

app2pay+

User Manual

ccv



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Contents

Contents	1
1 Introduction	2
2 Requirements	3
3 Feature Table	4
4 Getting Started	5
4.1 Start screen	5
4.2 Start transaction	6
4.3 Favorites	9
4.4 History	10
4.5 Menu	12
4.6 Languages	13
5 Payment	14
5.1 Void	14
5.2 Reconciliation	15
5.3 Tip	16
5.4 Cashback	17
5.5 Reservation	18
5.5.1 Reservation	18
5.5.2 Reservation increment	19
5.5.3 Booking first reservation	20
5.5.4 Booking for extension	21
5.5.5 Void reservation	22
5.5.6 Void reservation increment	23
5.6 Refund	24
5.7 Authorization by voice	25
5.8 Gift card	25
5.8.1 Gift card balance	25
5.8.2 Gift card activation	25
5.8.3 Gift card charging	26
5.9 Alipay+	26
6 Service	27
6.1 History	27
6.2 News	28
6.3 Settings	30
6.3.1 App settings	31
6.3.2 Cashier settings	34
6.4 Info	38
6.5 Total revenue	39
6.6 Intermediate revenue	39
6.7 Service call	39
6.8 SECpos EVO menu	40
6.9 Init	40

- 6.10 Diagnosis 41
- 6.11 Configuration diagnosis 42
- 6.12 EMV diagnosis 43
- 7 Special Features 44**
- 7.1 Changing the display orientation 44

1 Introduction

This user manual should help you to get a good understanding of the app. The 'Getting started' chapter gives you a broad overview how to use the app and how to perform a transaction. All functions are explained in depth in a later chapter.

IMPORTANT: It is not recommended to have another cash register application installed. If you have to use another app besides the app2pay+ you have to perform a reconciliation within the app before using the other app.

Do you still have questions or require help? Feel free to reach out!

2 Requirements

These requirements must be met to use the app2pay+ application:

- attended Android terminal like A920, A77
- SECpos Evo Version 70.06.01 and higher

3 Feature Table

The app2pay+ app is available in two versions, 'Basic' and 'Premium'. This table compares the functional availability of both versions:

Feature	Basic	Premium
Individual branding (white label)		✓
News Center (individual RSS feed)		✓
Further customizations on request		✓
Individual menu structure		✓
Common payment functions*	✓	✓
Common service functions**	✓	✓
Tip (configurable in app)	✓	✓
Alipay+	✓	✓
Additional text / Merchant Reference	✓	✓
Pin softkey favorite	✓	✓
QR and barcode scanner	✓	✓
Wide range of color schemes	✓	✓
Standard transaction selectable	✓	✓
Custom softkey access protection	✓	✓
Dynamic softkeys	✓	✓
Selectable menu view	✓	✓

Table 3.1: Features

*includes payment, cancellation, reconciliation, reservation, credit note, cashback, gift card, telephone authorization, DCC, partial approval

**includes transaction history, service call, initialization, diagnostics, configuration diagnostics, EMV diagnostics, menu access to payment engine, receipt copy function, total revenue, intermediate revenue, info screen

