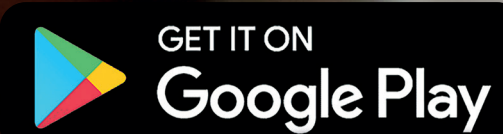
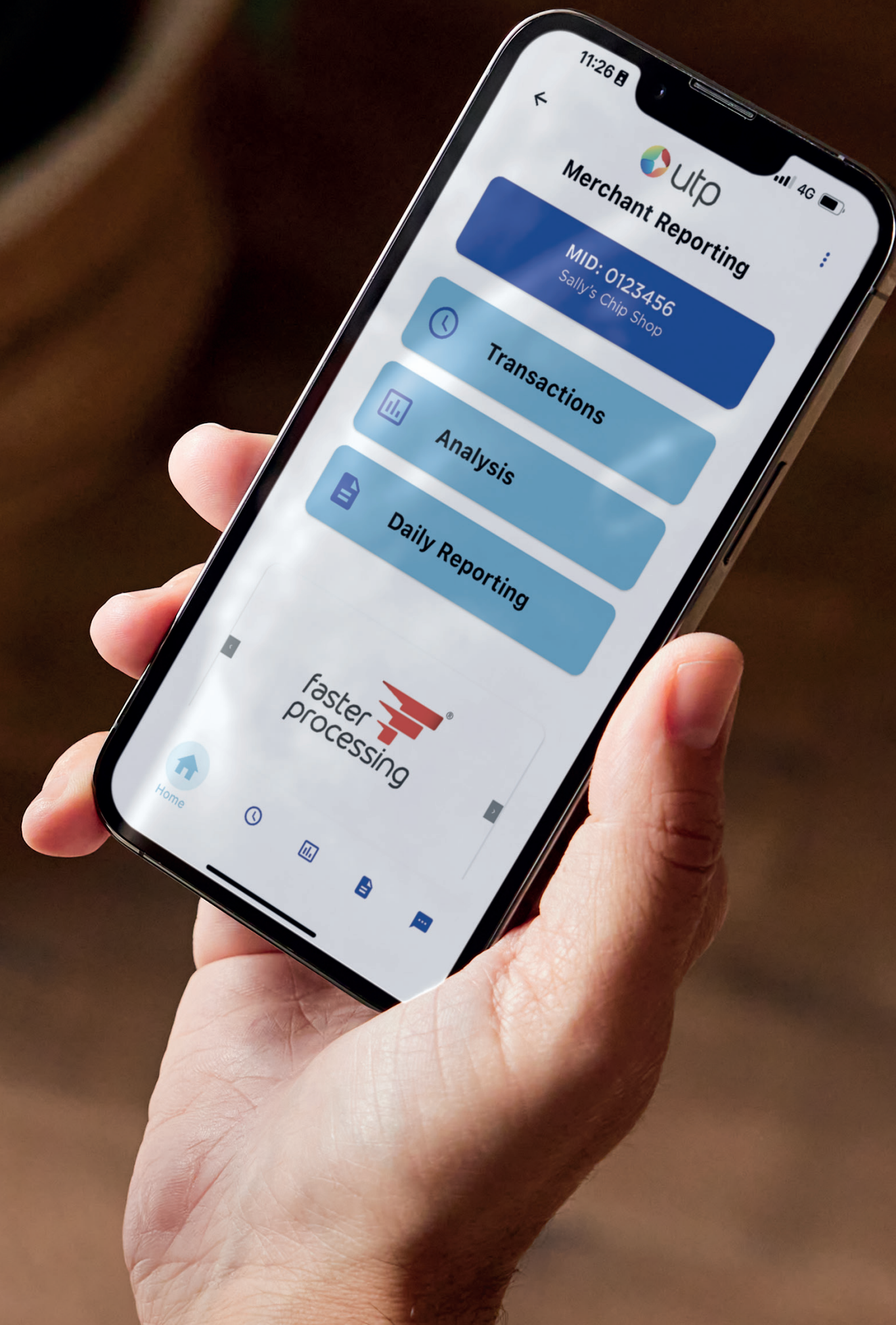


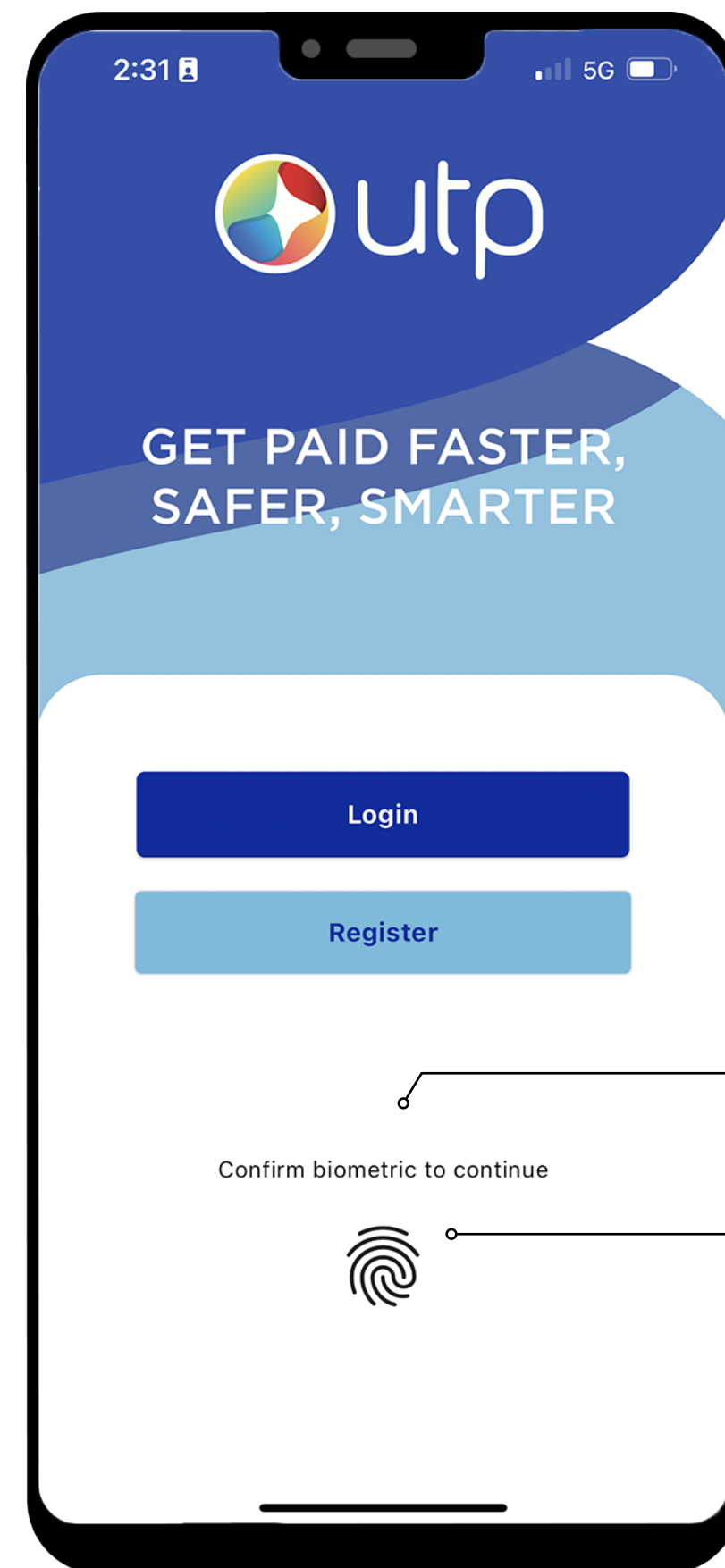
# UTP APP USER MANUAL



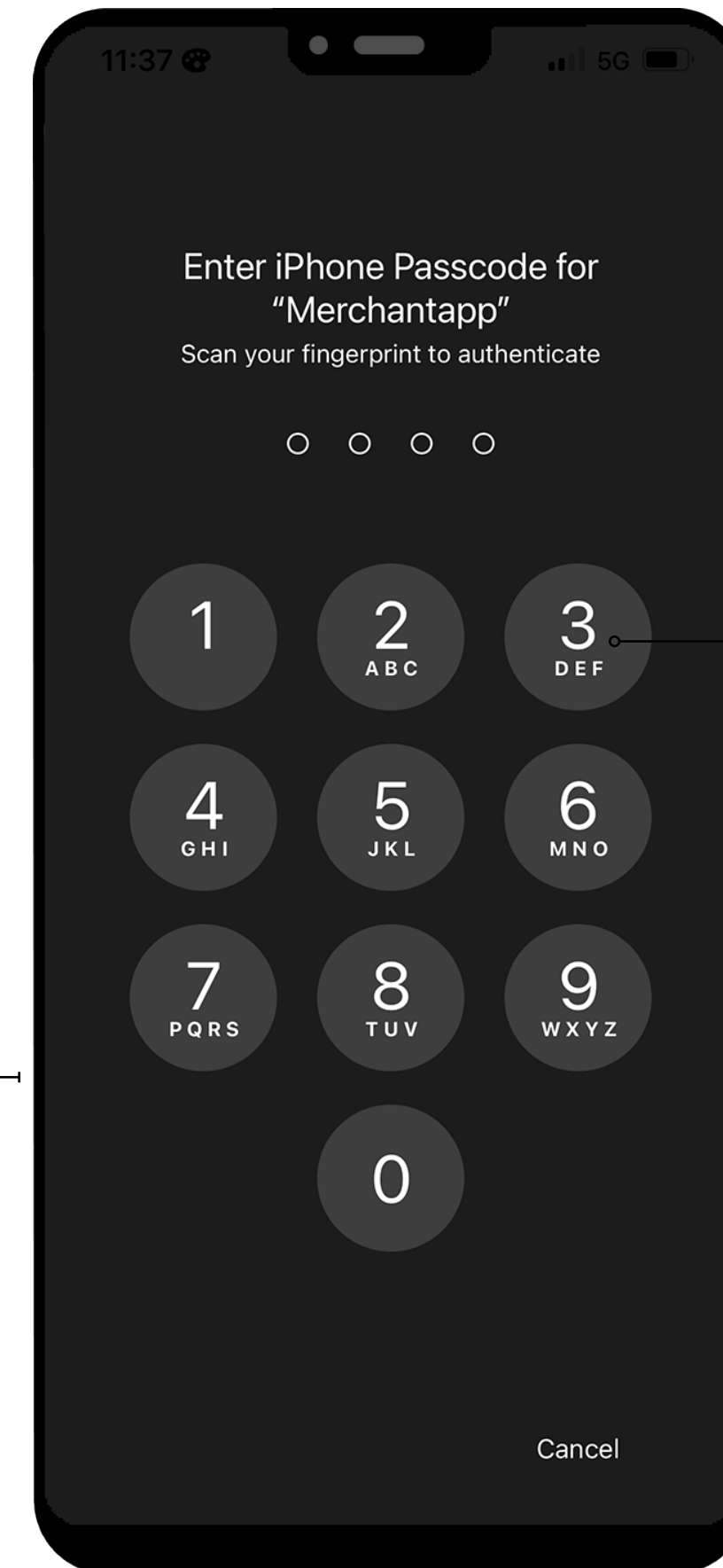


# Get Started / Login / Register / 4 Digit Passcode

Get Started - login and 1st time registration.



