





Before Using the Beep Online Terminal Software for the First Time v2.1



Step 1. Initial Setup

- a) Go to www.beepstores.com and login
- b) Select Store and Outlet
- c) Press the “Edit” button
- d) Enter in the Default Discount amount to be given to customers in the appropriate field (This value will be displayed on the Online Terminal Software as the default discount to be given. This value can be changed on the Online Terminal Software if needed for a specific transaction). **Discount cannot be lower than 2.5%**
- e) Select the Fixed Discount tick box, when you DO NOT want your default discount amount to be changed on the Online Terminal Software by a cashier
- f) Save All Changes

 Beep Extra Ltd.  Owner 

Beep Extra Ltd. 

Beep Extra Ltd. (Outlet)
Beep Extra Ltd. (Store)

Profile

Edit

Employees

Report

Special Offers

General Info

Outlet Name: *

Country: *

Outlet Discount (%): *

☐ Fixed discount amount (The amount can't be modified from you online terminal software).

Contact Details

Email:

Telephone:

Fax:

Address

Street: *

Street No: *

City: *

State / Region / Province: *

Step 2: Locating your Unique Outlet ID

- Select Store and Outlet
- Press the “Profile” button if not already selected
- Under the Heading General Info, you can see a title called Unique Outlet ID. Here you can see your Unique Outlet ID that is required to login to your Online Terminal Software as depicted on the image below.

The screenshot displays the Beep Extra Ltd. profile page. At the top, there are two green tabs: "Owner" and "Accepting Cards". Below these, the main header shows "Beep Extra Ltd. (Outlet)" and "Beep Extra Ltd. (Store)". A navigation bar contains buttons for "Profile", "Edit", "Employees", "Report", and "Special Offers". The "Profile" button is highlighted. The main content area is divided into three sections: "General Info", "Contact Details", and "Address". In the "General Info" section, the "Unique Outlet ID" is listed as "p7Xer". Red dashed arrows point to the "Owner" tab, the "Profile" button, and the "Unique Outlet ID" field.

General Info	Contact Details	Address
Outlet Name: Beep Extra Ltd.	Email: teamleader@beepextra.com	Street: De Castro Street, Akara Building, Wickhams Cay 1
Outlet Discount (%): 10%	Telephone: No Telephone Number	State / Region / Province: Tortola
Unique Outlet ID: p7Xer	Fax: No Fax Number	ZIP/Postcode: No Postcode
		Street No: 24
		City: Road Town
		Country: British Virgin Islands

Register a NEW customer via the Online Terminal Software v2.1



Step 1. Input Customer Details:

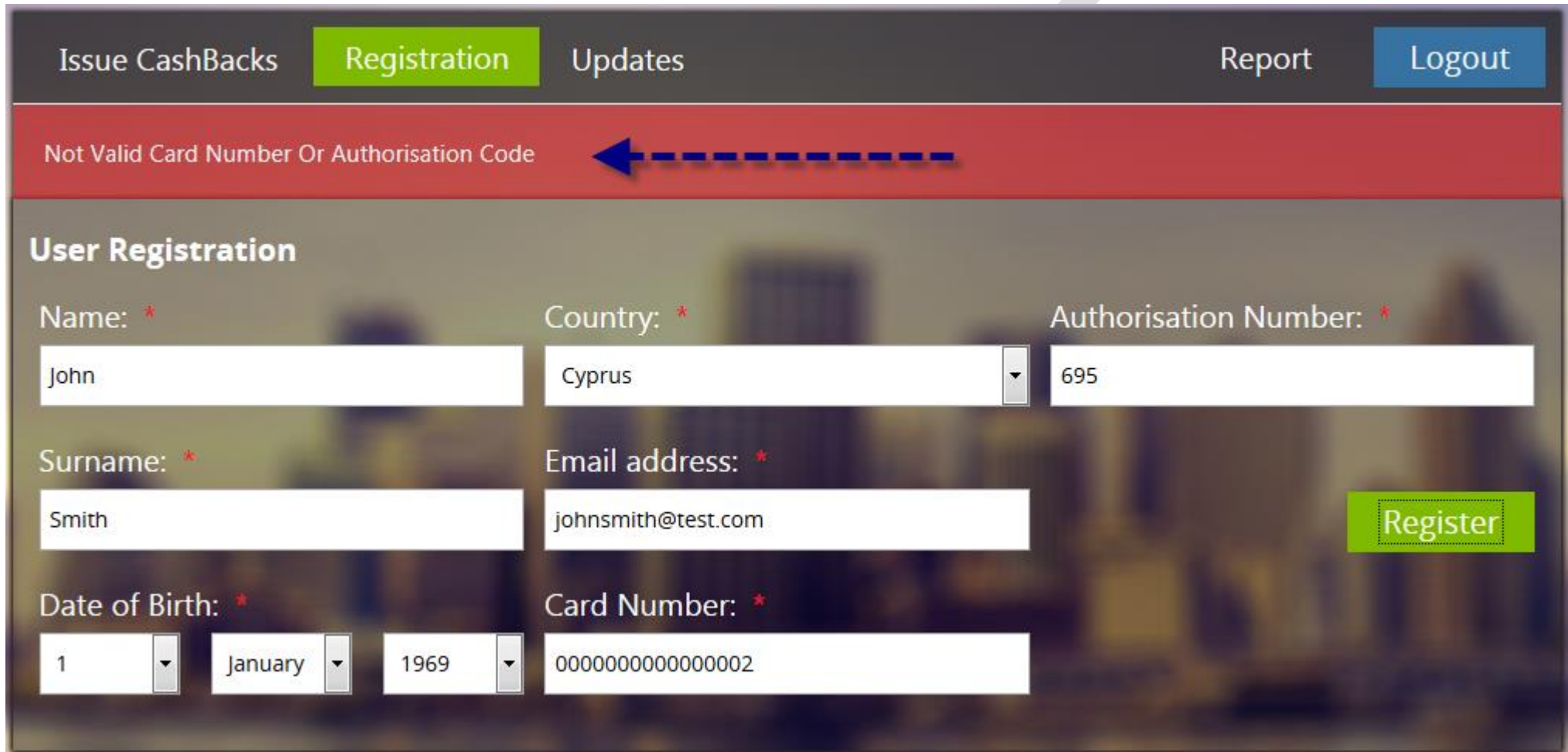
- Please note that ALL fields are mandatory and **MUST** be filled in. (*Important only Latin characters and numbers are accepted*)
 - **Name:** Input customers first name
 - **Surname:** Input customers last/family name
 - **Date of Birth:** Input the customers' date of birth i.e. Day, Month and Year. (*Important, members must be 18 years old and above*)
 - **Country:** Input the customers current country of residence
 - **Email Address:** Input an **ACTIVE** and **VALID** email address of customer
 - **Card Number:** Input the 16 digit number that is displayed on the Beep Card (*Important, Card can only be used once*)
 - **Authorisation Number:** On the **BACK** of the Beep Card there is a 3 digit number displayed, input this 3 digit number here
 - Press the "Register" button

The screenshot shows a web application interface with a dark header bar containing navigation links: "Issue CashBacks", "Registration" (highlighted in green), "Updates", "Report", and "Logout" (in a blue button). Below the header, the "User Registration" section is displayed. It contains several input fields, each with a red asterisk indicating it is mandatory. The fields are arranged in three rows. The first row has "Name:", "Country:" (with a dropdown menu showing "please select"), and "Authorisation Number:". The second row has "Surname:" and "Email address:". The third row has "Date of Birth:" (with separate dropdowns for "Day", "Month", and "Year") and "Card Number:". A green "Register" button is positioned to the right of the "Email address:" field.

User Registration			
Name: *	Country: *	Authorisation Number: *	
<input type="text"/>	<input type="text" value="please select"/>	<input type="text"/>	
Surname: *	Email address: *		
<input type="text"/>	<input type="text"/>		
Date of Birth: *	Card Number: *		
Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	<input type="text"/>

Register

If a **NON VALID** card number or an **ALREADY REGISTERED** card number is inputted, the following message will appear:



The screenshot shows a web interface with a dark header bar containing navigation links: "Issue CashBacks", "Registration" (highlighted in green), "Updates", "Report", and "Logout" (in a blue button). Below the header is a red error banner with the text "Not Valid Card Number Or Authorisation Code" and a blue dashed arrow pointing left. The main content area is titled "User Registration" and contains several input fields with red asterisks indicating required fields. The fields are: "Name:" (containing "John"), "Country:" (a dropdown menu showing "Cyprus"), "Authorisation Number:" (containing "695"), "Surname:" (containing "Smith"), "Email address:" (containing "johnsmith@test.com"), "Date of Birth:" (three dropdowns for day, month, and year, showing "1", "January", and "1969" respectively), and "Card Number:" (containing "0000000000000002"). A green "Register" button is located to the right of the email address field.