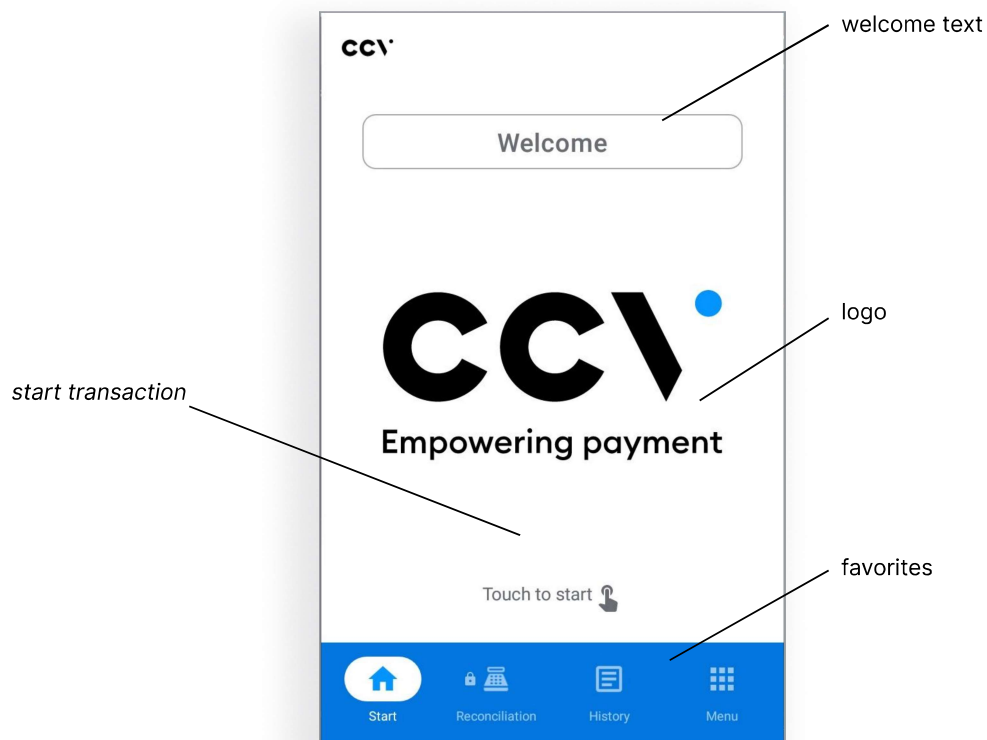
4 Getting Started

In this chapter, you will get a short overview of the app and how to use it to make a transaction.

4.1 Start screen

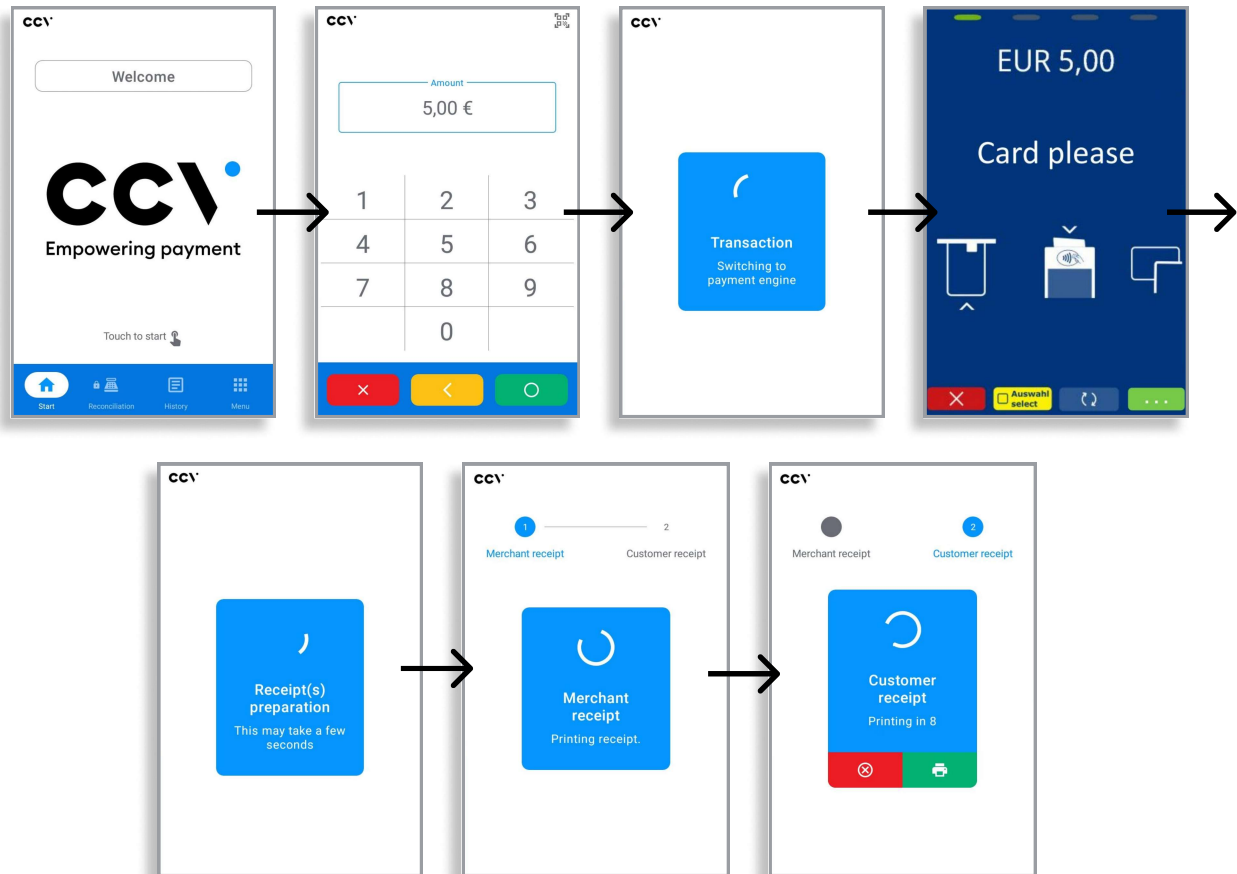
When you open the app, you will find yourself on the start screen. From here, you can begin a transaction by tapping the main part of the screen where the logo is displayed. You can configure this default transaction in the settings.