Quick access via biometrics' common feature on android phone the iPhone app version will use facial recognition access.



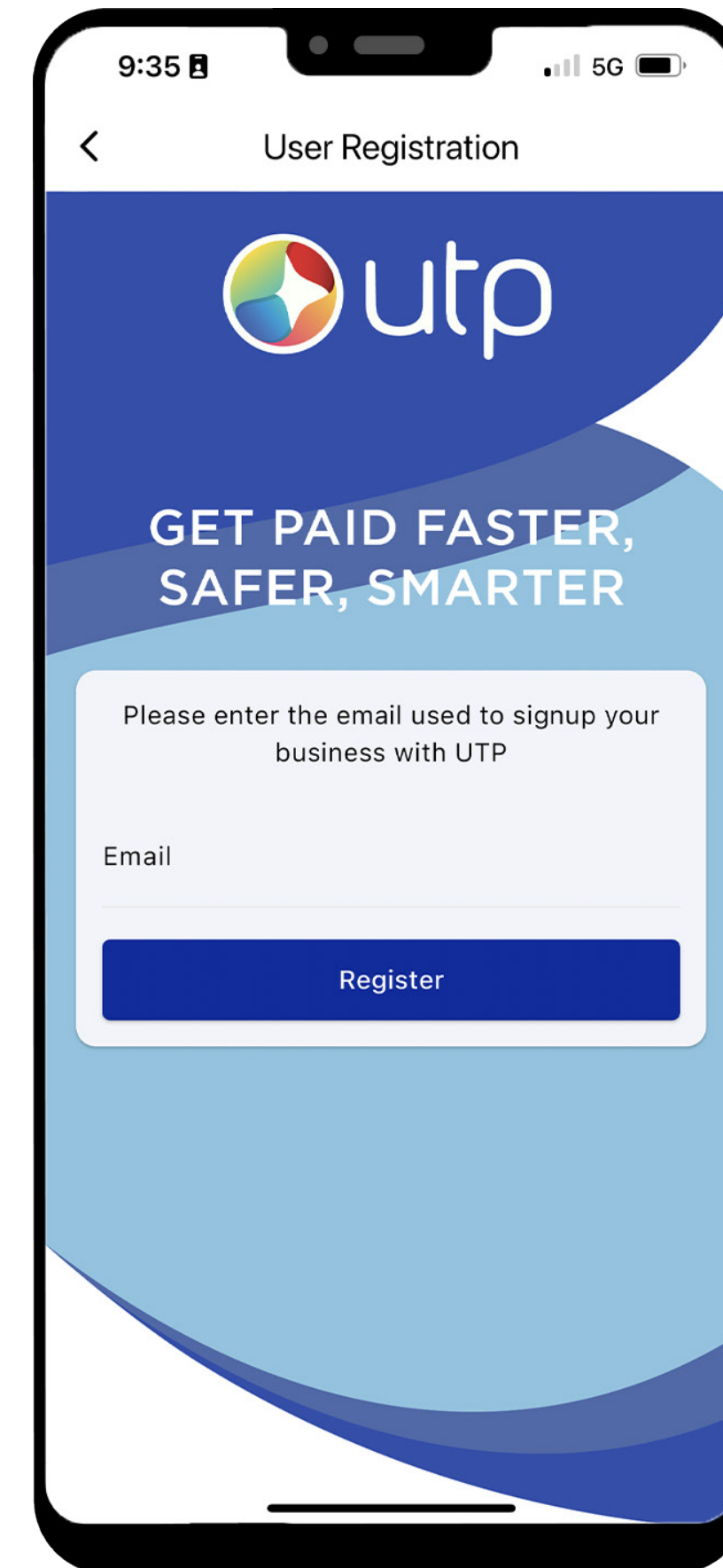
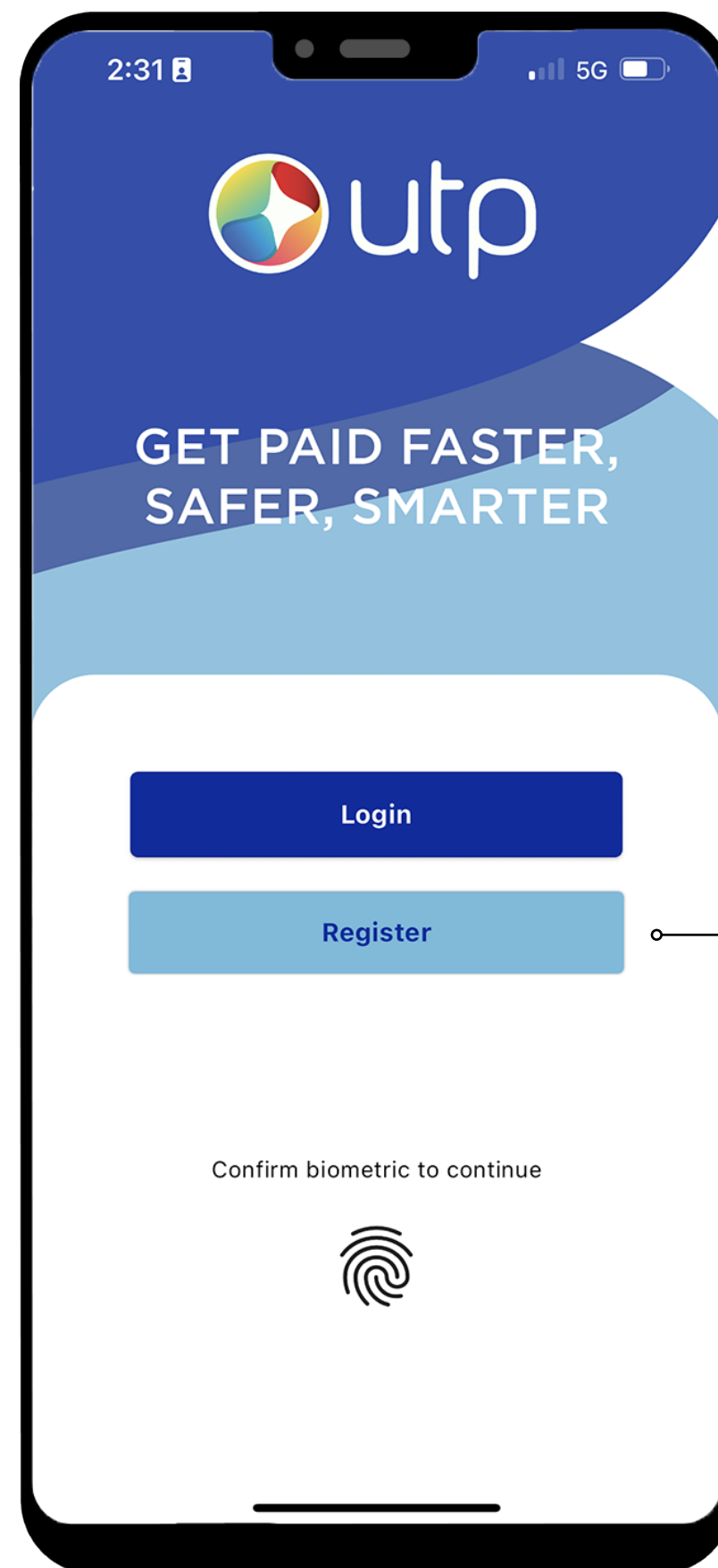
Standard 4 digit passcode security.

# Steps to Register and Login

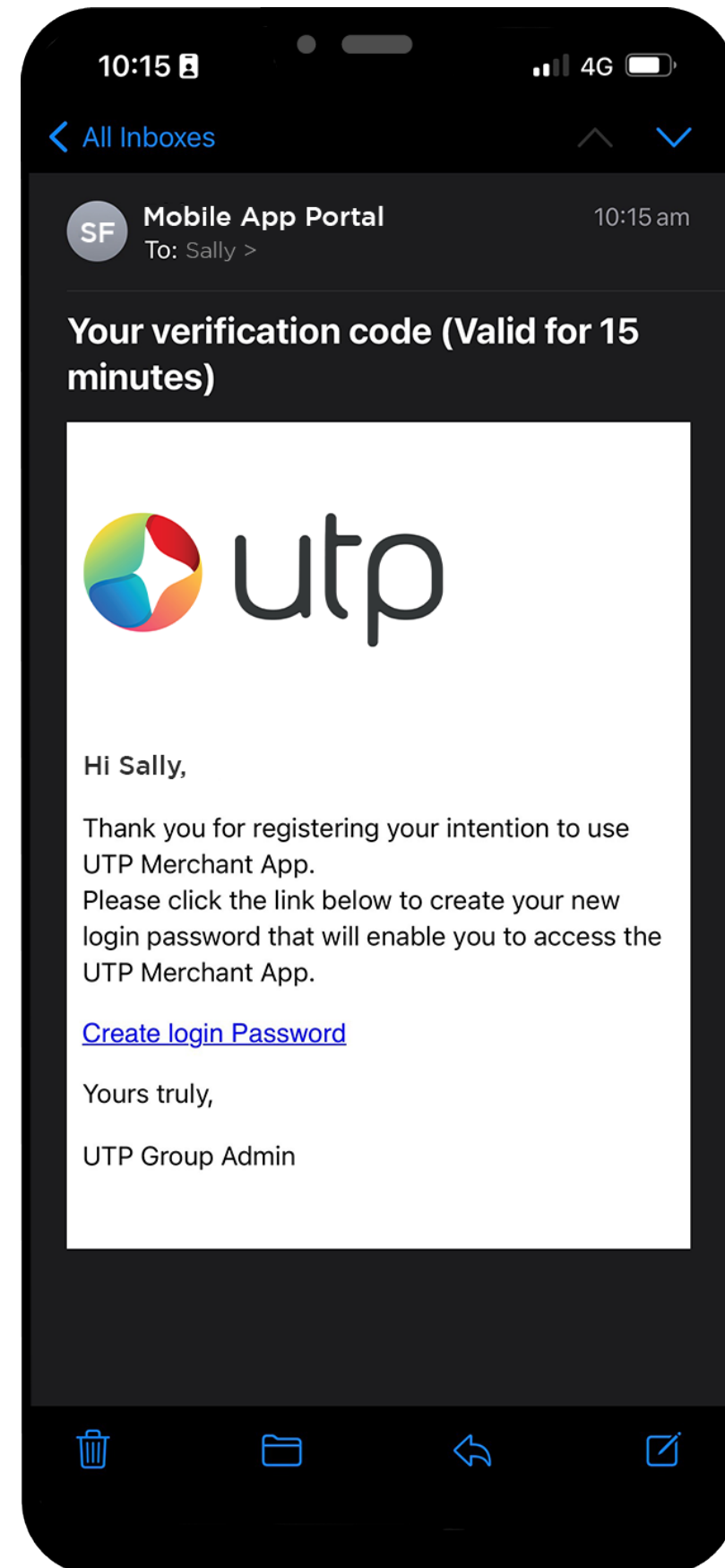
**Step 1:** Download the Merchant App using the link in the email.

