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

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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

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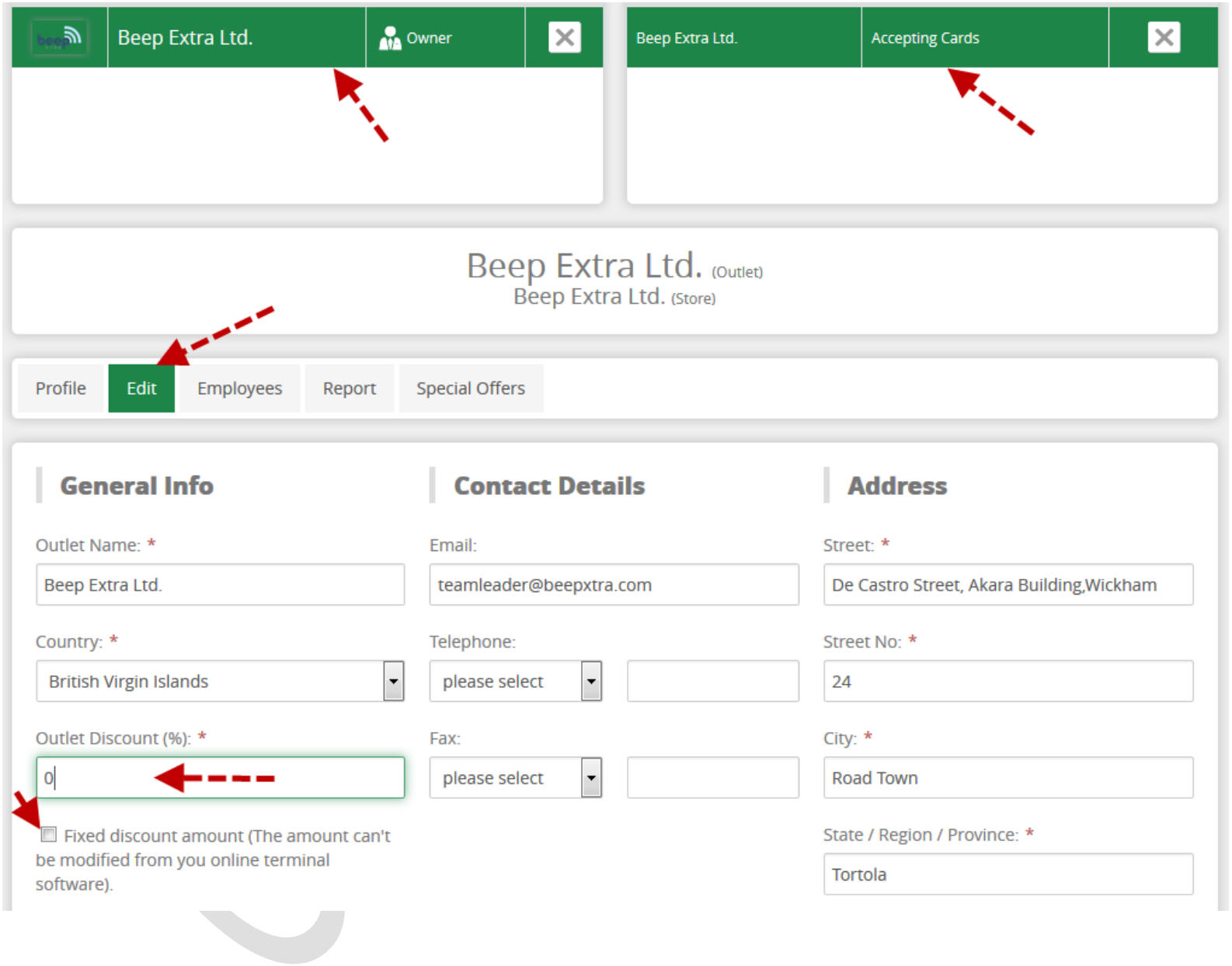
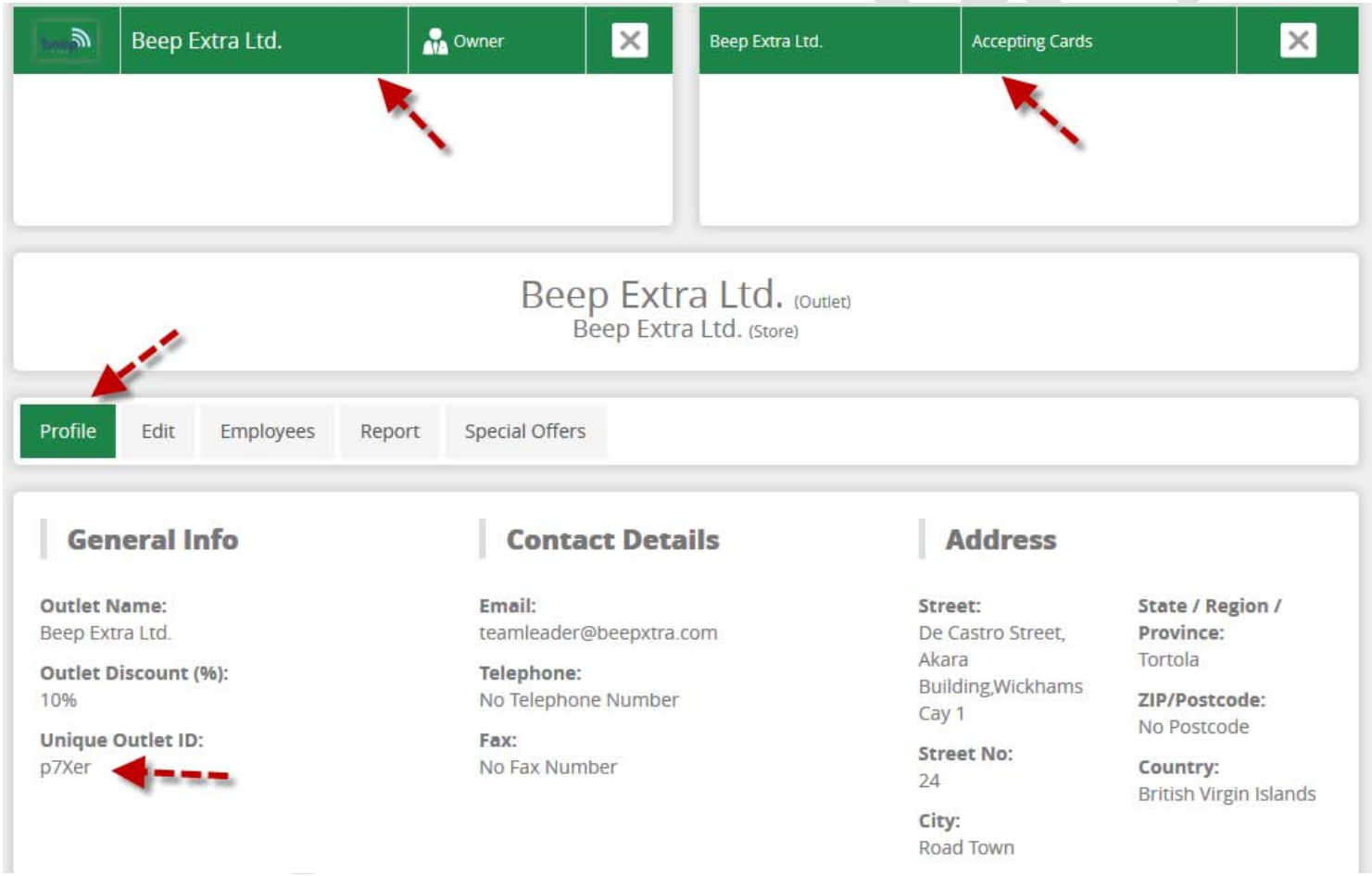