The welcome text at the top and the logo can also be customized in the premium version. At the bottom of the start screen, you will find the favorites. Their functions are explained in chapter 4.3.



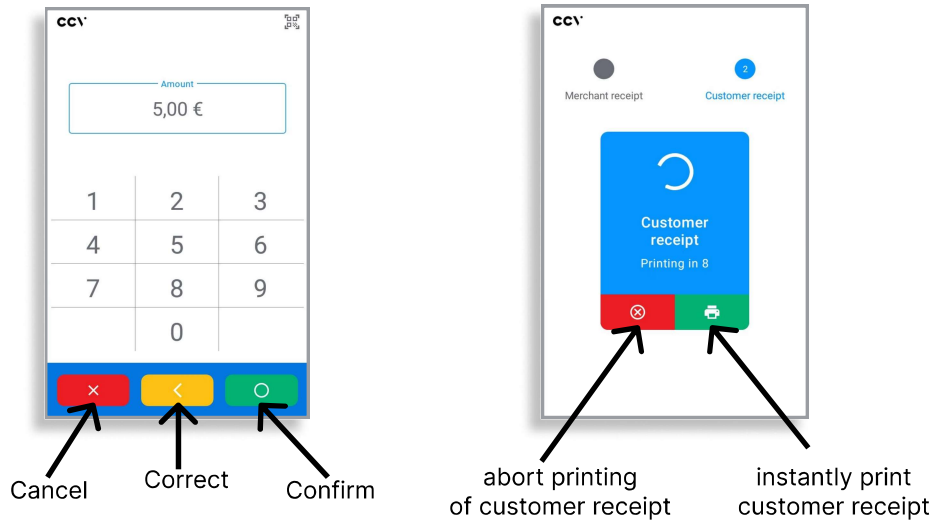
4.2 Start transaction

When you start a transaction from the start screen, you will first see the amount entry screen. From here, the app switches to the payment engine where the transaction is processed. Afterwards, it returns to the app2pay+ app and the receipt is created.



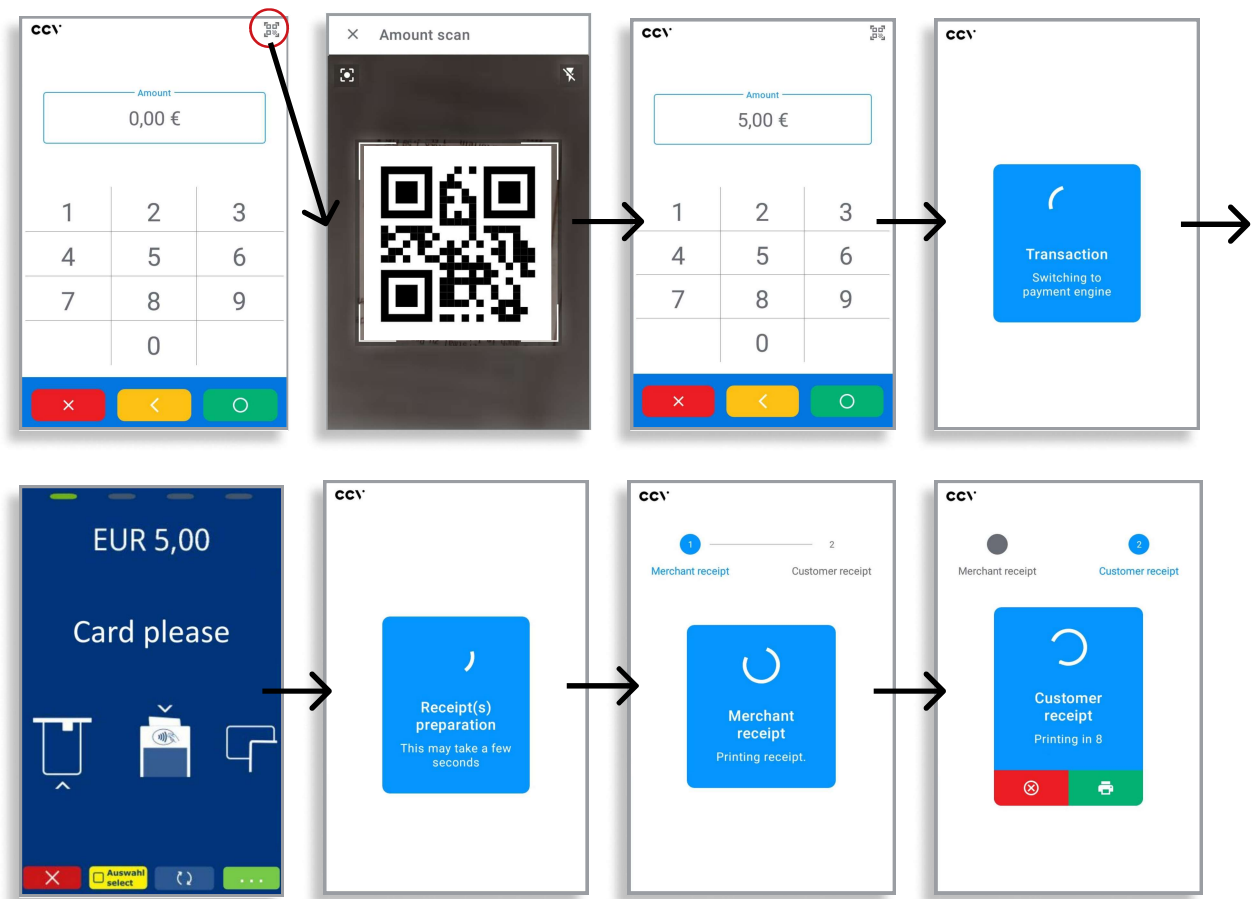
If the terminal is equipped with a printer, receipts will be printed out. While you can skip printing the customer receipts, printing the merchant receipts is mandatory.