**Step 2:** Select the Register Button on the App.

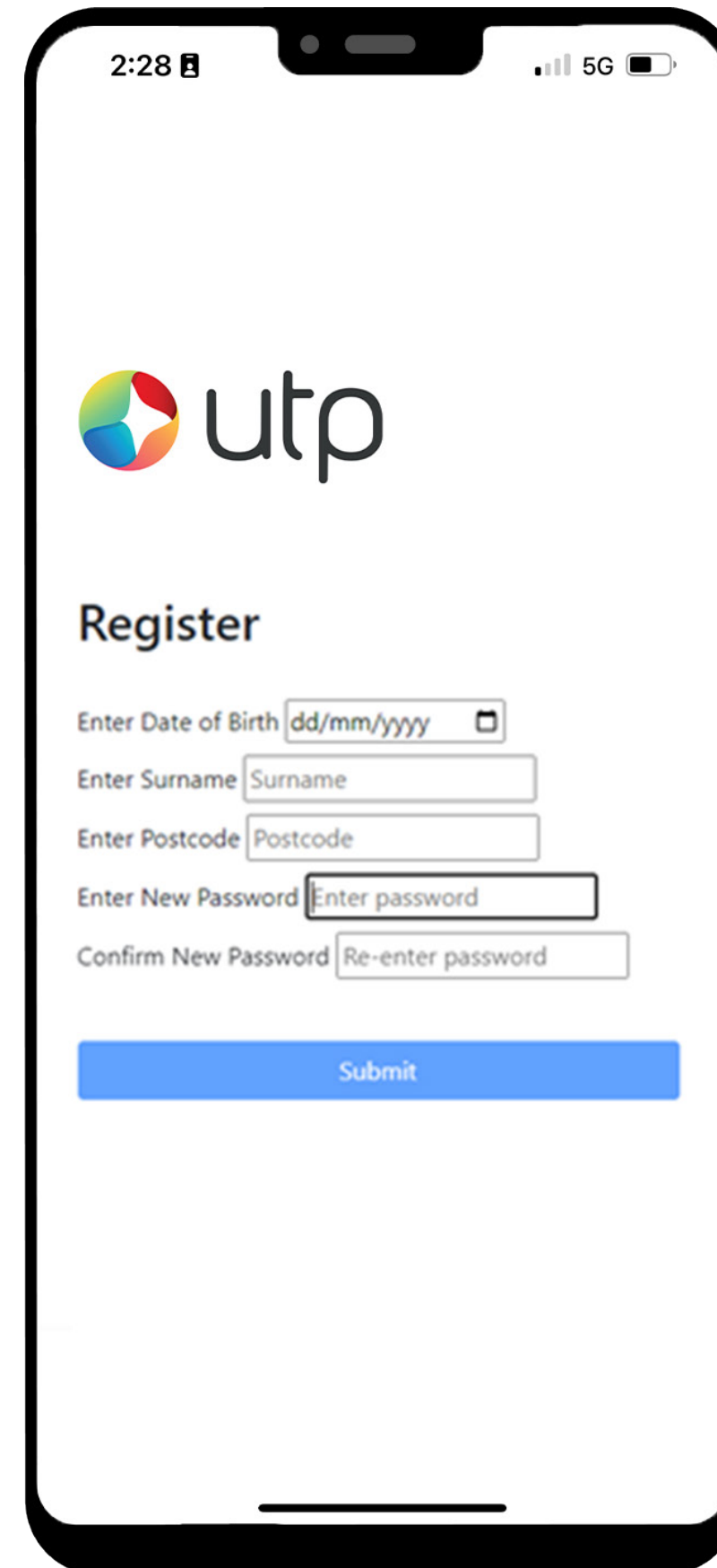
**Step 3:** Enter your email and submit Register.



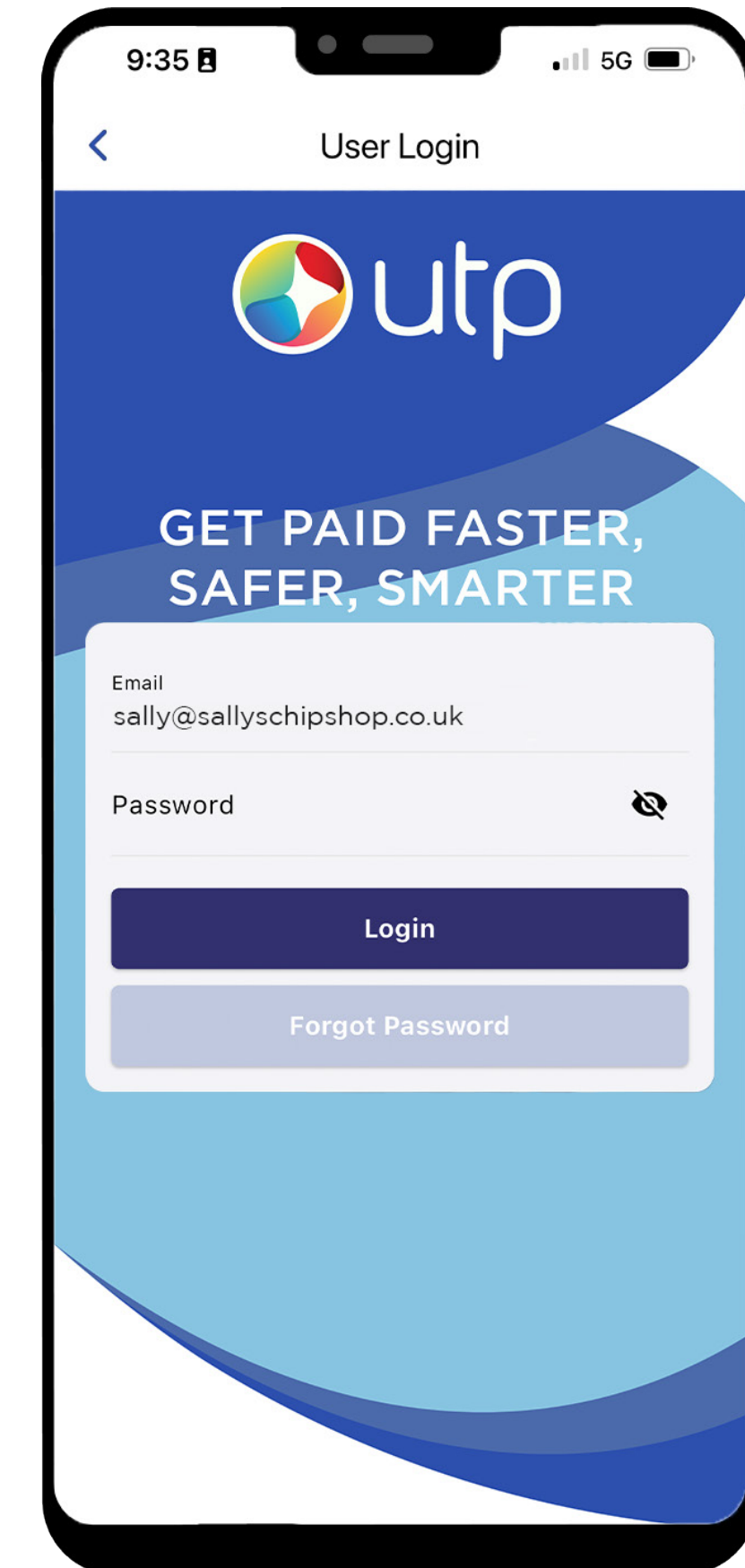
# Steps to Register and Login



**Step 4:** Open the email received from 'mobileappportal@utpgroup.co.uk' and select 'Create Login Password.'



**Step 5:** Enter security questions and submit.



**Step 6:** Login to the app using the password you created.

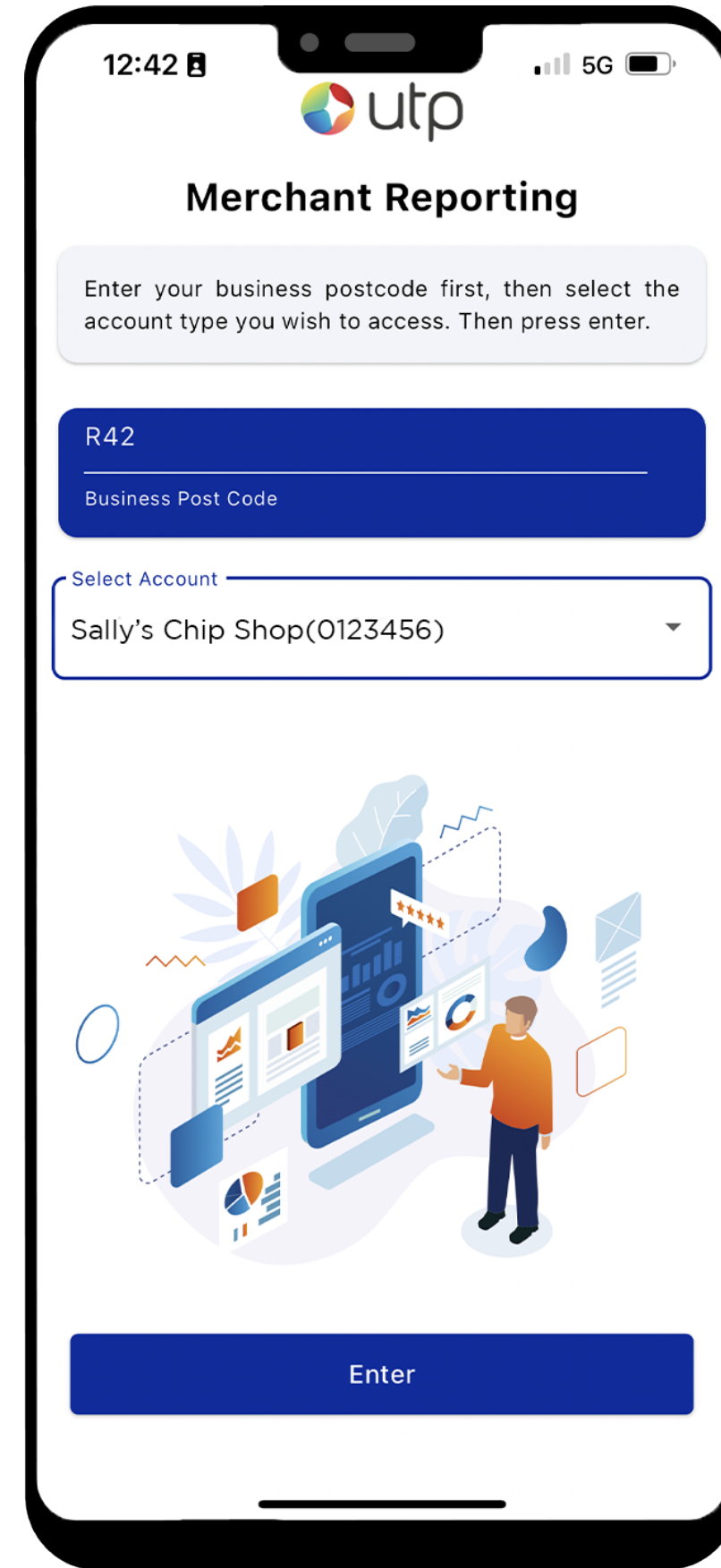
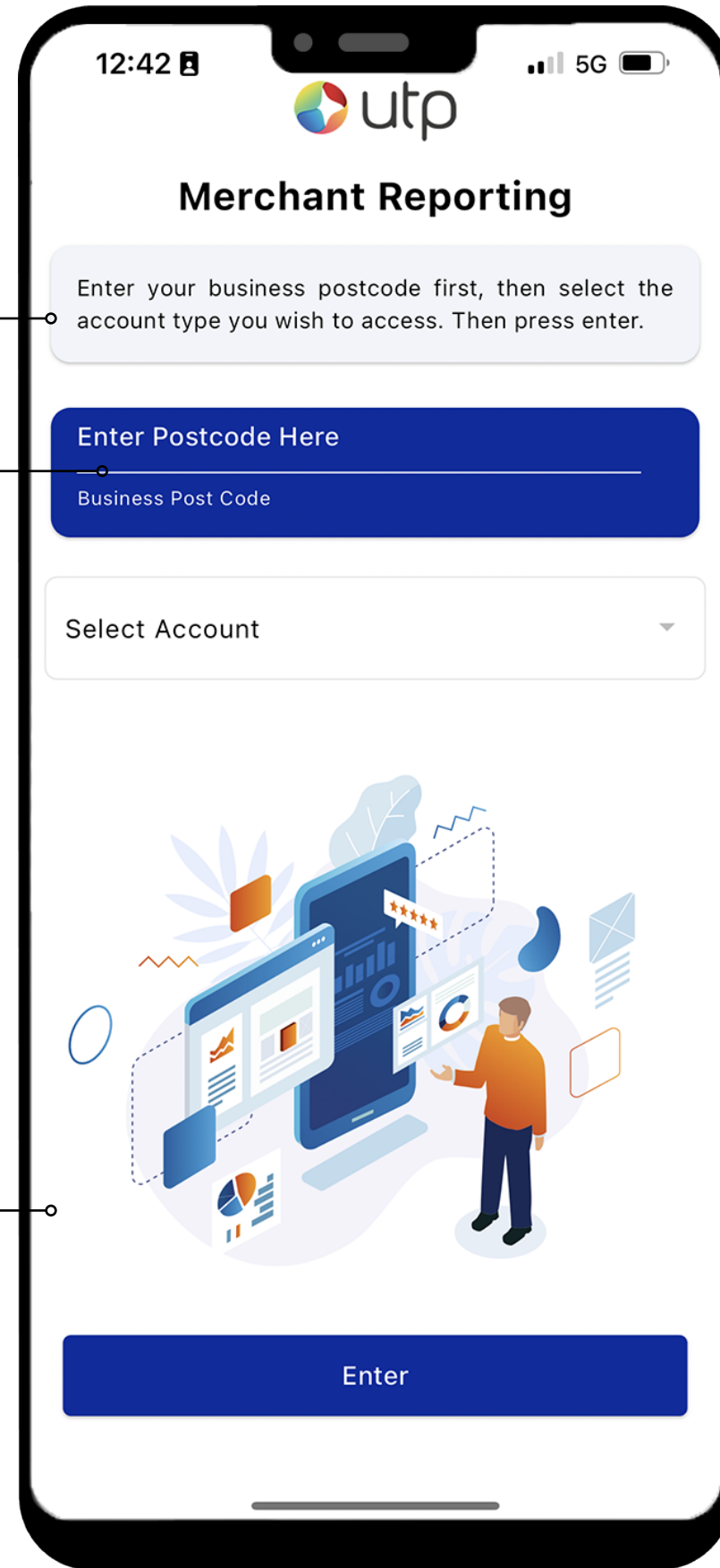