Issue CashBacks Registration Updates Report Logout

Not Valid Card Number Or Authorisation Code

User Registration

Name: * Country: * Authorisation Number: *

John Cyprus 695

Surname: * Email address: *

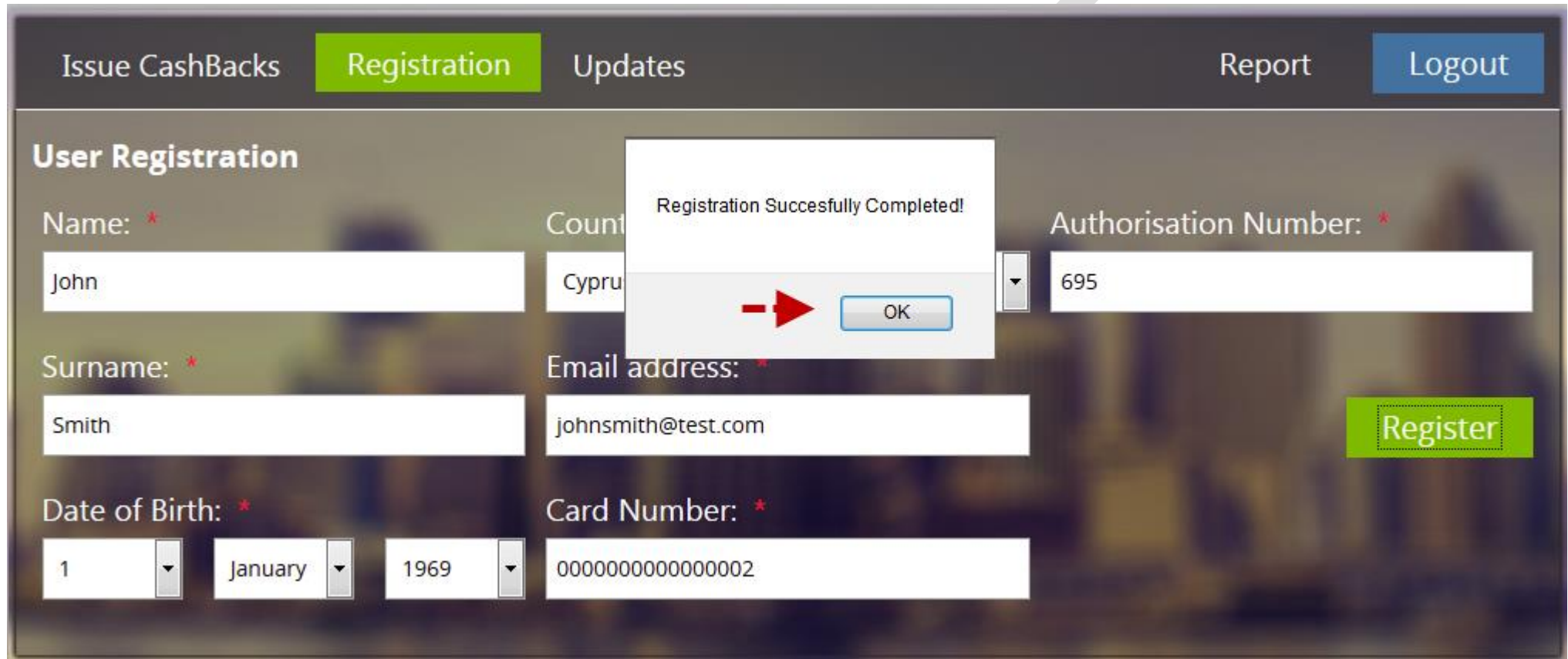
Smith johnsmith@test.com Register

Date of Birth: * Card Number: *

1 January 1969 0000000000000002

Should you enter a **NON VALID** details, on pressing the "Register" button you will be notified of the error in the same location as depicted above.