The buttons at the bottom of the amount entry screen (STOP, CORR, OK) function like the usual hardware buttons on our terminals.



From the amount entry screen, you can activate the camera of the terminal to scan a barcode or a QR code to enter an amount. The amount embedded in these codes must be formatted as the smallest currency unit, e.g., 500 = 5 EUR.

On terminals equipped with a dedicated scanner, such as the A77, you can directly scan the amount without using the camera.

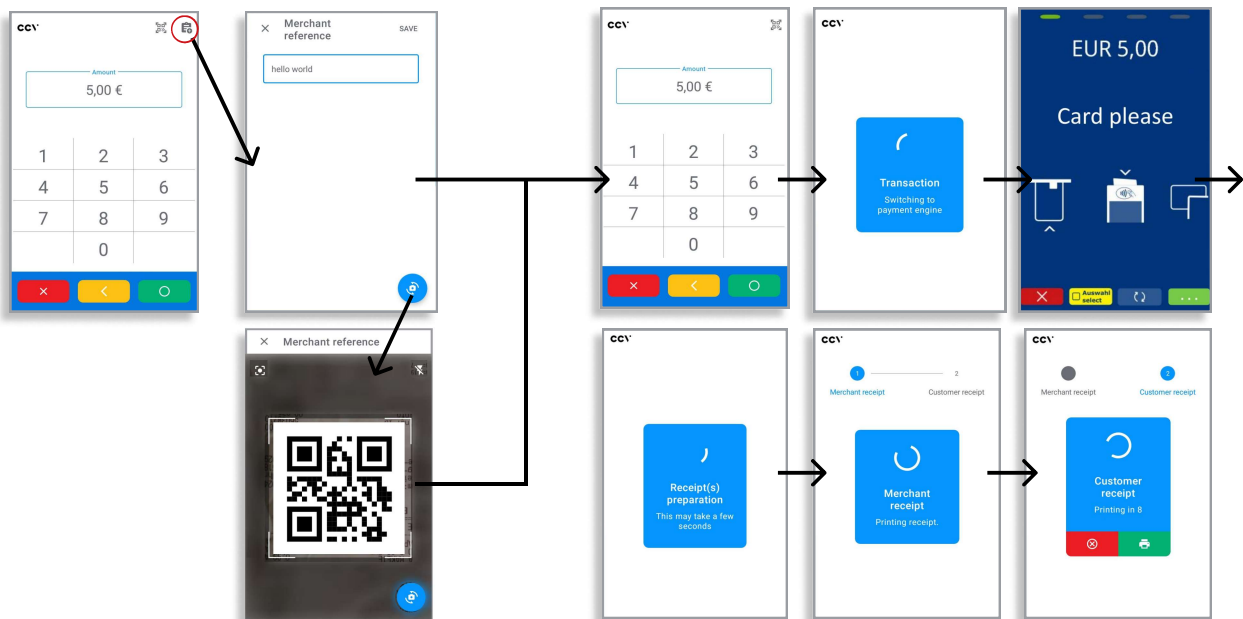


These different formats can be scanned with the camera. This only applies to the camera and not the potential integrated scanners.