# Select Merchant Account / Merchant Account / Sub Menu

Click to enter your business postcode

Click dropdown menu for Merchant Account

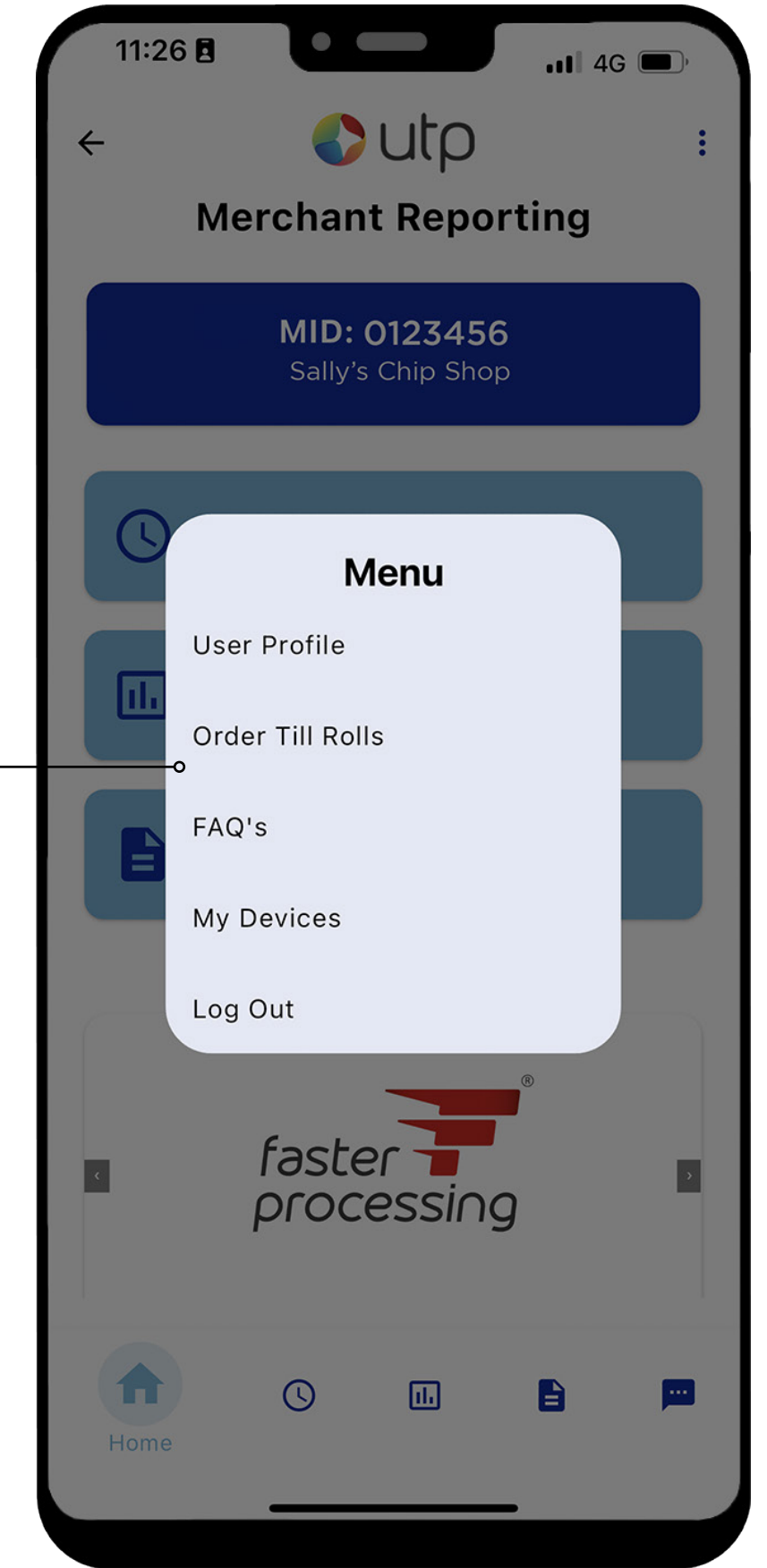
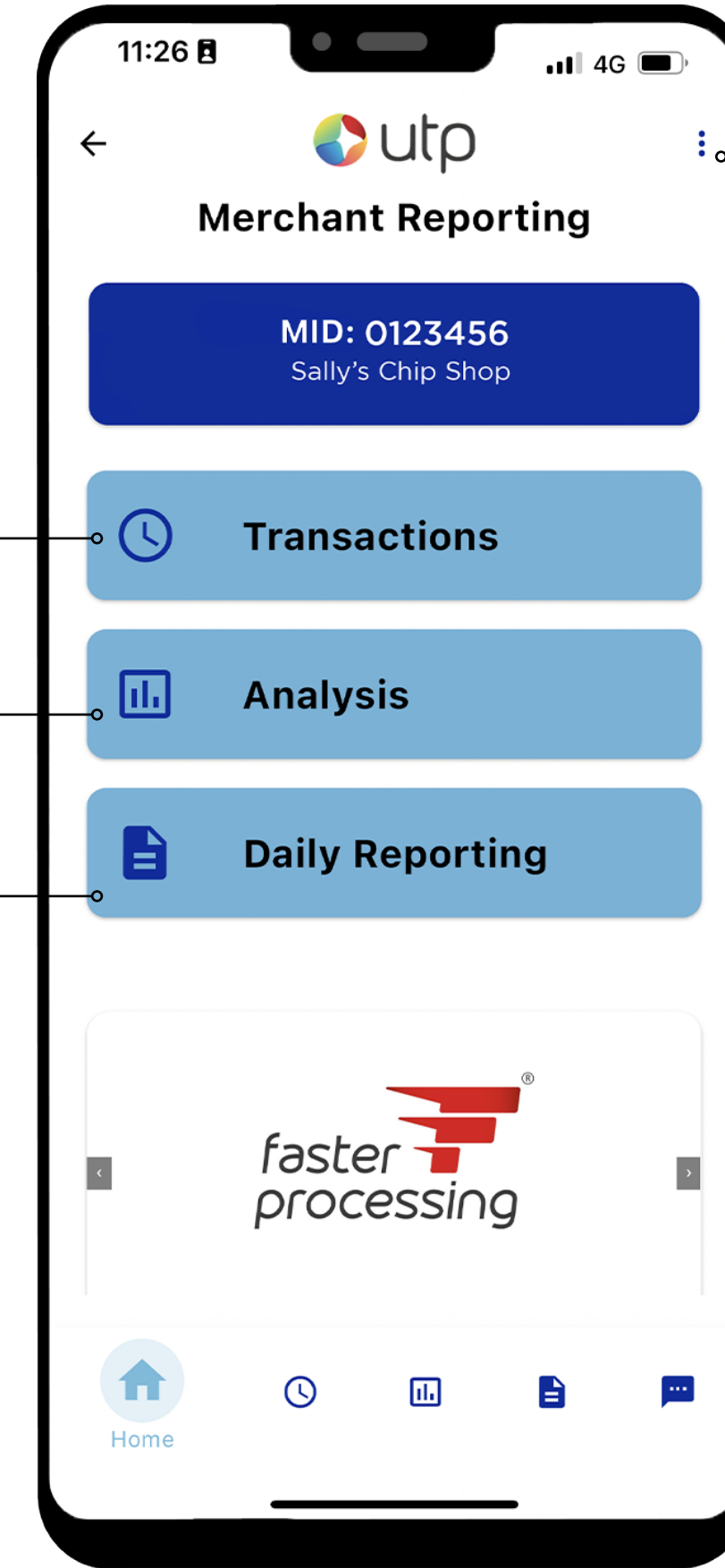
Once business postcode & account type is selected click enter button