If a **VALID details** have been inputted the following successful message will appear:



The screenshot displays a web application interface with a dark header bar containing navigation links: "Issue CashBacks", "Registration" (highlighted in green), "Updates", "Report", and "Logout" (in a blue button). Below the header, the "User Registration" section is visible. It includes input fields for "Name:" (containing "John"), "Surname:" (containing "Smith"), "Date of Birth:" (with dropdowns for "1", "January", and "1969"), "Email address:" (containing "johnsmith@test.com"), "Card Number:" (containing "0000000000000002"), and "Authorisation Number:" (containing "695"). A green "Register" button is positioned to the right of the email field. A modal dialog box is centered on the screen, displaying the message "Registration Successfully Completed!" with a red arrow pointing to an "OK" button.

When pressing the OK button, you will be return to a Blank registration form to register another customer.

IMPORTANT information after successful registration:

- Customers account is regarded as ACTIVE and no additional activation is required.

- The customer's account created is regarded as a "Members" account, this means that they can only accumulate and pay with cashbacks received, they will not be able to introduce other members/stores or get commission. Should a customer wish to invite members/stores and get commission they will be required to upgrade their membership to an "Affiliate" for FREE by logging into their www.beepxtra.com account.
- An automatic email is sent from Beep to the registered customers email address that contains an automatically generated Password as well as an automatically generated Pin Number.
 - The Password can be used to login to www.beepxtra.com as well as to redeem cashbacks on the online terminal software of Beep ePOS.
 - The Pin number can only be used on the Online Terminal software or ePOS.
- For a period of 72 HOURS after a successful registration is made the default pin number is 0000. This allows new customers to redeem their cashback immediately on a next purchase should they choose to.

Process a Cashback with the Beep Online Terminal Software v2.1




Step 1. Input Customer Details:


- a) Enter the 16 digit physical card number or 17 digit temporary card number (Begins with 9) in the “Card Number” field.
- b) Press “Get Card”
- OR**
- a) Enter the customers email address that is registered on the Beep Xtra system
- b) Press “Get Card”


Issue CashBacks Registration Updates Report Logout

Name: **Available Today:** **Outlet Currency:** USD **Outlet Name:** Beep Extra Ltd. **Cashier Name:** Beep Xtra Ltd.

1. Customer Details **2. Details of Sale** **3. Use card balance (Optional)**

Temporary card: *
☐ Yes ☒ No 

Card Number: *


Email address:


Total Sales Amount: *

Discount Given(%): *
10

Sale Receipt No:

Card Balance: *

Customer Password/Pin: *

If a **NON VALID** card number or email address is inputted, the following message will appear:

[Issue CashBacks](#) [Registration](#) [Updates](#) [Report](#) [Logout](#)

No Registered Card Number

Name:
No user

Available Today:
No balance

Outlet Currency:
USD

Outlet Name:
Beep Extra Ltd.

Cashier Name:
Beep Xtra Ltd

1. Customer Details
Temporary card: *
☐ Yes ☒ No
Card Number: *
0003452345432453 [Get Card](#)
Email address:

2. Details of Sale
Total Sales Amount: *

Discount Given(%): *
10
Sale Receipt No:

3. Use card balance (Optional)
Card Balance: *

Customer Password/Pin: *

[Submit](#)

If a **VALID** card number or email address is inputted, the following will appear:

- Customers Name and Surname
- Current available Cashback balance in LOCAL currency (*IMPORTANT: If local currency is NOT USD, Cashback balance amount is calculated on that days exchange rate from USD to local currency*)
- Card number

The screenshot displays the 'Issue CashBacks' interface. At the top, there is a navigation bar with 'Issue CashBacks' (highlighted in green), 'Registration', 'Updates', 'Report', and 'Logout' (in a blue button). Below this, a summary bar shows: Name: Savvas Kammitsis, Available Today: 17.660, Outlet Currency: USD, Outlet Name: Beep Extra Ltd., and Cashier Name: Beep Xtra Ltd. The main area is divided into three sections: 1. Customer Details, 2. Details of Sale, and 3. Use card balance (Optional). In the Customer Details section, there is a 'Temporary card:' toggle with 'Yes' and 'No' (selected) buttons, a 'Card Number:' field containing '000000000000000002' with a 'Get Card' button next to it, and an 'Email address:' field. The Details of Sale section includes a 'Total Sales Amount:' field, a 'Discount Given(%):' field with '10' entered, and a 'Sale Receipt No:' field. The Use card balance section has a 'Card Balance:' field and a 'Customer Password/Pin:' field. A green 'Submit' button is located at the bottom right. Red arrows point to the 'Name', 'Available Today', 'Card Number', and 'Email address' fields.