UPC-A	ITF	UPC-E	RSS-14
EAN-8	RSS-Expanded	EAN-13	QR Code
Code 39	Data Matrix	Code 93	Aztec
Code 128	PDF 417	Codabar	MaxiCode

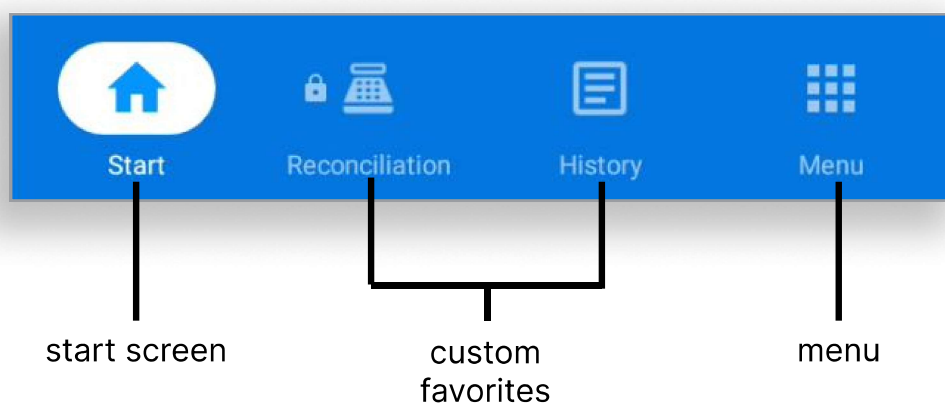
Table 4.1: Valid formats

You can add a merchant reference by tapping the icon in the top left corner. This feature must be activated. In this new dialog, the merchant reference can be entered manually or scanned via the corresponding button using a QR or barcode.



4.3 Favorites

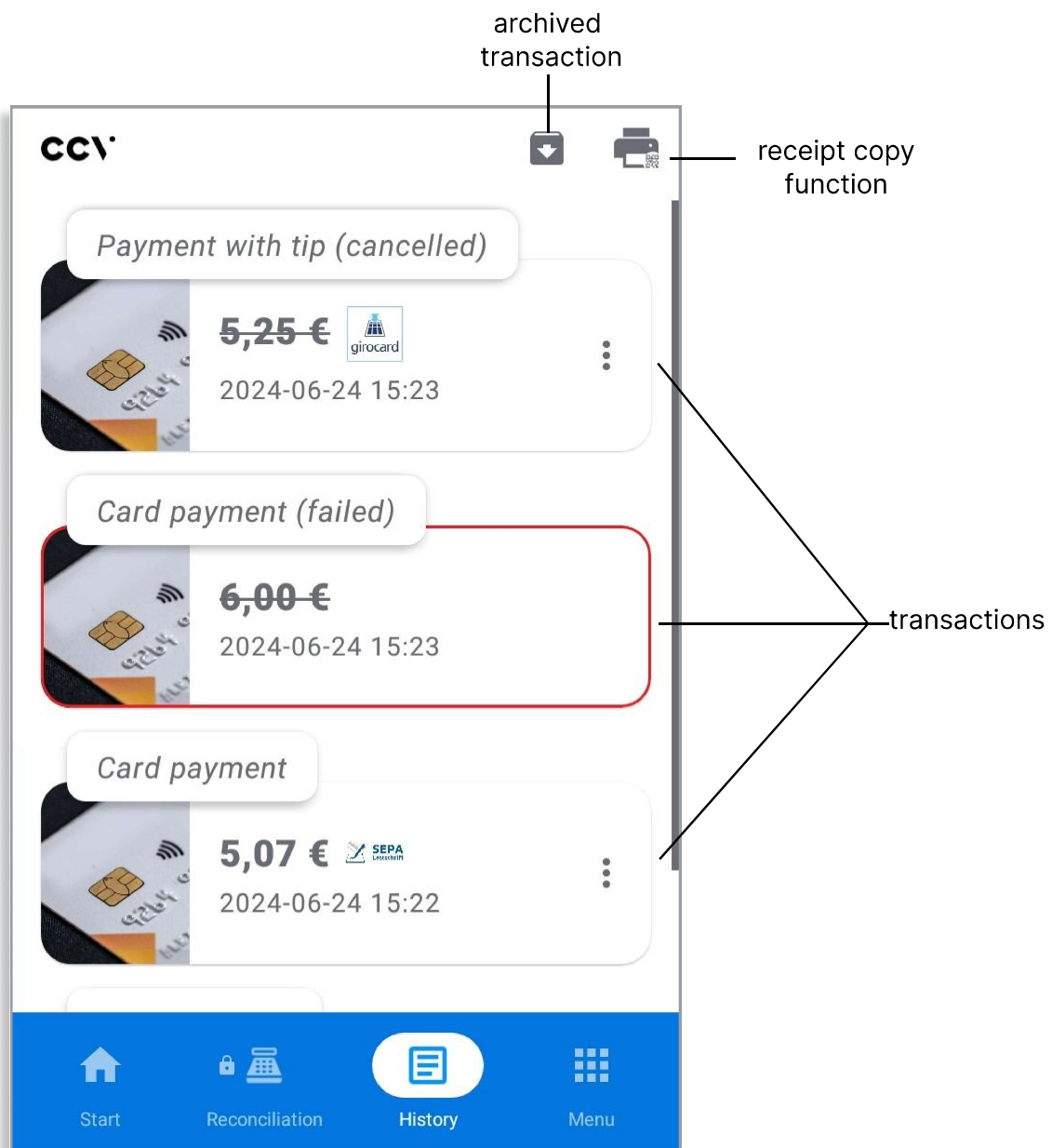
At the bottom of most screens, you'll find the favorites bar. Here, you can always return to the start screen and open the menu containing all available functions. You can customize up to three functions as favorites within the app settings.