Quick Links

Sub Menu

Sub Menu Navigation



Home



Real-Time Data



Daily Reporting



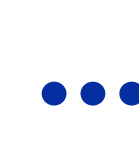
Analysis



Contact Us



Back



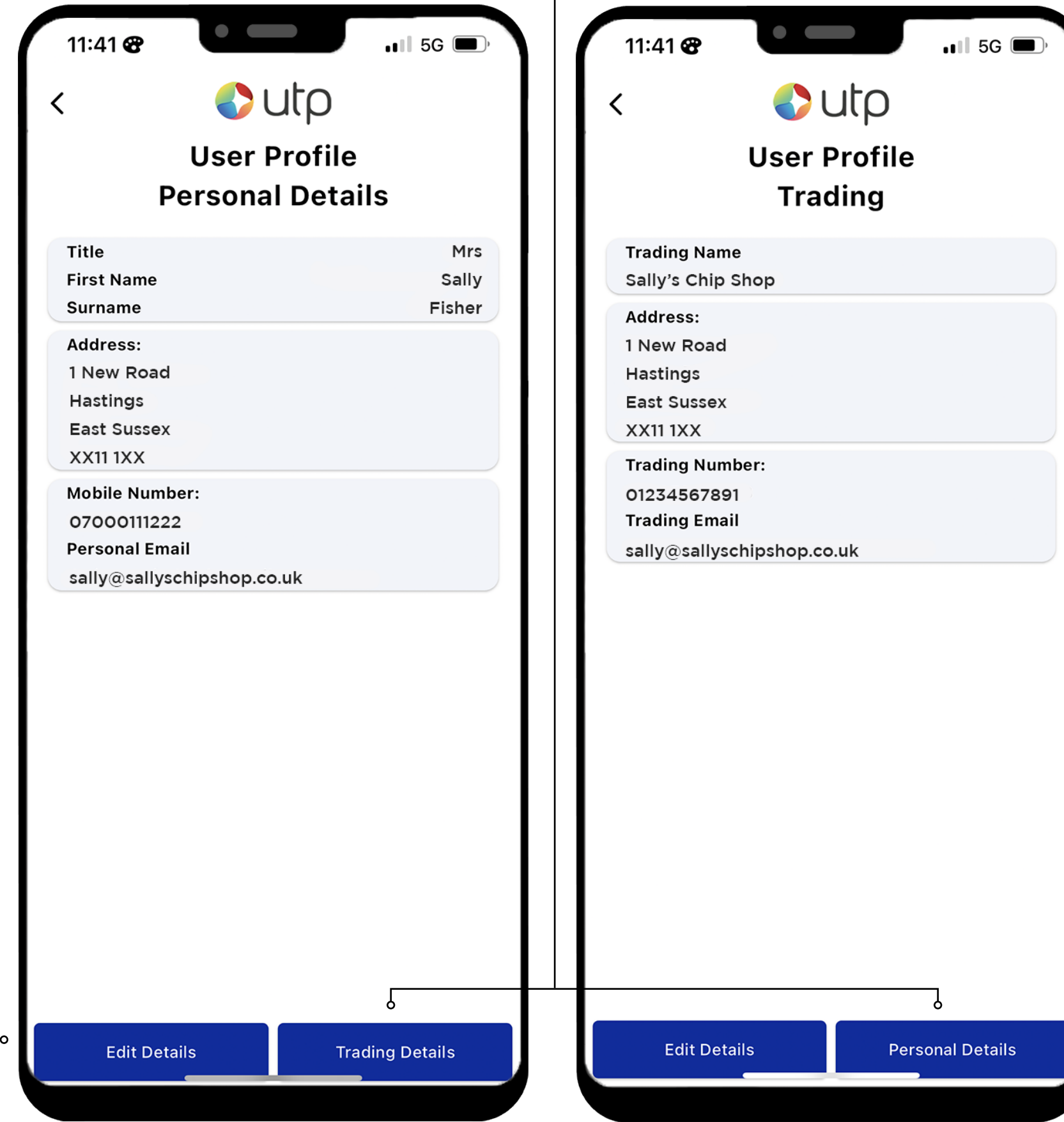
Sub Menu





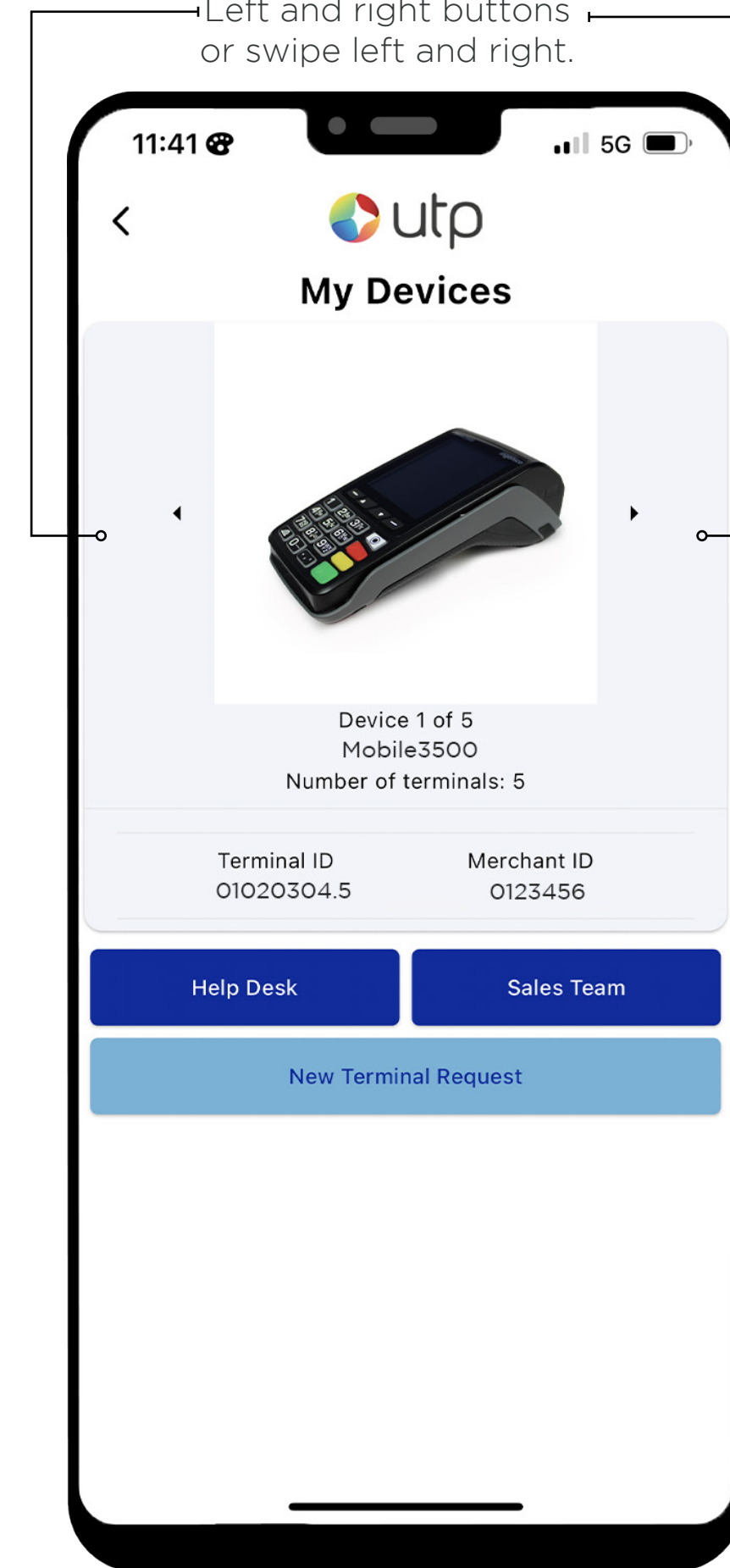
# Sub Menu Section

These button allows the user to switch between Personal & Trading Details







'Edit Details' sends a message to the help desk informing them that the user wishes to update their details. The user will receive a notification informing them that they will be contacted by the Help Desk.

Left and right buttons or swipe left and right.