Issue CashBacks		Registration	Updates	Report	Logout
Name:	Available Today:	Outlet Currency:	Outlet Name:	Cashier Name:	
Savvas Kammitsis	17.660	USD	Beep Extra Ltd.	Beep Xtra Ltd	
1. Customer Details		2. Details of Sale		3. Use card balance (Optional)	
Temporary card: *		Total Sales Amount: *		Card Balance: *	
<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="text"/>		<input type="text"/>	
Card Number: *		Discount Given(%): *		Customer Password/Pin: *	
<input type="text" value="000000000000000002"/> <input type="button" value="Get Card"/>		<input type="text" value="10"/>		<input type="text"/>	
Email address:		Sale Receipt No:			
<input type="text"/>		<input type="text"/>		<input type="button" value="Submit"/>	

Step 2. Input Details of Sale:

- Input TOTAL sale amount that the customer will receive a cashback on (If VAT is applicable, the total amount entered here must include the VAT amount). Please note that only numbers and “.” is accepted in this field.
- Confirm Discount / Cashback amount (If activated, a cashier can change the cashback percentage to any value equal to or above 2.5%
- Enter a sale receipt number (The receipt number should correspond to the receipt number from till or current point of sale system. This filed is OPTIONAL and does not need to be filled in, but it is advised to be completed)
- Press “Submit”

[Issue CashBacks](#) [Registration](#) [Updates](#) [Report](#) [Logout](#)

Name:
Savvas Kammitsis

Available Today:
17.660

Outlet Currency:
USD

Outlet Name:
Beep Extra Ltd.

Cashier Name:
Beep Xtra Ltd

1. Customer Details
Temporary card: *
☐ Yes ☒ No
Card Number: *
0000000000000002 [Get Card](#)
Email address:

2. Details of Sale
Total Sales Amount: *
10.00
Discount Given(%): *
10
Sale Receipt No:
123456

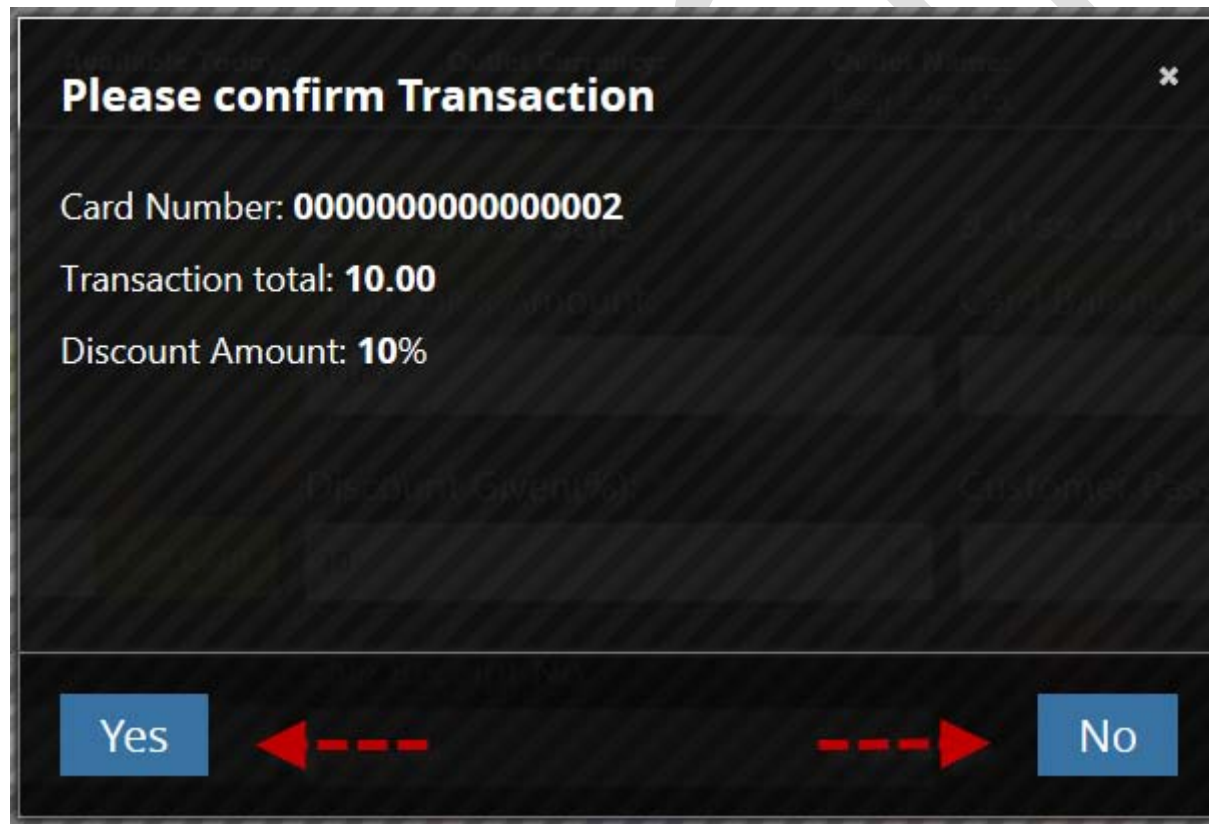
3. Use card balance (Optional)
Card Balance: *

Customer Password/Pin: *

[Submit](#)

If **VALID** details have been entered you will be directed to a confirmation screen:

- Please review and confirm the sale transaction
- Should everything be correct simply press the “Yes” button
- Should the details be incorrect, simply press the “No” button where you will be re-directed to the sale screen once again where changes can be made and on completion submit the sale




Please confirm Transaction ✕

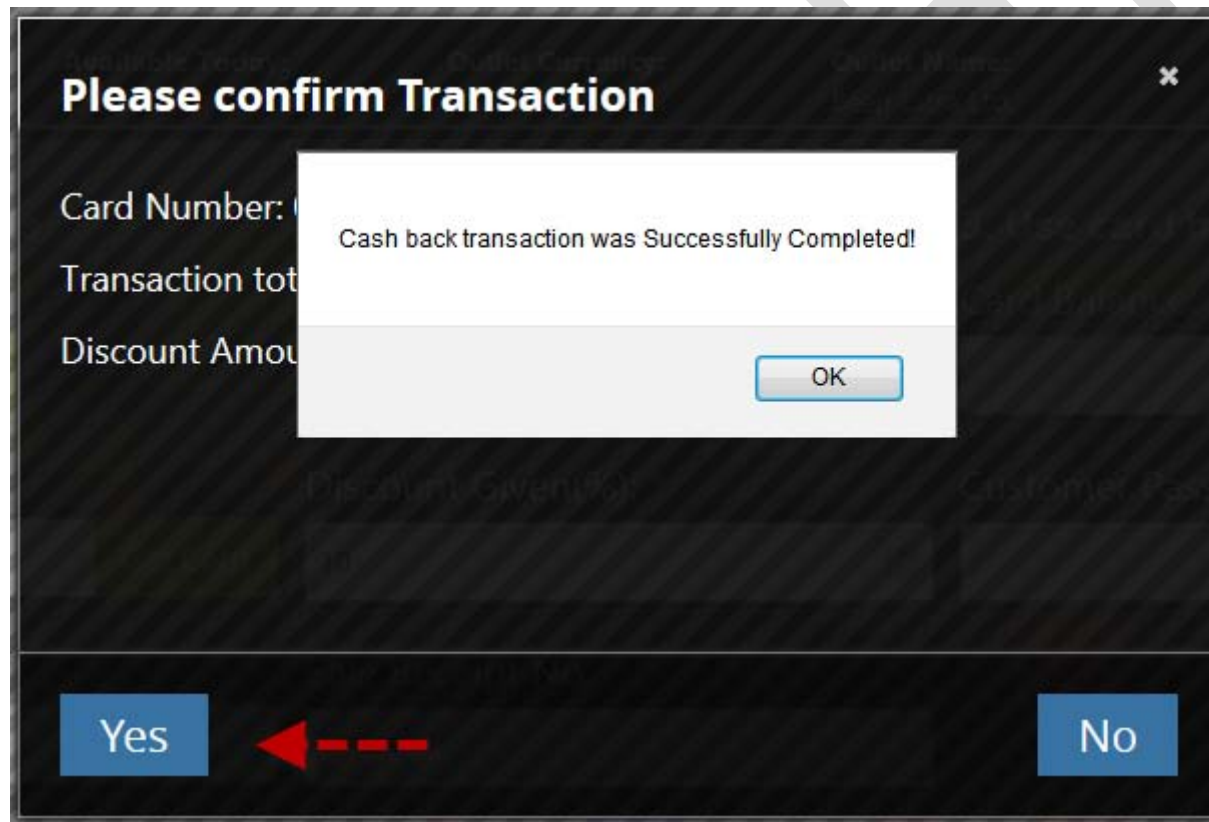
Card Number: **0000000000000002**

Transaction total: **10.00**

Discount Amount: **10%**

Yes  **No**

- When pressing the “Yes” button, a message will be displayed stating that the transaction was Successfully Completed
- Should the transaction NOT be successful, a message will appear stating that the transaction was NOT successful. Please do try again, and should the issue persist please contact BEEP Customer Service Department
- By Pressing the “OK” button you will be re-directed to the main Issue Cashback page ready for the next customer



Pay for purchase with a Cashback on the Beep Online Terminal Software v2.1