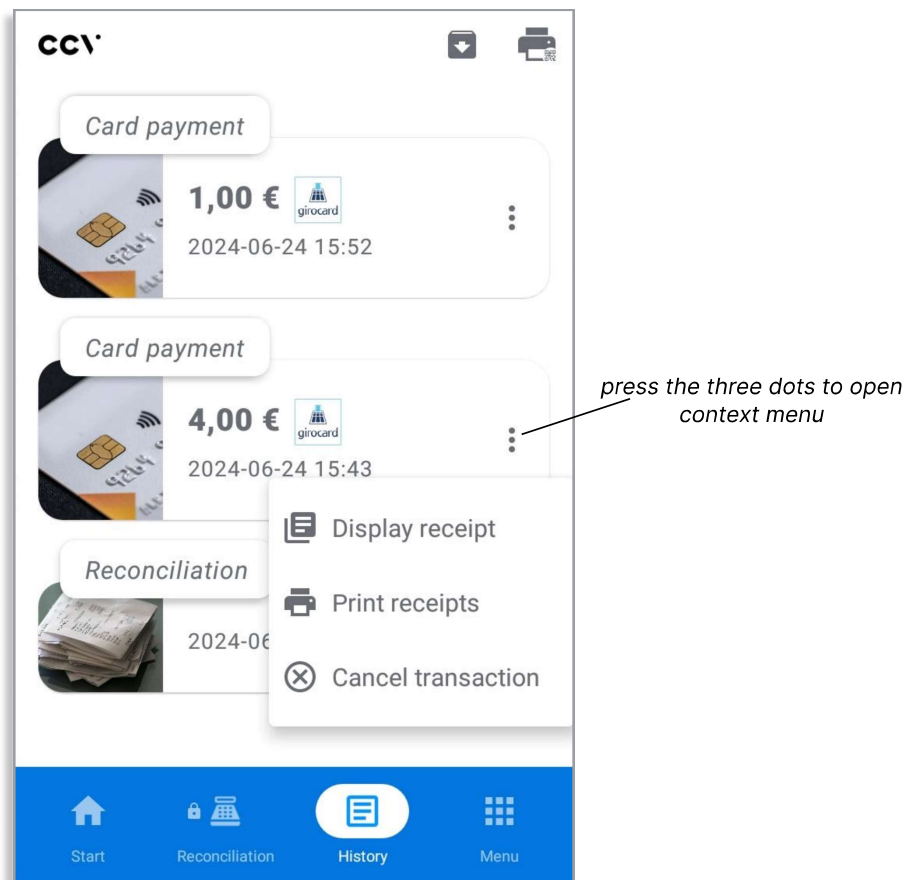
4.4 History

The history displays all transactions since the last reconciliation, including failed transactions. In the basic configuration the history is set as a favorite function. You can perform various actions related to transactions within the history, such as showing or printing receipts.