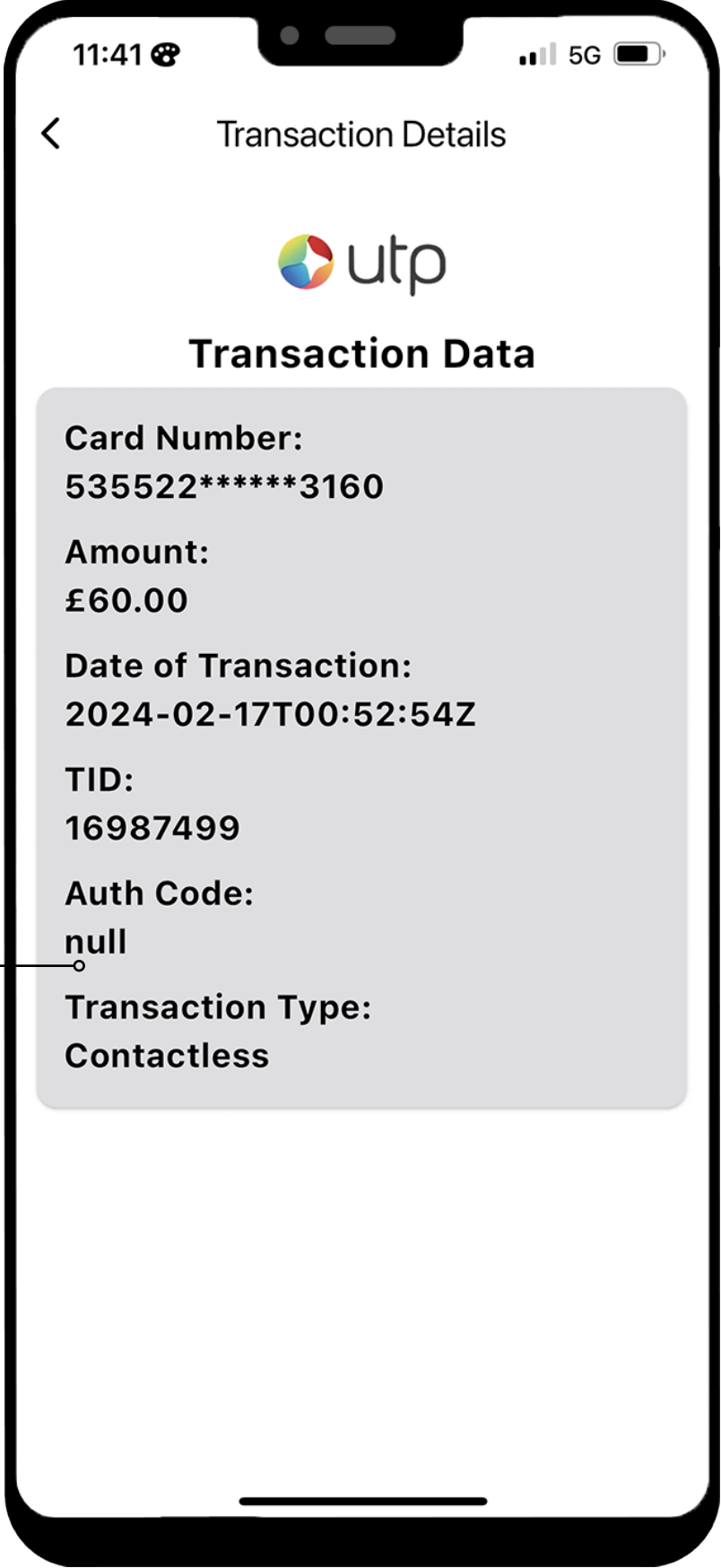
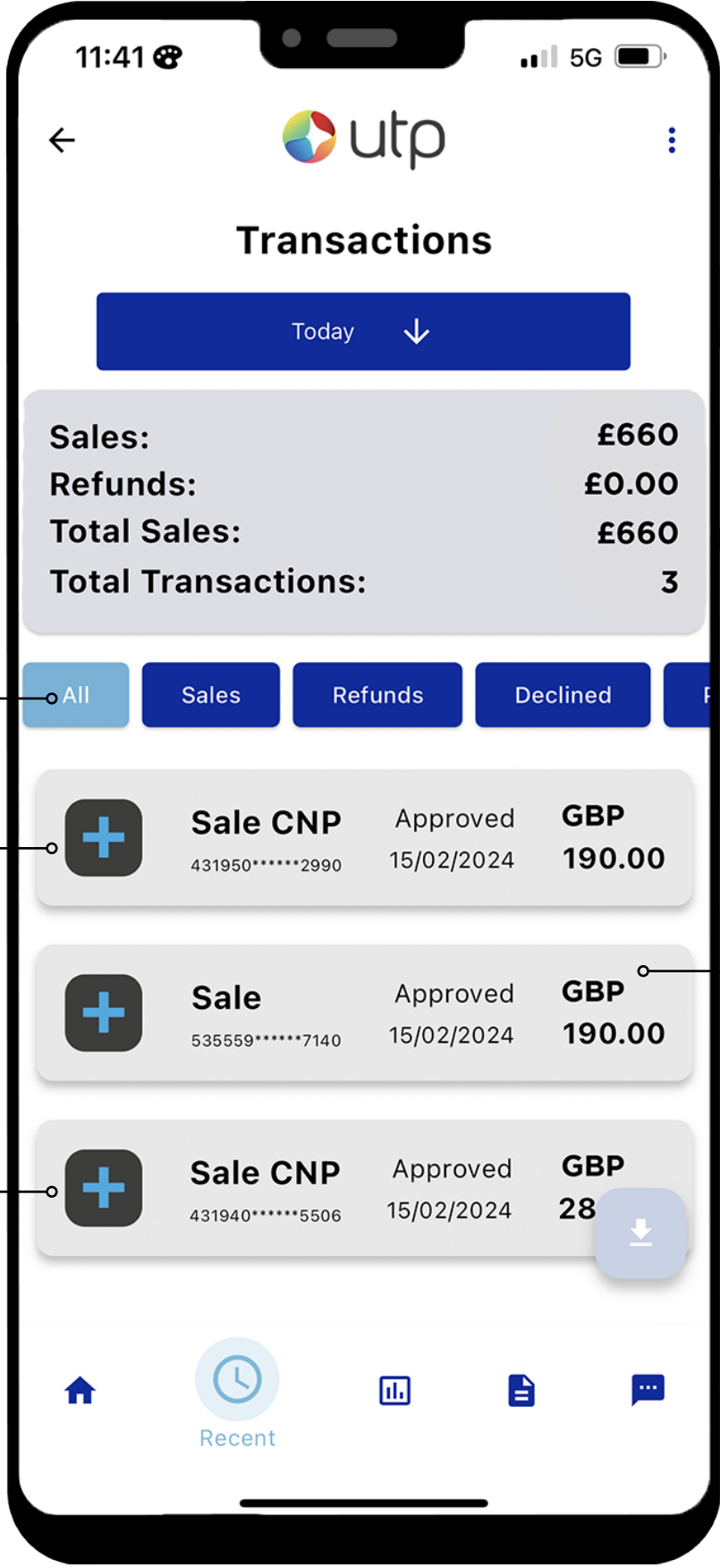
Buttons generate emails to the help desk, sales team including an extra email to the sales team requesting a new terminal.

# Transactions Section

-  Sale
-  Refund
-  Void
-  Declined

Slide to select the display info. All, Sale, Refund, Void and Declined

Display transactions that the user can scroll up and down when vieweing.

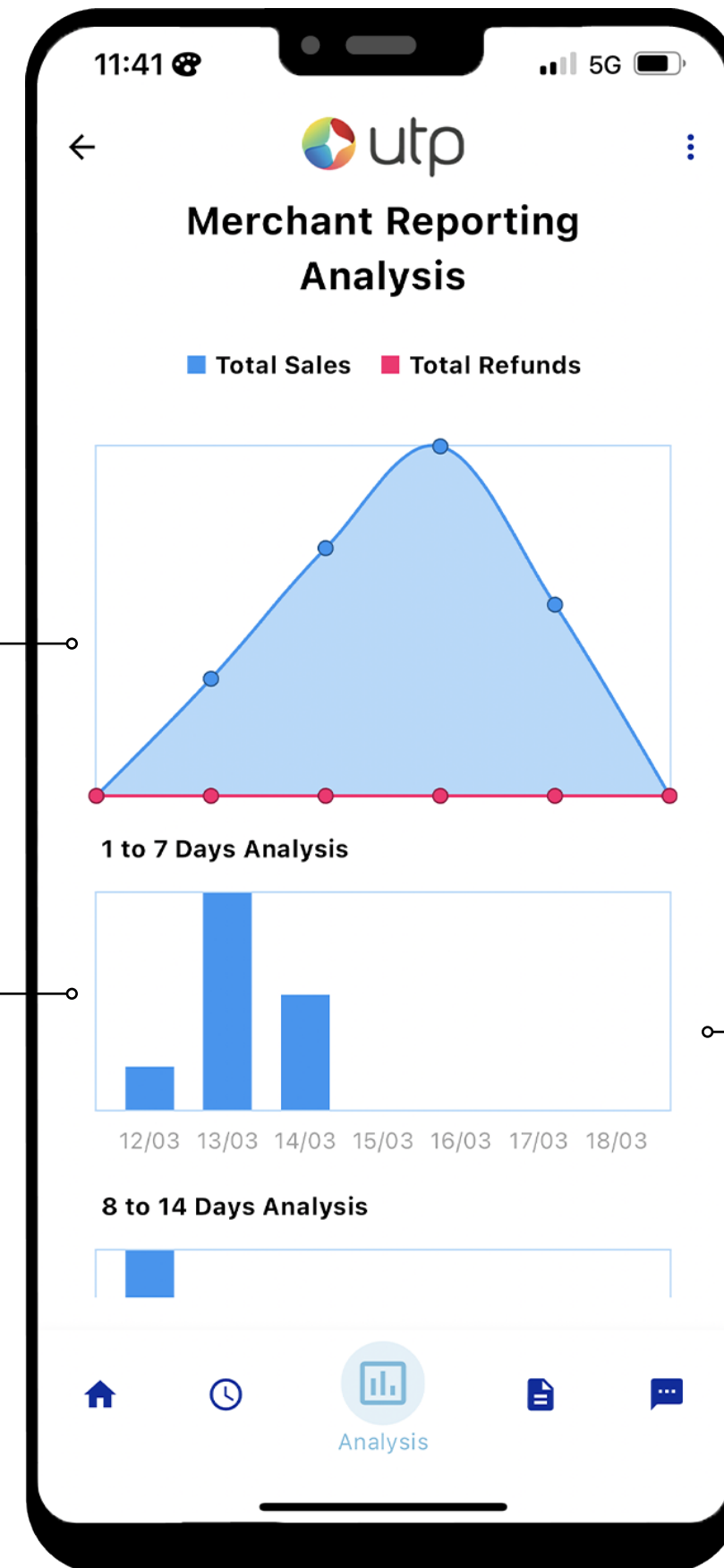


Transaction Drill Down

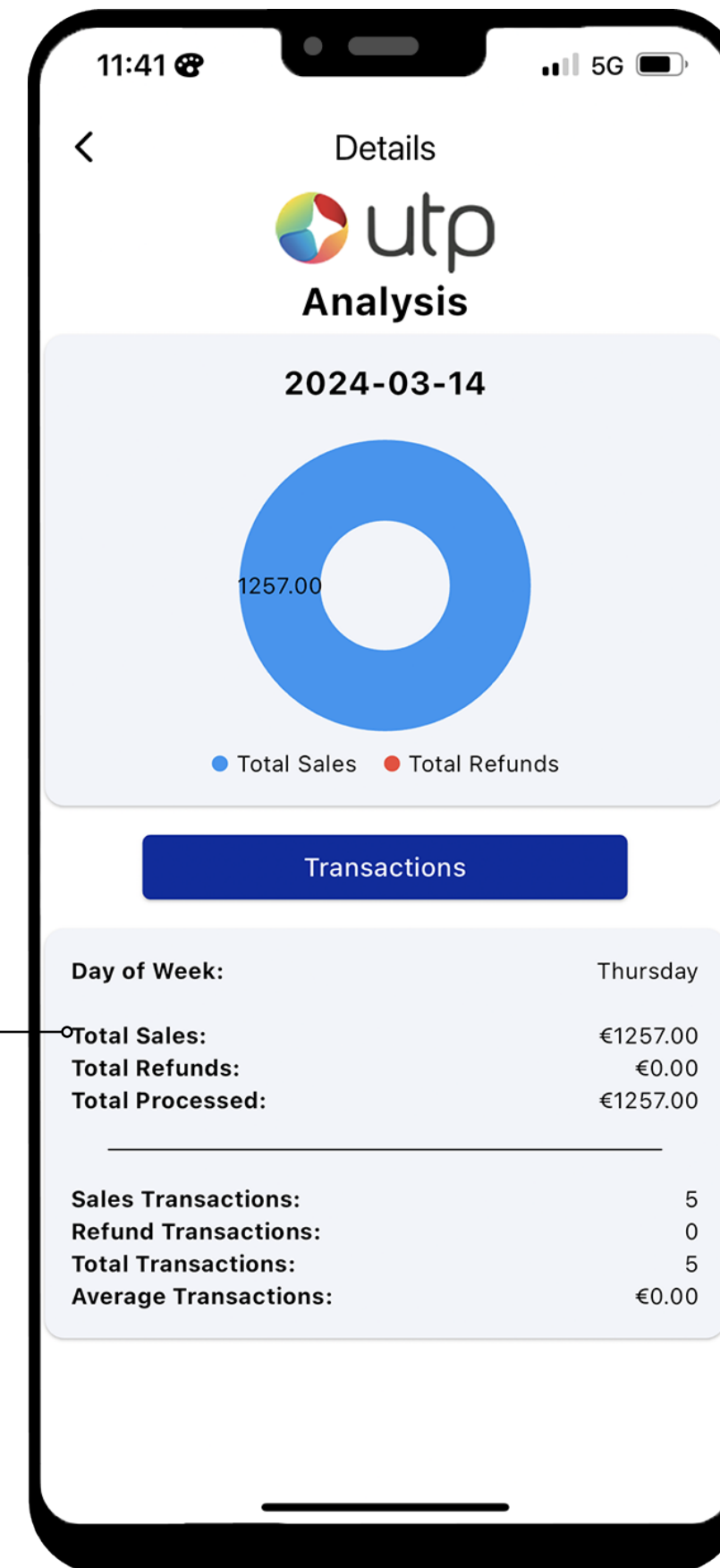
# Analysis Section

Graph charts showing transactions over time

Bar charts showing each of the day within a weeks. Each day is a clickable button.