Beep Extra Ltd.
Owner
Beep Extra Ltd.
Accepting Cards
Beep Extra Ltd. (Outlet)
Beep Extra Ltd. (Store)
Profile
Edit
Employees
Report
Special Offers
General Info
Contact Details
Address
Outlet Name: *
Beep Extra Ltd.
Email:
teamleader@beepxtra.com
Street: *
De Castro Street, Akara Building,Wickham
Country: *
British Virgin Islands
Telephone:
please select
Street No: *
24
Outlet Discount (%): *
0
Fax:
please select
City: *
Road Town
Fixed discount amount (The amount can't be modified from you online terminal software).
State / Region / Province: *
Tortola

Step 2: Locating your Unique Outlet ID

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



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

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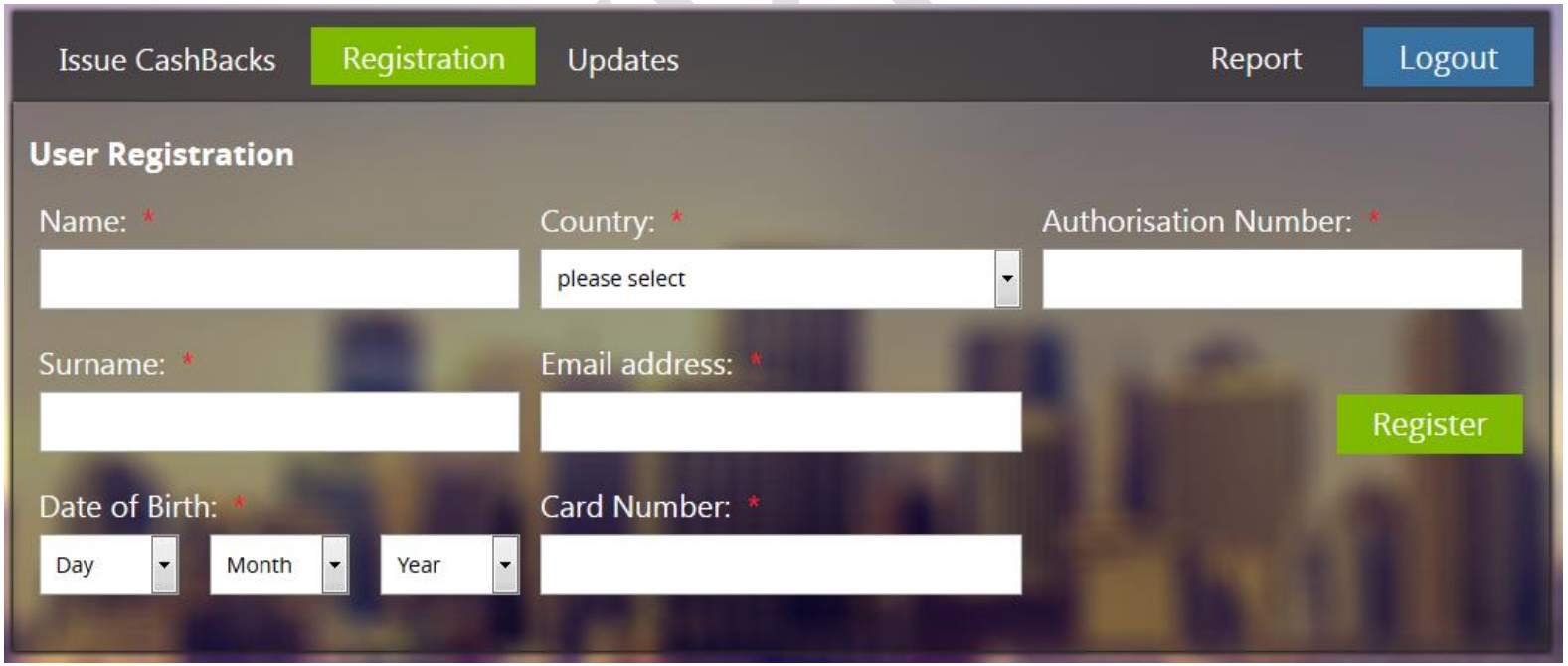
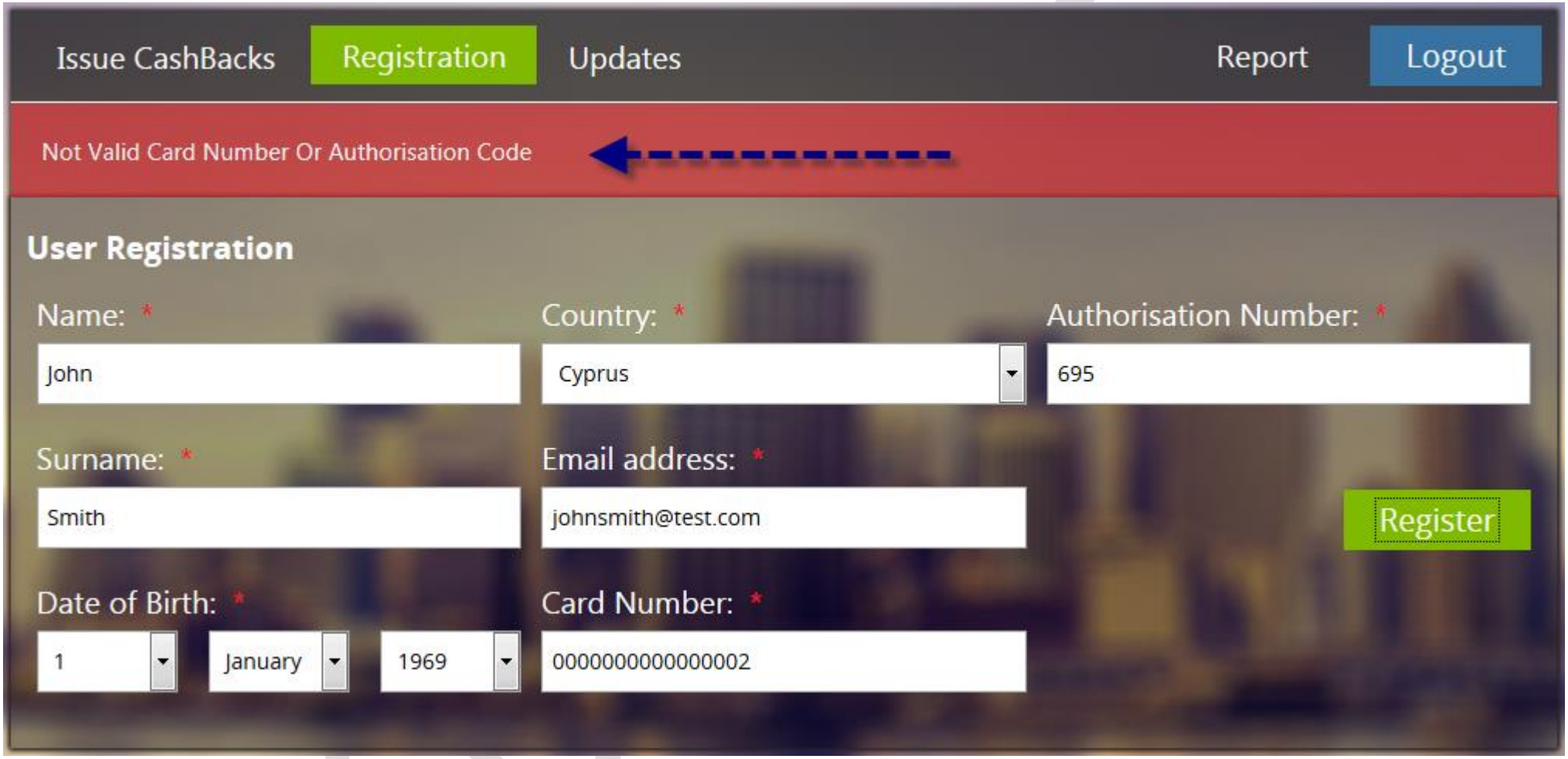
Step 1. Input Customer Details:

- 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

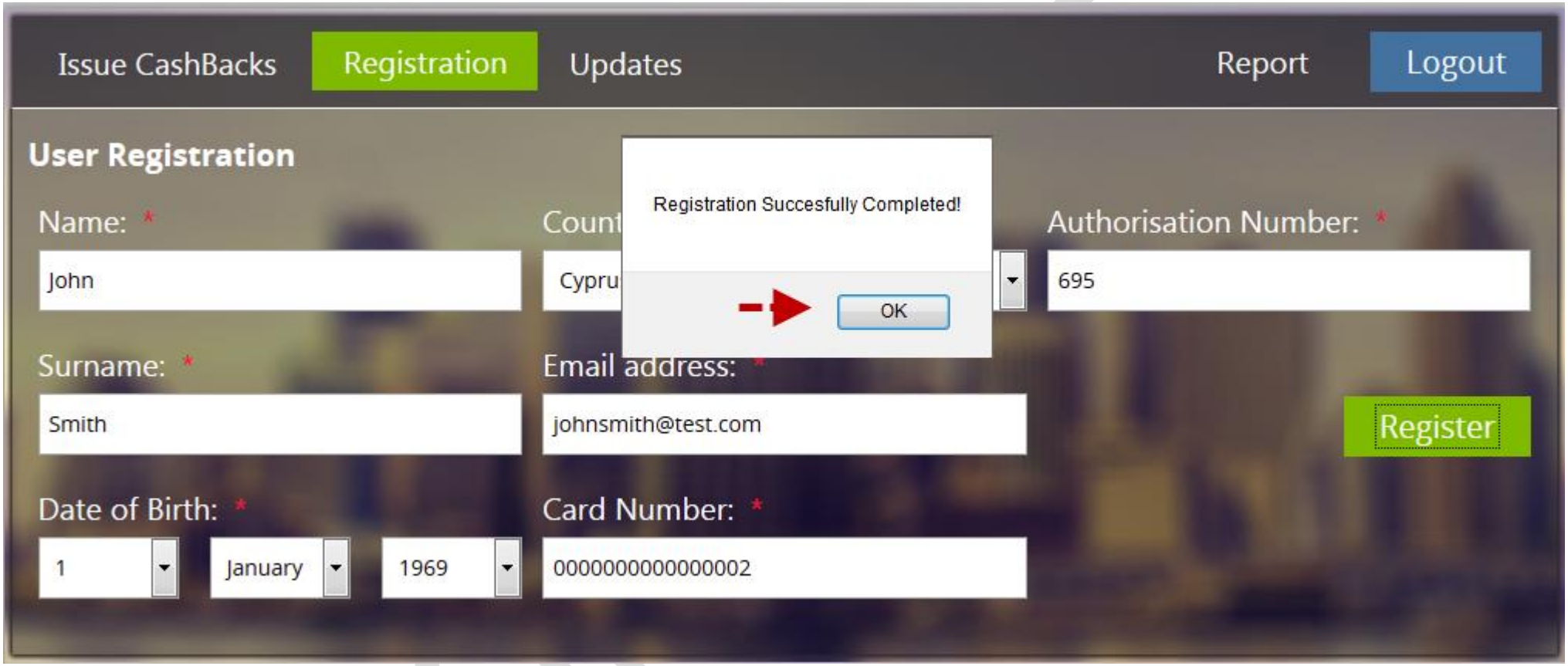


If a **NON VALID** card number or an **ALREADY REGISTERED** card number is inputted, the following message will appear:



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 will appear successful message will appear:



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.