Step 1. Input all details as explained in the “*Process a Cashback with the Beep Online Terminal Software*” document

Step 2. Payment with Cashback

- First check to see how much cashback is available to be redeemed on this purchase
- Input cashback amount that will be used as payment for this purchase in the card balance field (The moment this is done you will notice that the discount given percentage goes to 0.
- The customer will then be required to input their BeepXtra Password **or** Pin number
- Press the “Submit” button

Issue CashBacks Registration Updates Report Logout

Name: Savvas Kammitis **Available Today:** 5.9098 **Outlet Currency:** USD **Outlet Name:** Beep Extra Ltd. **Cashier Name:** Beep Xtra Ltd

1. Customer Details

Temporary card: *
☐ Yes ☒ No

Card Number: *
0000000000000002 **Get Card**

Email address:

2. Details of Sale

Total Sales Amount: *
5

Discount Given(%): *
0

Sale Receipt No:
123456

3. Use card balance (Optional)

Card Balance: *
5

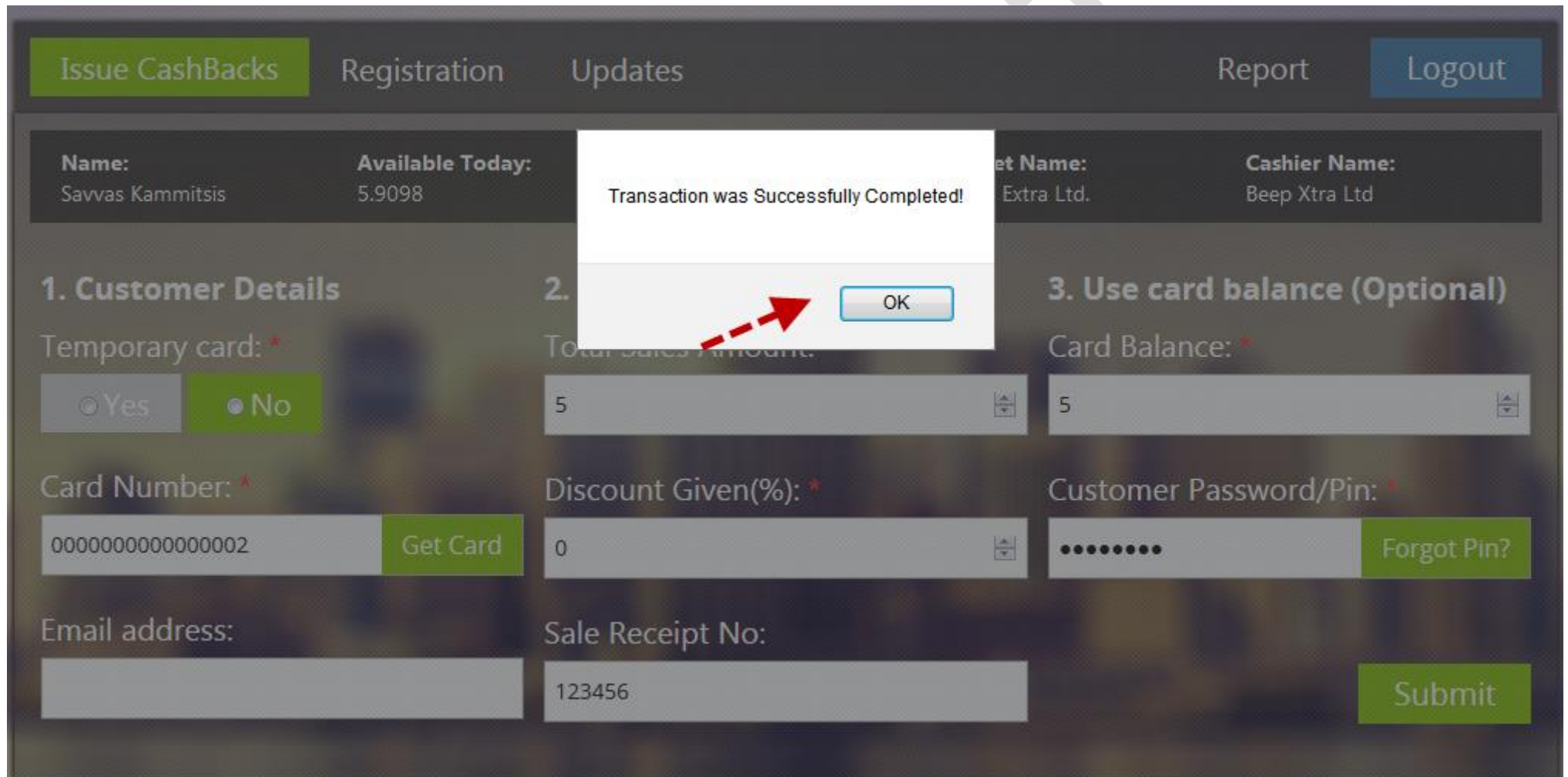
Customer Password/Pin: *
..... **Forgot Pin?**