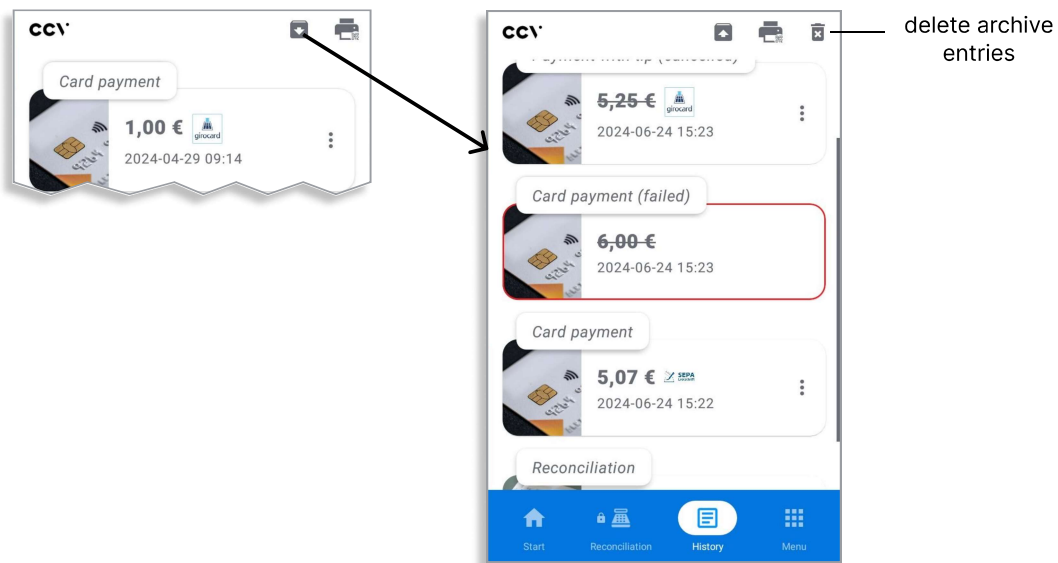
At the top of the screen, you can find the button for the archive, which will be explained in detail below. Additionally, you can find a button for obtaining a receipt copy.



For each transaction, you can open a context menu by tapping the three dots on the right side of each transaction card. This menu displays all available actions for that transaction. You can cancel/void a recent payment, reprint receipts (on terminals equipped with a printer) and view a digital version of the receipts.

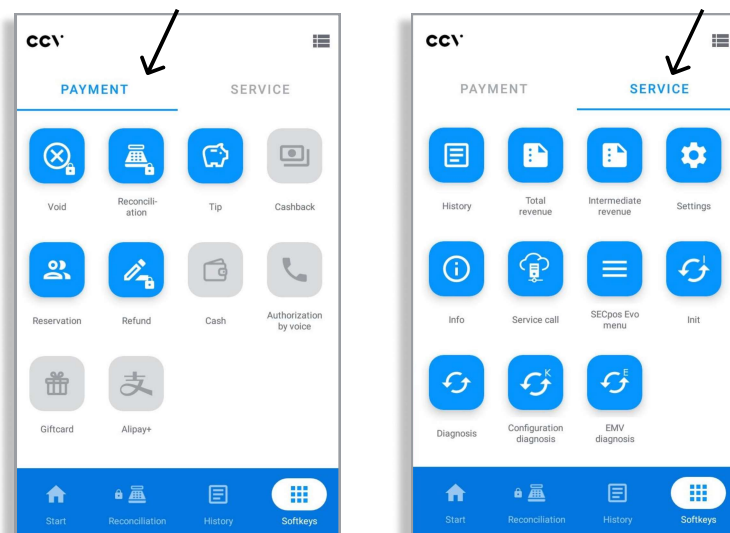


After reconciliation, all current transactions are archived. To view archived transactions, tap the left button at the top right corner. Tap the same button again to return to current transactions. All transactions are archived for 14 days starting from the transaction date. Use the delete button in the top right corner—app password required—to delete archived entries.

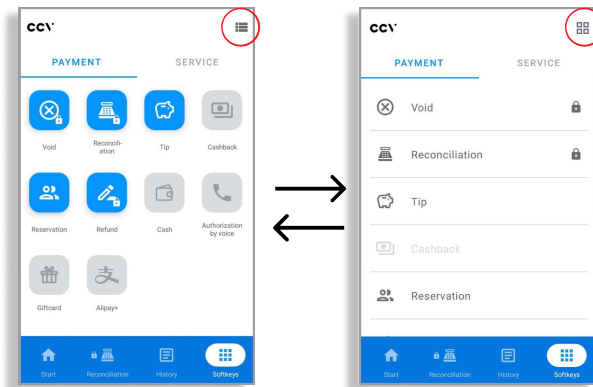


4.5 Menu

This overview displays all available functions categorized into two pages by basic configuration. One page includes functions related to payment actions, while the other page includes various services and settings. You can rearrange the order of function within a page by pressing and holding a function item, then dragging it to the desired position. The pages are customizable in the premium version.



To switch the menu to a list view, simply tap the button in the top right corner of the screen. You can toggle between list view and icon view.



4.6 Languages

The language of app2pay+ corresponds to the Android system language set by the payment engine. If a language set in the payment engine is not supported by the app, English is used by default. The app2pay+ is available in German and English.