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

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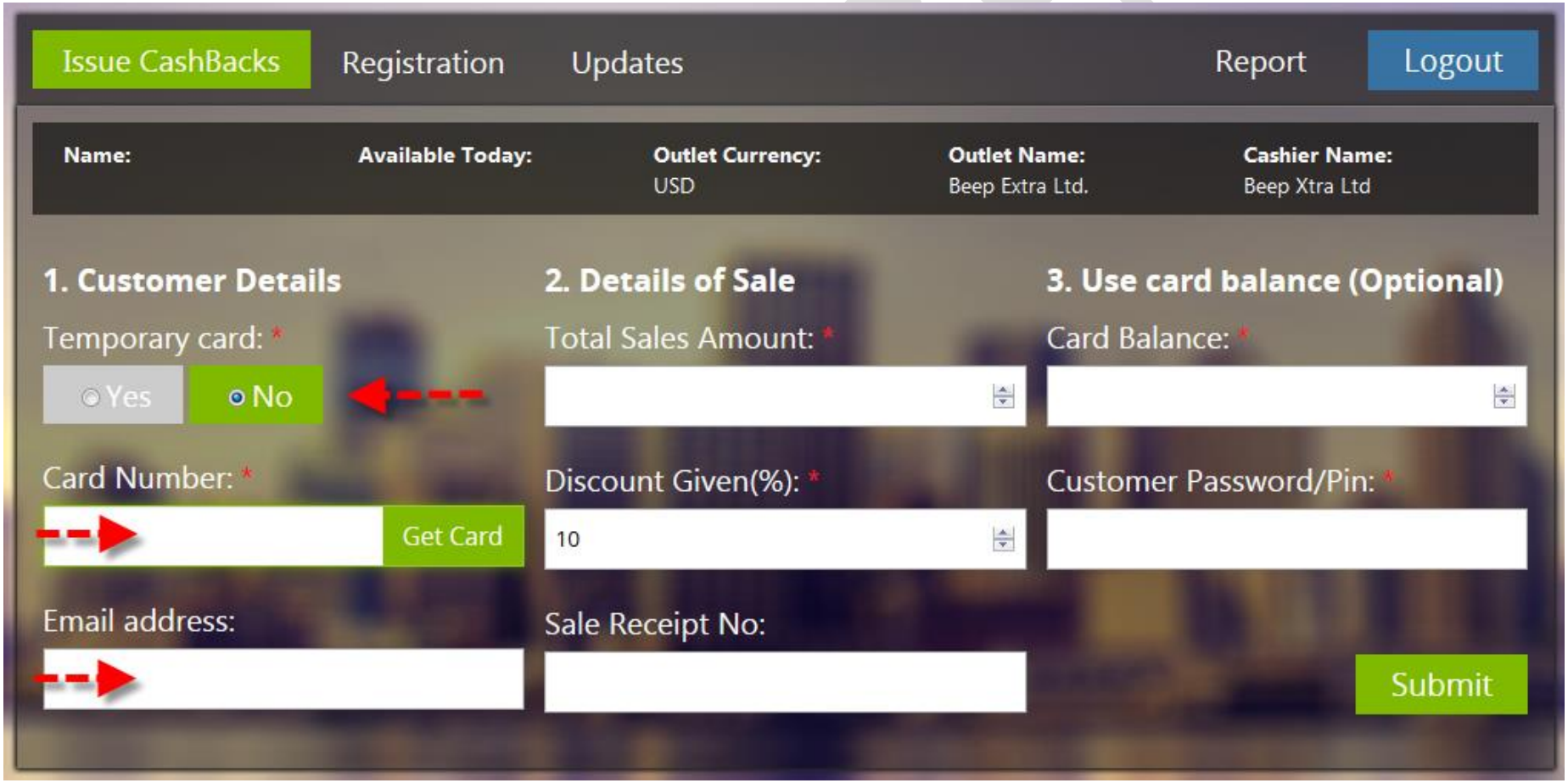
Step 1. Input Customer Details:

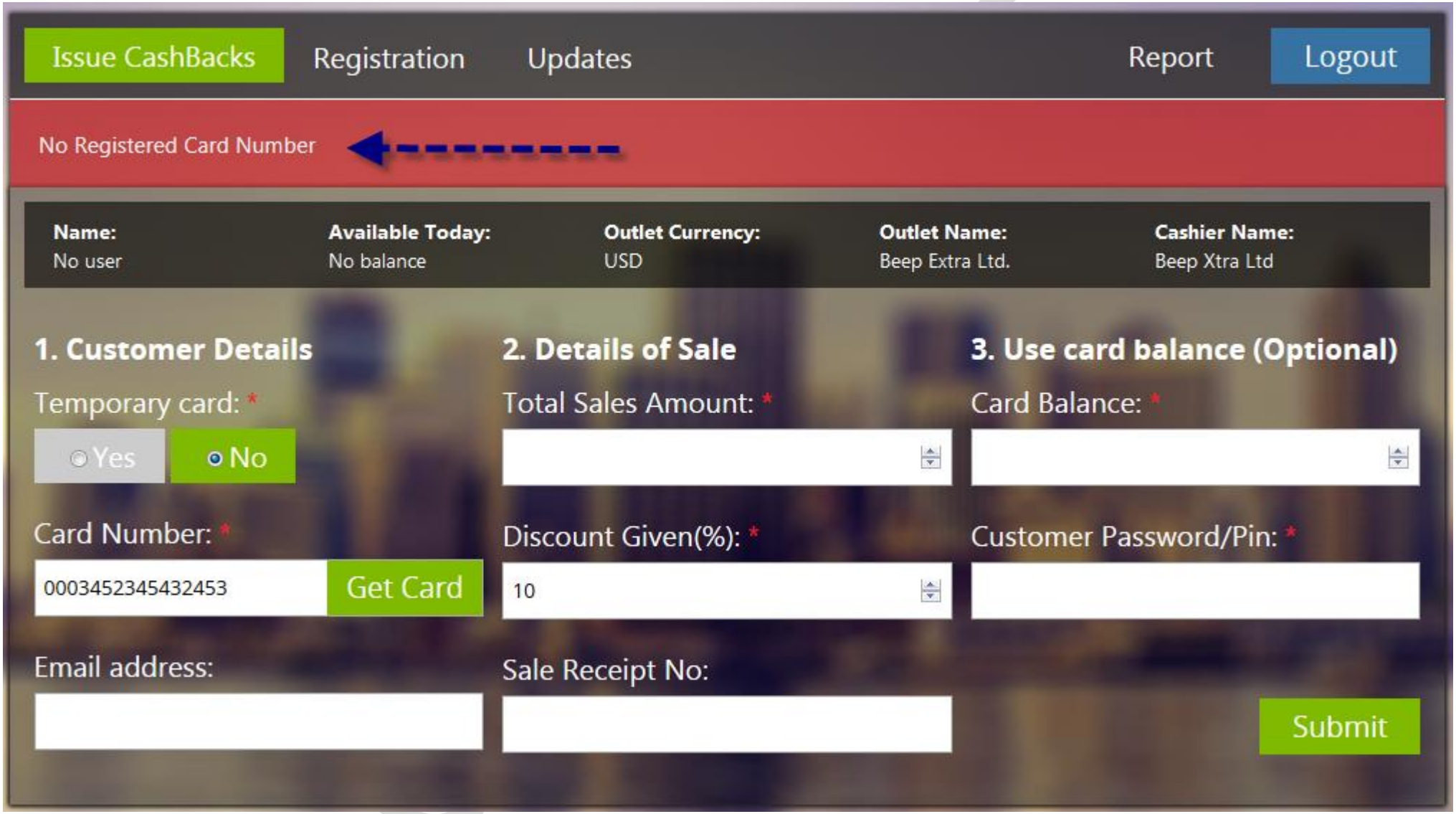
a) Enter the 16 digit physical card number or 17 digit temporary card number (Begins with 9) in the “Card Number” field.
b) Press “Get Card”

OR

a) Enter the customers email address that is registered on the Beep Xtra system
b) Press “Get Card”

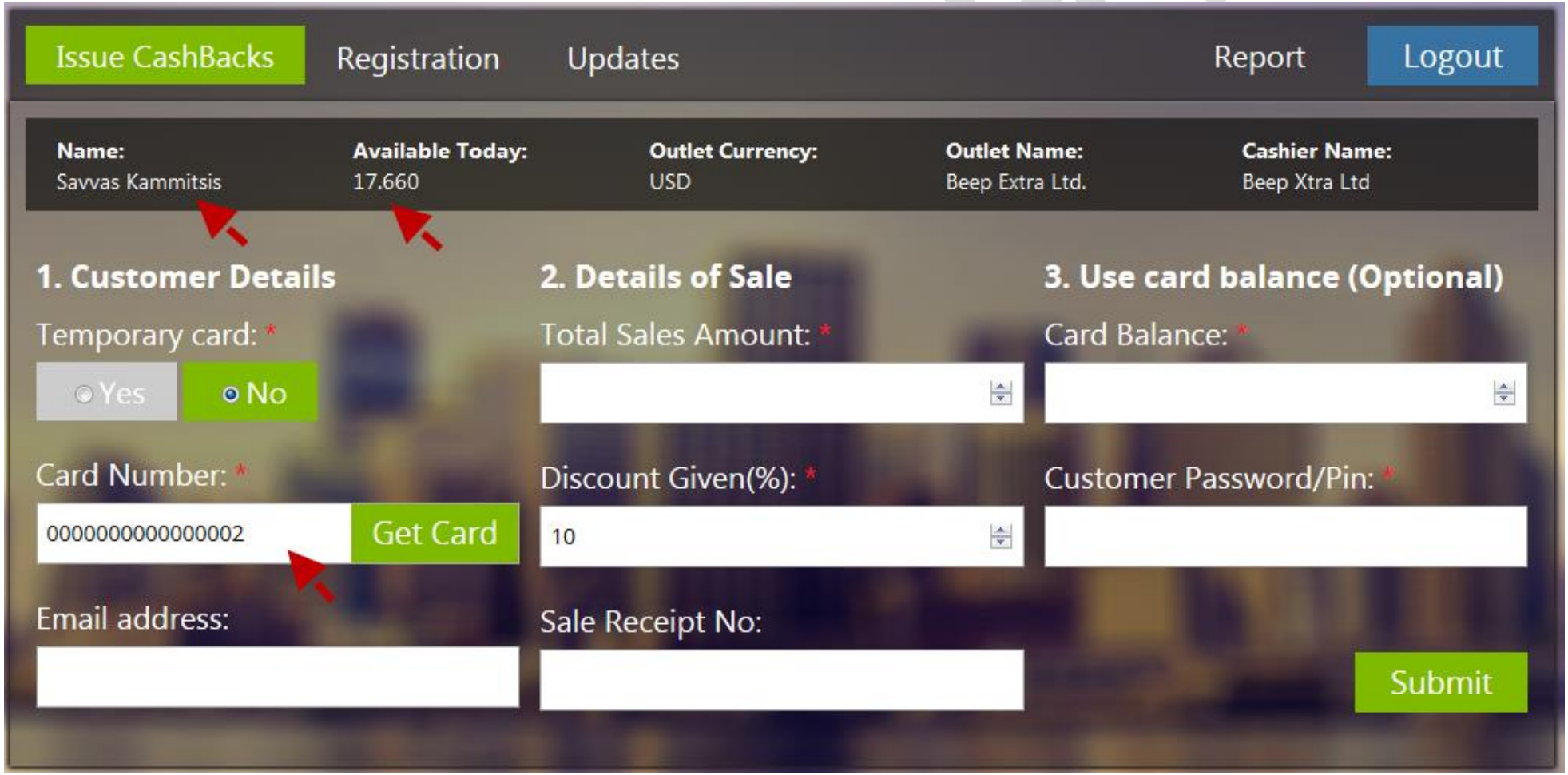


If a **NON VALID** card number or email address is inputted, the following message will appear:



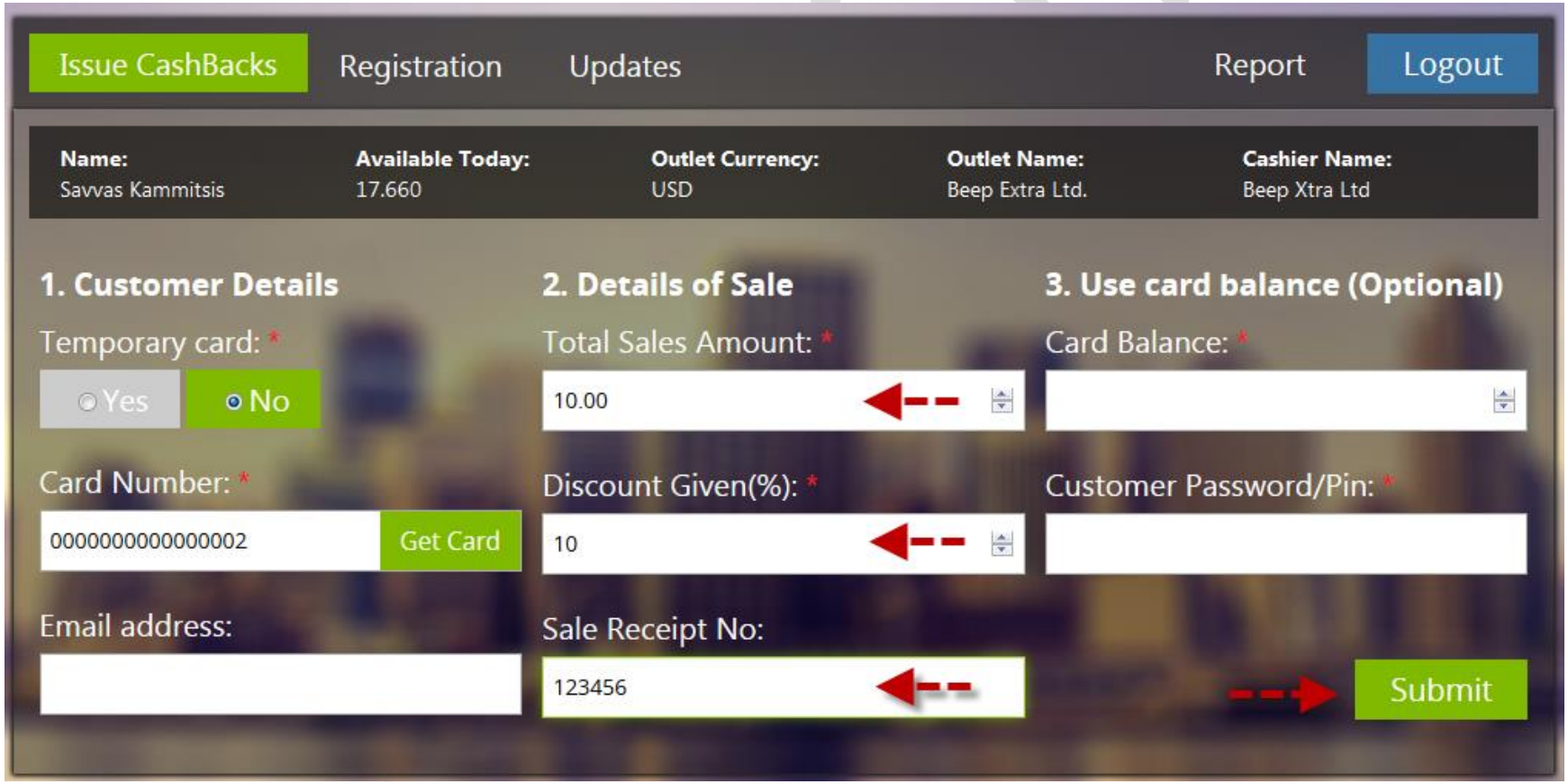
If a **VALID** card number or email address is inputted, the following will appear:

- 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



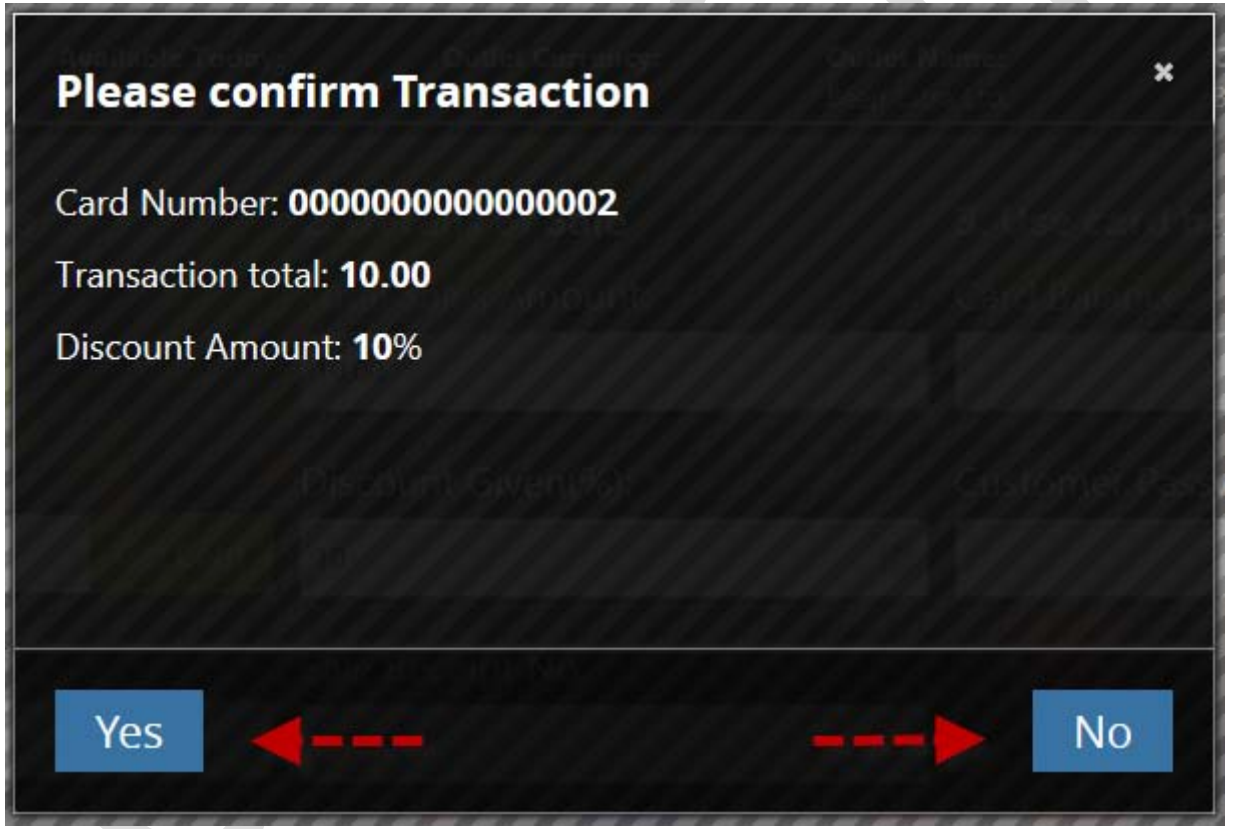
Step 2. Input Details of Sale:

a) 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.
b) Confirm Discount / Cashback amount (If activated, a cashier can change the cashback percentage to any value equal to or above 2.5%
c) 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)
d) Press "Submit"

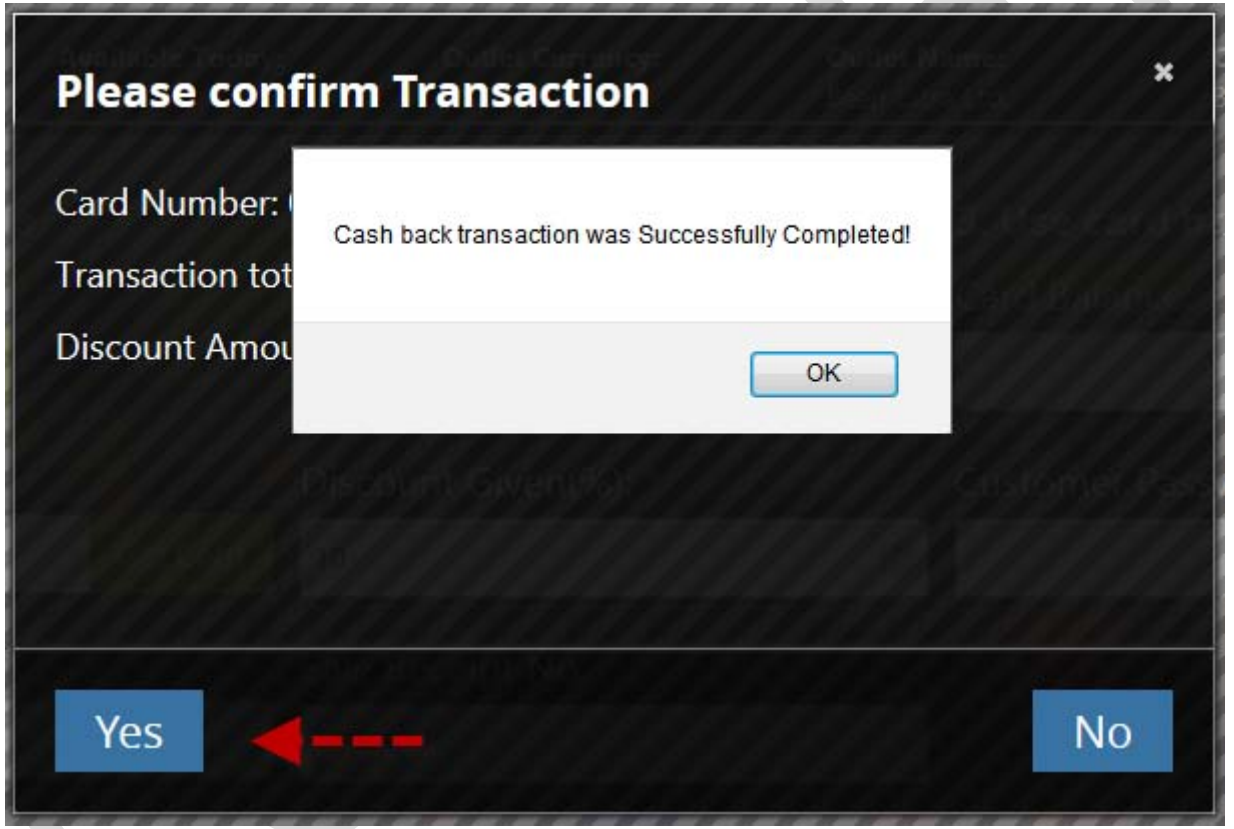


If **VALID** details have been entered you will be directed to a confirmation screen:

- 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



- 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

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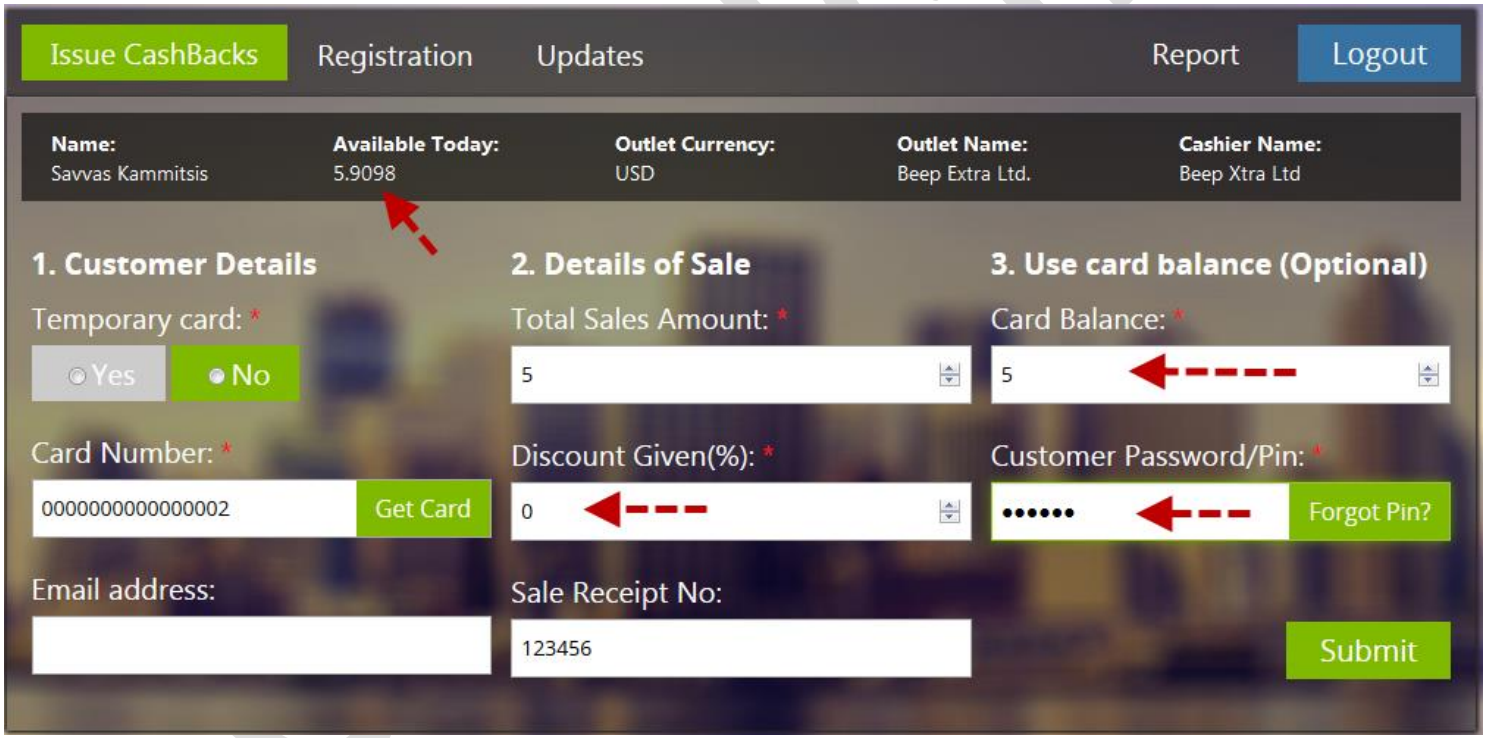
Step 1. Input all details as explained in the "***Process a Cashback with the Beep Online Terminal Software***" document

Step 2. Payment with Cashback

a) First check to see how much cashback is available to be redeemed on this purchase
b) 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.
c) The customer will then be required to input their BeepXtra Password **or** Pin number
d) Press the "Submit" button



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

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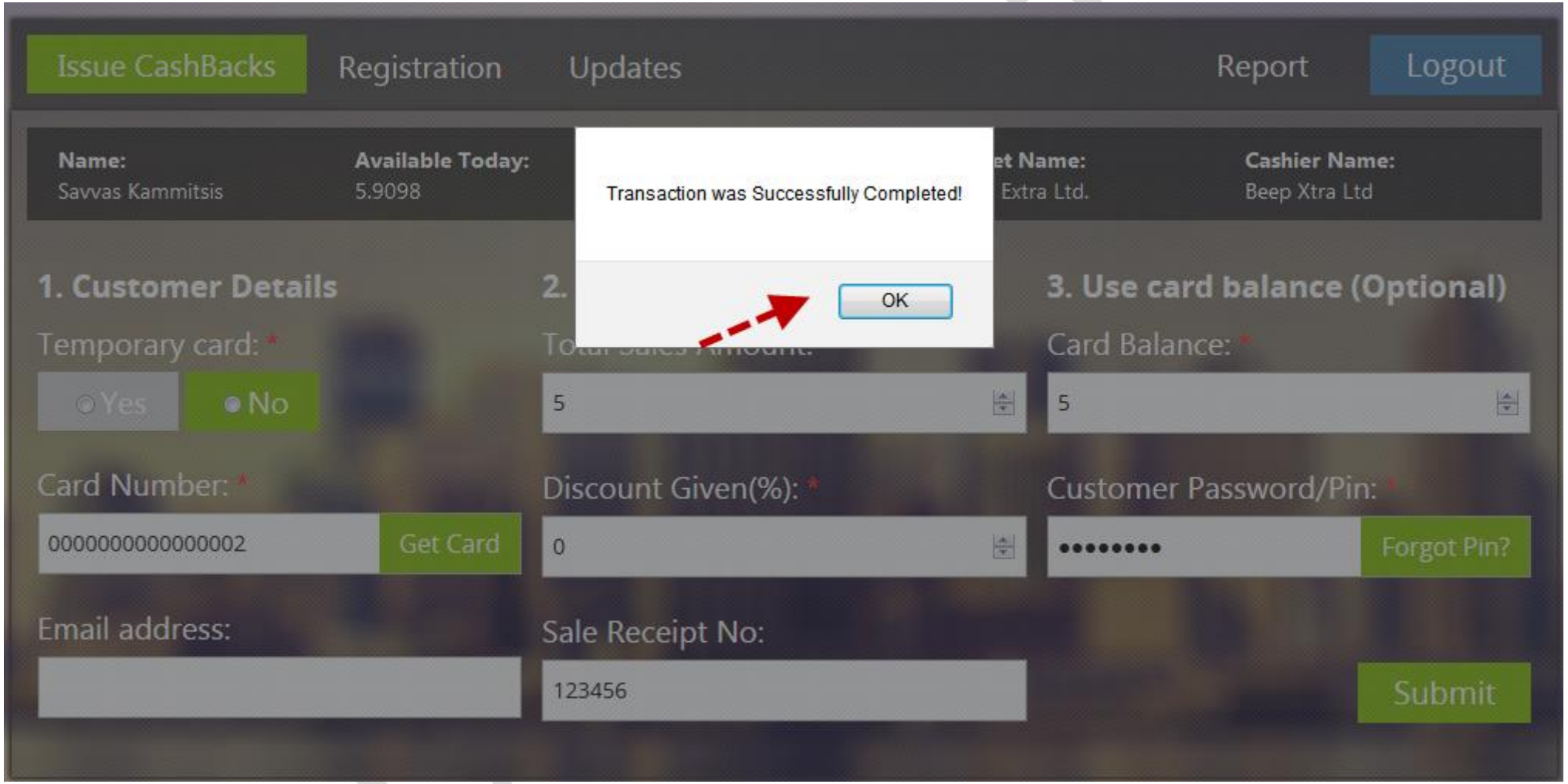
If a **VALID** data has been inputted, the following screen will appear, stating transaction was completed successfully: