Accounts	Details Transactions <u>Reports</u> CompTest (Merchant ID - 200	05715)		
Reports	You are Currently Viewing : TestReport	View Saved Reports		
	Choose Report Output Colu	Select Date Range:	Yesterday 🗸	
	TransactionUTCTimestamp	<ul> <li>CustomerTransactionID</li> </ul>	✓ TransactionType	<ul> <li>Amount</li> </ul>
	AuthorizedAmount	✓ Processor	TransactionID	<ul> <li>TransactionStatus</li> </ul>
	TransactionMessage	✓ AuthCode	✓ AVSResult	✓ CVVResult
	MagOperation	✓ MagTranID	✓ MagStatus	MagMessage
	✓ PScore	<ul> <li>IsReplay</li> </ul>	<ul> <li>ReferenceTransactionID</li> </ul>	✓ ReferenceAuthCode
	ZIP	<ul> <li>TransactionInputDetailXML</li> </ul>	✓ DeviceSN	PANLast4
	Transaction Source			
	Transaction Types to includ	e in Reports		
	SALE	✓ AUTHORIZE	CAPTURE	VOID
	✓ REFUND	✓ FORCE	<pre>EMV_REJECT</pre>	✓ TOKEN
	REPORT			
	Run Report	Save	Save As	

## 4 Reports

To view all the Merchants information, the Reseller can click on "Reports" from the left navigation menu.

The Reseller is presented two options:

- 1. Merchant List
- 2. Merchant Sales by Date

$\leftrightarrow$ $\rightarrow$ C (i) localhost:10	03/Reports/Index	☆ 😡 🖉 🗄						
SECURITY FROM THE INSID	Reseller Portal	Hello, OffShoreTestReseller2User! 🝷						
MPPG								
Dashboard	Select Report							
Accounts								
Reports 🖑	Merchant List Merchant Sales By Date							

## 4.1 Reports: Merchant List

The Merchant List Report provides information related to the total number of Active, Inactive Merchants, and their details. The Reseller can download the Merchant information with the "Download Report" button.

ഹ			
	MPPG		
	VPPG > Reports > Merchant List		
board	Merchant List		‡ Download Re
ounts	Active Merchants Inac	tive Merchants	
_	303 1		
orts		Show 10 🗸 entries	
	MerchantID/Name	▲ Status ♦	
	OffShore Reseller Merchants	Active	
	OffShore Reseller Merchants	Active	
	OffShore Reseller Merchants	Active	
	Offshore Test Merchant 33	Active	
	OffShoreTestReseller146User	Active	
	OffShoreTestReseller184User	Active	
	OffShoreTestReseller1test8124User	Active	
	OffShoreTestReseller1test812User	Active	
	OffShoreTestReseller247User	Active	
	TestMerchantOneTest	Active	

## 4.2 Reports: Merchant Sales by Date

The Merchant Sales by Date Report gets the transaction type related information based on a chosen date range (Yesterday, Past 7 days, Past 30 days, Custom). By selecting, the Custom option from the date range drop down, "From Date" and "To Date" criteria will be displayed. This date range cannot exceed 120 days.

Iocalhost:60652/Report	ts/MerchantSales														Q	☆
MAGTEK SECURITY FROM THE INSIDE	<sup>®</sup> Reseller Por	tal										н	ello, OffSho	reTestReseller	1User !	Ŧ
ل	MPPG															
	MPPG > Reports >	Merchant Sa	les By Dat	te												
Dashboard	Merchan	t Sales By D	ate										ţ	ownload Rep	ort	
Accounts											Select D	ate Range:	Custom		~	
	Start Date			End D	)ate			_					Yesterdo Past 7 de			
Reports	09/02/202	0		12/3	31/2020		111		Run Repo	rt			Past 30 Custom			
														iow 10 🗸 er	ntries	
	Merchant <u>.</u> ID	Sales Total	Sales Count	Void Total 🕴	Void Count	Refund Total	Refund Count	Token Total	Token Count	Authorize Total	Authorize Count	Capture Total	Capture Count	EMVReject Total	EM\ Cou	
	2000597	\$43,177.02	1,122	\$0.00	0	\$908.19	20	\$0.00	1,130	\$133.30	8	\$114.30	6	\$0.00	0	
	2000594	\$38,508.33	1,056	\$0.00	0	\$478.40	9	\$0.00	1,077	\$665.81	21	\$311.00	13	\$0.00	0	
	2000596	\$20,245.80	666	\$128.32	2	\$64.16	1	\$0.00	675	\$362.22	9	\$233.90	7	\$0.00	0	
	2000595	\$46.54	6	\$0.05	1	\$0.03	1	\$0.00	9	\$10.63	2	\$0.00	0	\$0.00	0	
	•														F	
	Showing 1 to	4 of 4 entries											Previou L	us 1 N	ort	