Submit

IMPORTANT:

- If sale amount is **HIGHER** than Cashback Available Balance, then **2 Transactions must be done!** For this example the sale amount is USD 100.00, and cashback available is USD 20.00 the following will be done.
 - Make one transaction with Sale amount USD 20.00 and payment with Cashback Card Balance 20.00 THEN
 - Make second transaction with USD 80.00 as normal without using a cashback card balance.
- When payment is made via a Cashback, Beep **does not** charge 2.75% on that transaction
- Should a customer not remember their 4 digit pin number and they have access to their email account. The Cashier can press the “Forgot Pin?” button and the customers pin number will be emailed to the email address that is registered on Beepxtra.com

If a **VALID** data has been inputted, the following screen will appear, stating transaction was completed successfully:



The screenshot displays a POS system interface with a dark theme. At the top, there are navigation tabs: "Issue CashBacks" (highlighted in green), "Registration", "Updates", "Report", and "Logout". Below the tabs, a header bar contains fields for "Name:" (Savvas Kammitis), "Available Today:" (5.9098), "Net Name:" (Extra Ltd.), and "Cashier Name:" (Beep Xtra Ltd.). The main area is divided into three columns. The left column, titled "1. Customer Details", includes a "Temporary card:" section with "Yes" and "No" radio buttons ("No" is selected), a "Card Number:" field with the value "000000000000000002" and a "Get Card" button, and an "Email address:" field. The middle column, titled "2. Total Sales Amount:", includes a "Discount Given(%):" field with the value "0" and a "Sale Receipt No:" field with the value "123456". The right column, titled "3. Use card balance (Optional)", includes a "Card Balance:" field with the value "5" and a "Customer Password/Pin:" field with masked characters "....." and a "Forgot Pin?" button. A white modal dialog box is centered on the screen, displaying the message "Transaction was Successfully Completed!" and an "OK" button. A red dashed arrow points from the "OK" button to the "Discount Given(%):" field. A large green "Submit" button is located at the bottom right of the interface.

Issue CashBacks Registration Updates Report Logout

Name: Savvas Kammitis **Available Today:** 5.9098 **Net Name:** Extra Ltd. **Cashier Name:** Beep Xtra Ltd.

1. Customer Details

Temporary card: *

☐ Yes ☒ No

Card Number: *

000000000000000002 **Get Card**

Email address:

2. Total Sales Amount:

Discount Given(%): *

0

Sale Receipt No:

123456

3. Use card balance (Optional)

Card Balance: *

5

Customer Password/Pin: *

..... **Forgot Pin?**

Transaction was Successfully Completed!

OK

Submit