Scroll and tap bar to see analytics

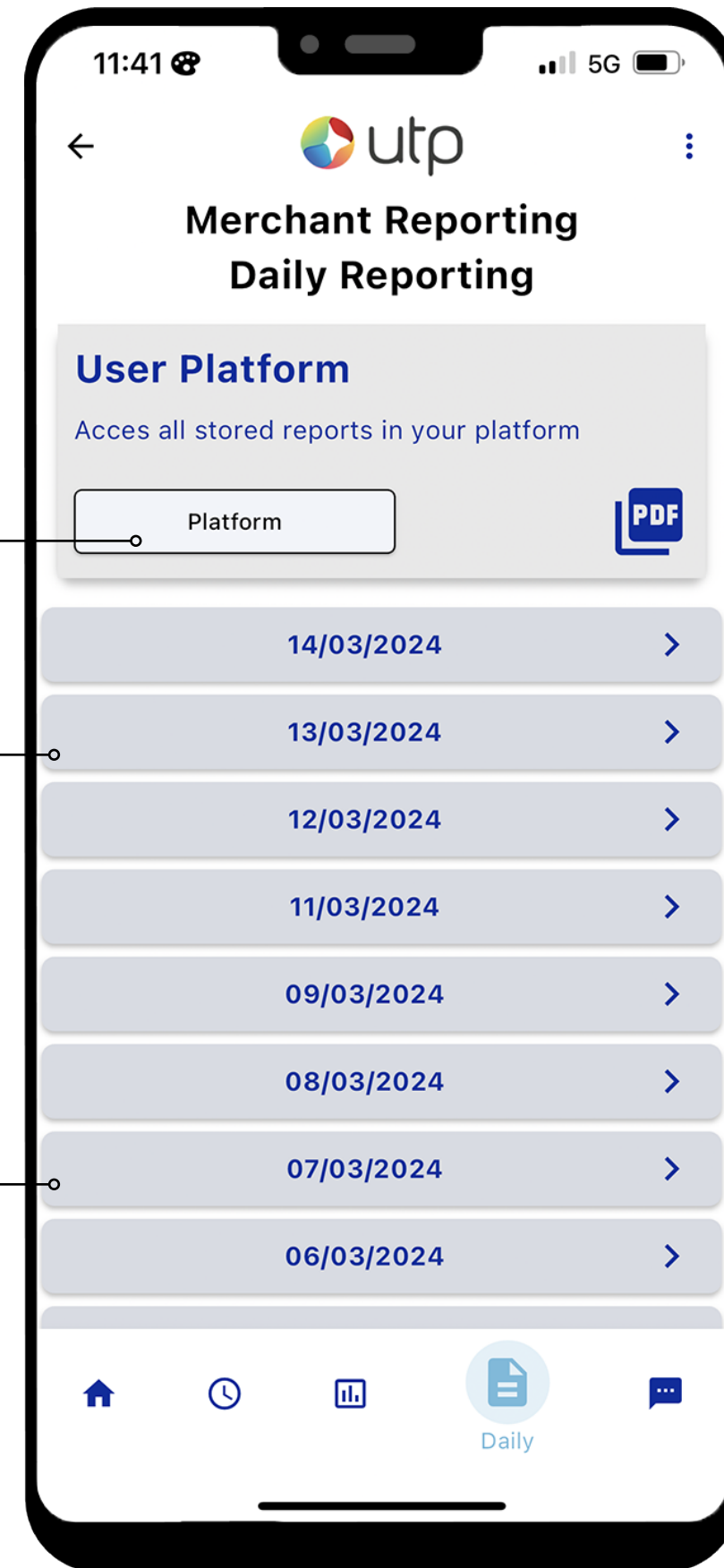




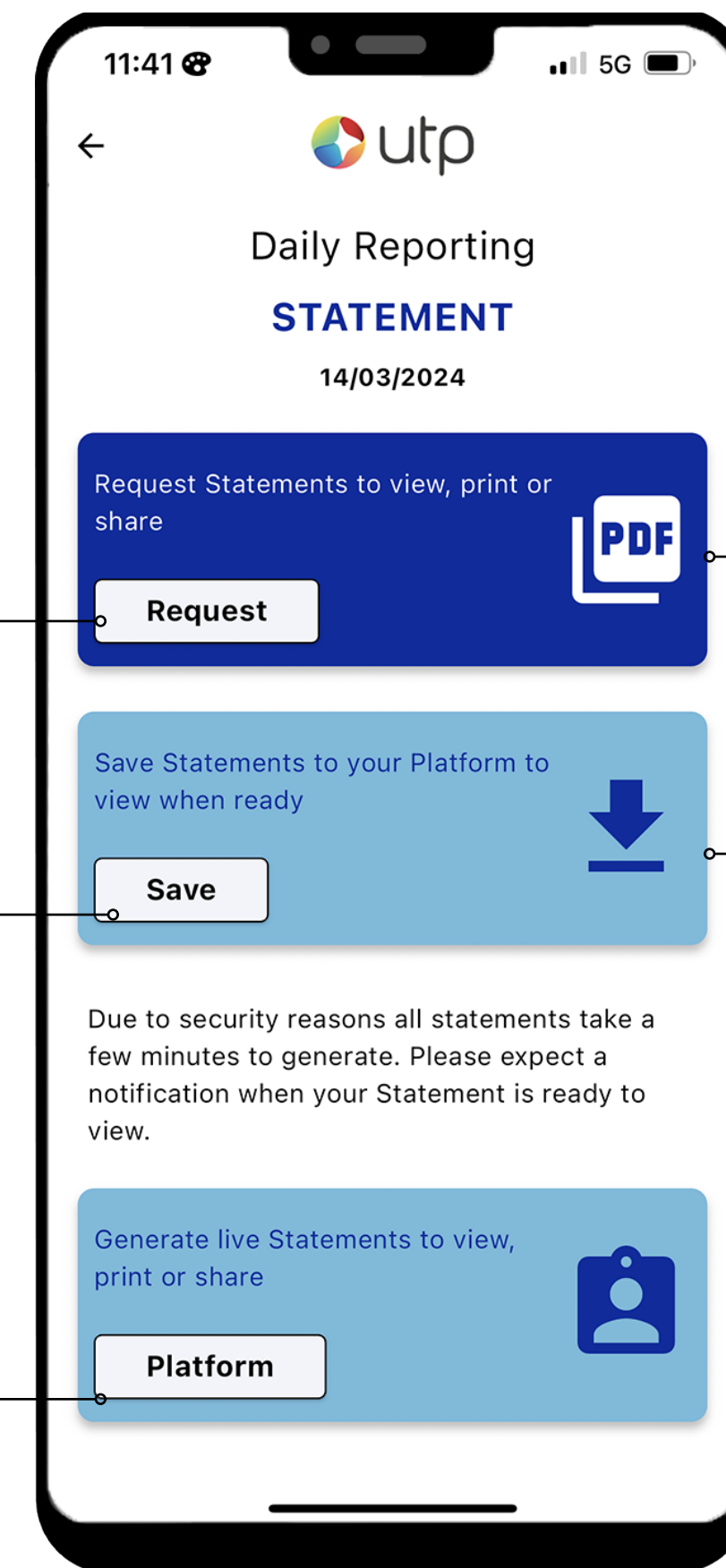
# Daily Reporting Section

User platform button, a section in the app where the user can store downloaded daily reports without having to go through the process of re-generating them again.

Clickable buttons



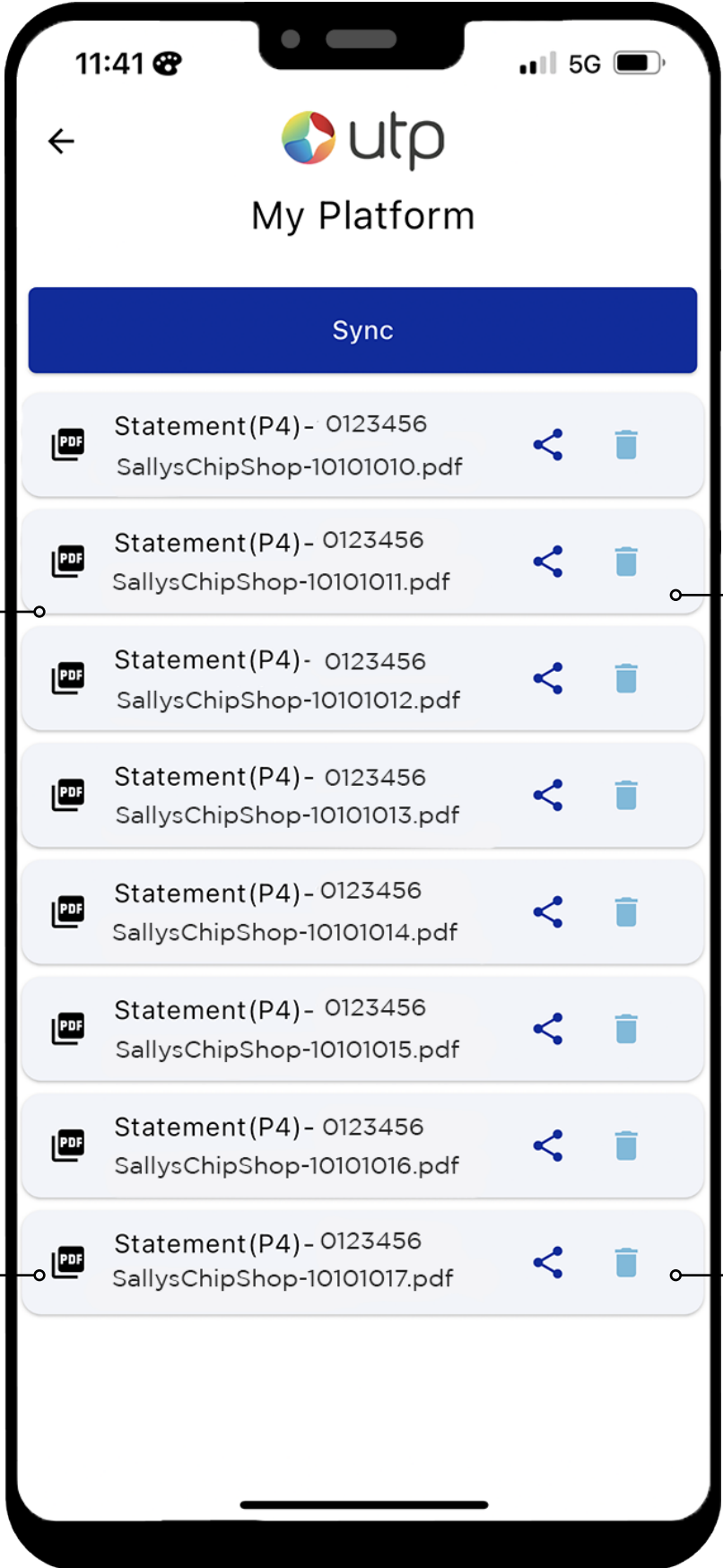
Clickable buttons



Rather than having the user stay in this section of the app waiting for their request pdf file to be created. The app sends the user a notification letting them know when the pdf file is ready.



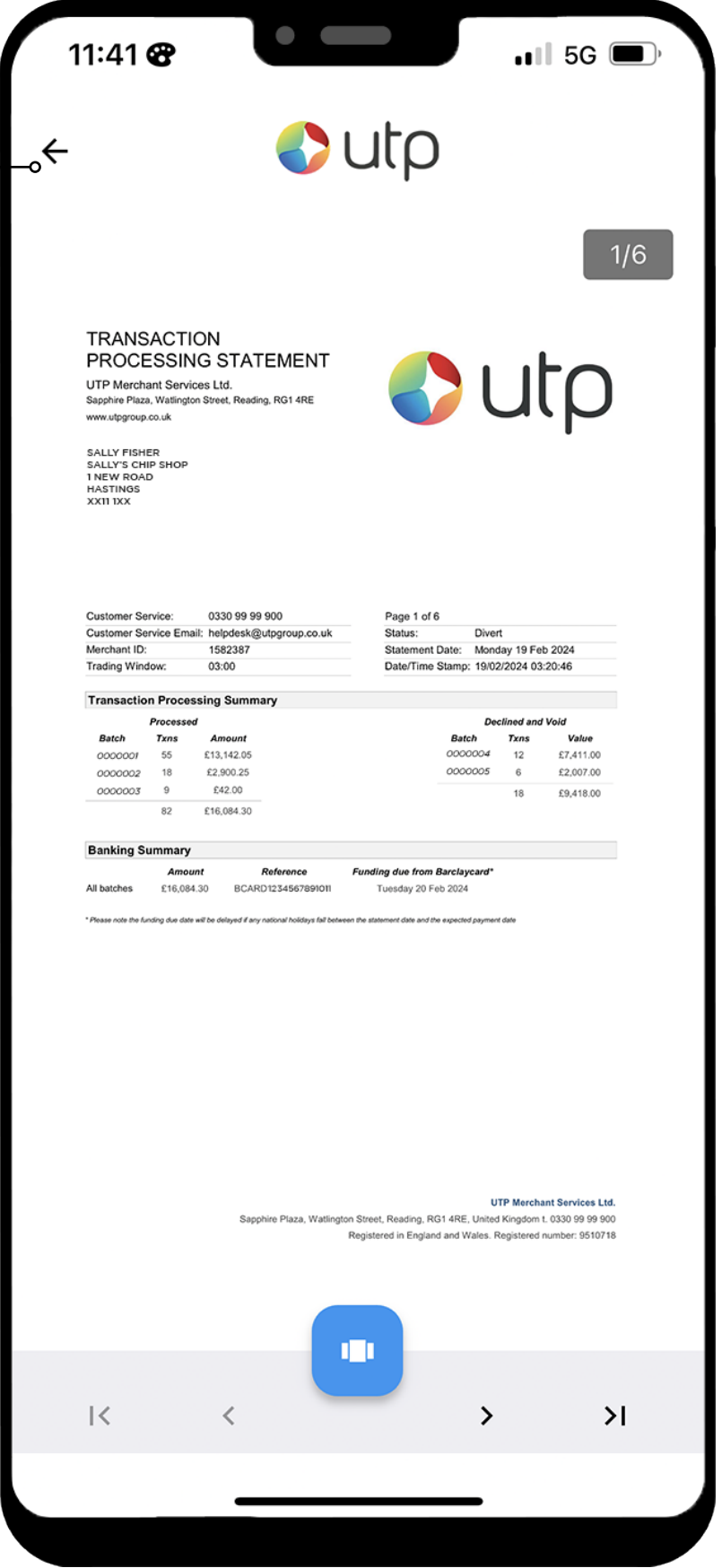
# Daily Reporting App Section



Clickable buttons to access download and stored reports scrolls up and down

Back to platform button

Delete old and unwanted reports buttons

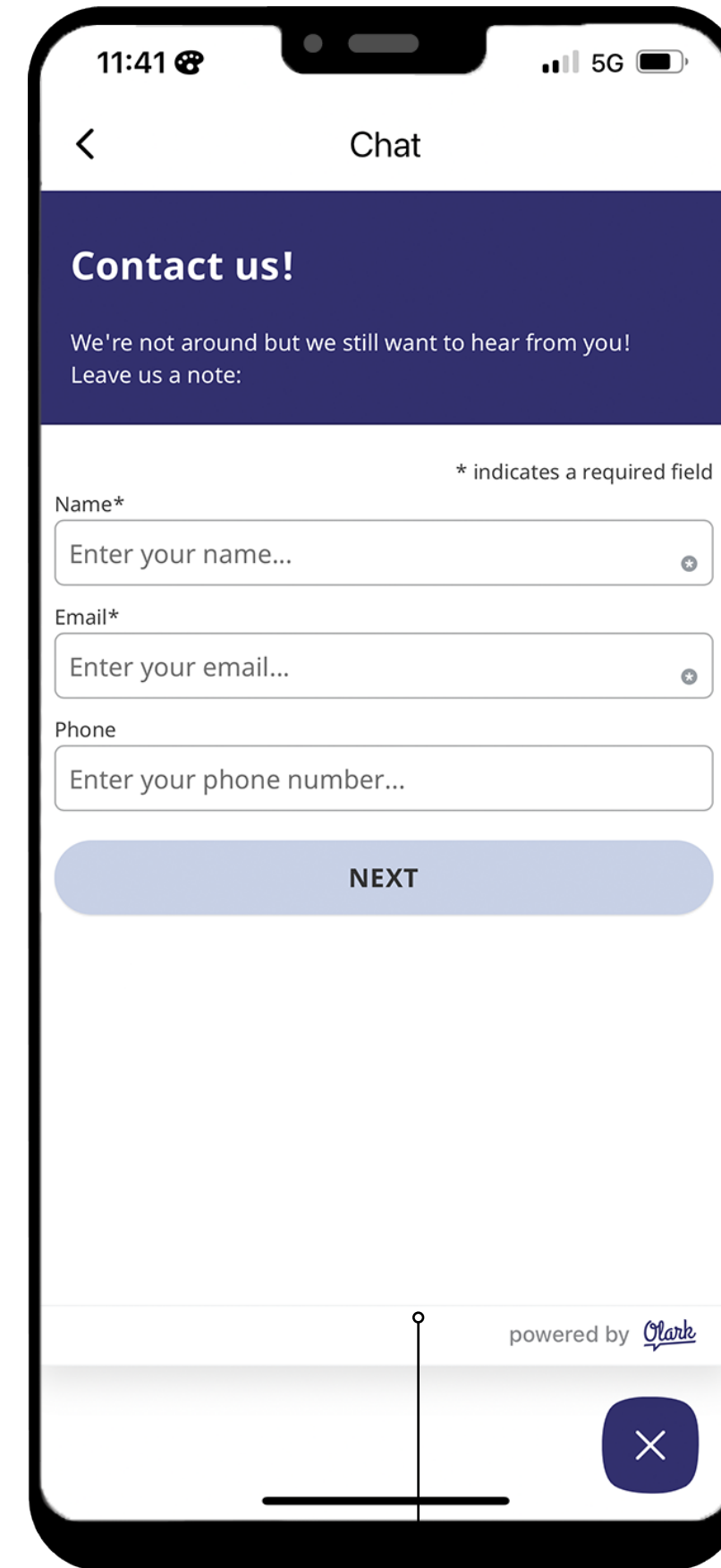
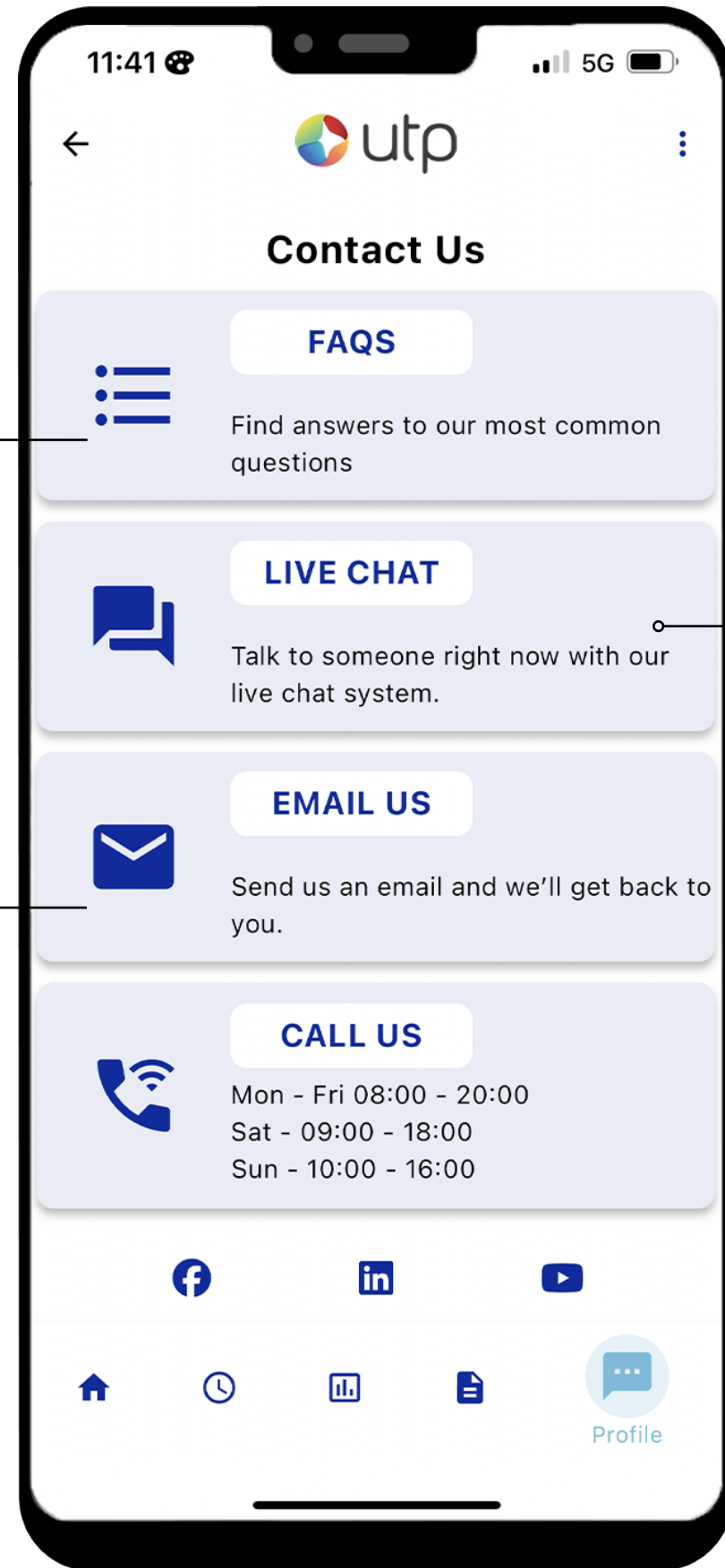




# Contact Us Section

Link to UTP website FAQ's page.

Send an email to UTP with prefilled address and subject.



Drill down button