5 Payment

5.1 Void

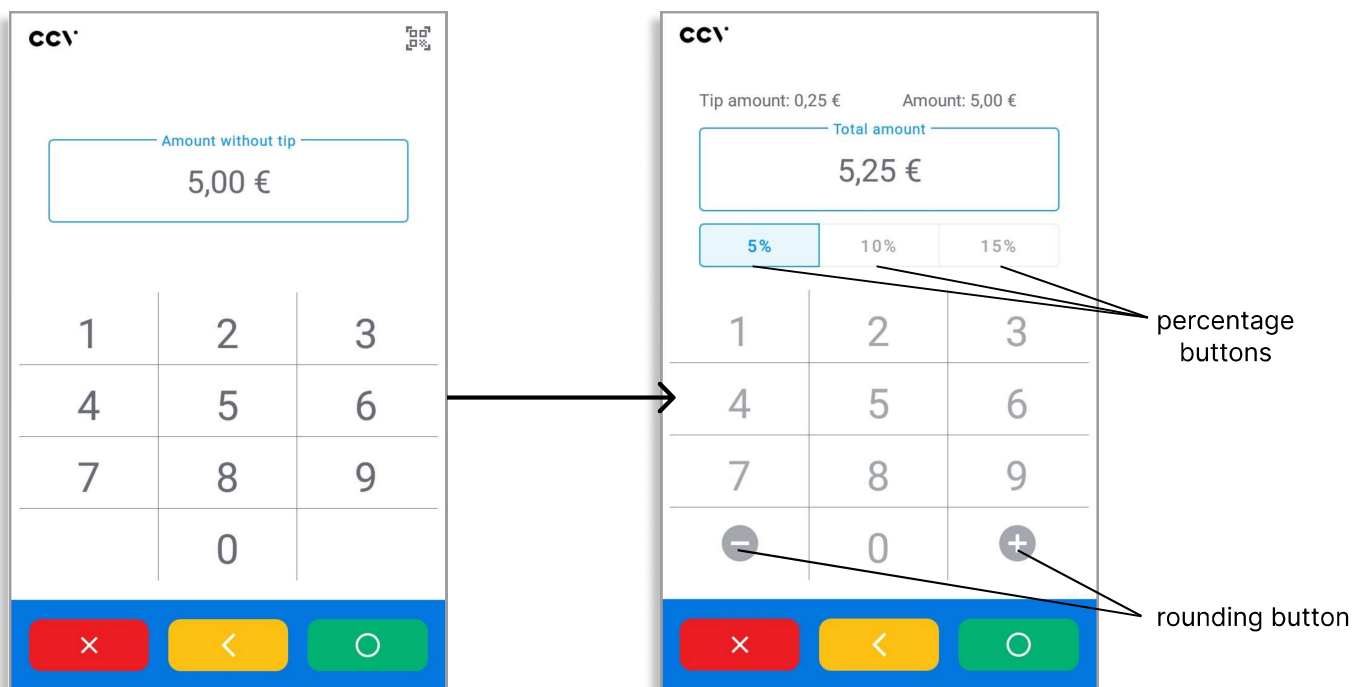


Here you can enter the ID of a specific transaction to void it. If you enter a valid ID, the app switches to the payment engine to void the transaction. Entering an invalid ID will display an error message.

The transaction ID can be found on the receipt. It is also possible to void a transaction via the history view within the transaction context menu.

When using the basic configuration, this function is protected by the cashier password.

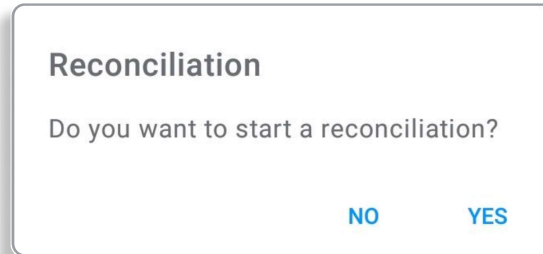
Upon opening this function, a numeric keyboard will be automatically displayed. You can confirm your input directly using the keyboard, or minimize it and confirm or cancel the process using the buttons at the bottom.



5.2 Reconciliation

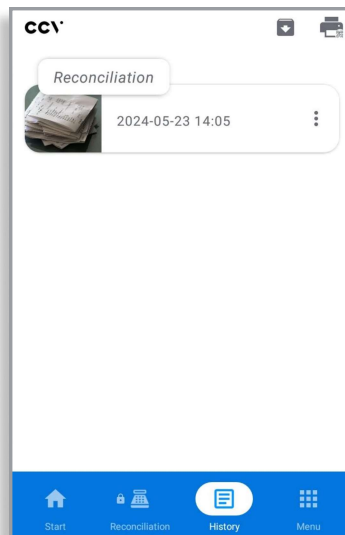


This function allows you to perform a reconciliation. You will be prompted to confirm this action. When using the basic configuration, this function is protected by the cashier password.



Reconciliations are displayed in the transaction history.

After reconciliation, all current transactions shown in the transaction history are archived.

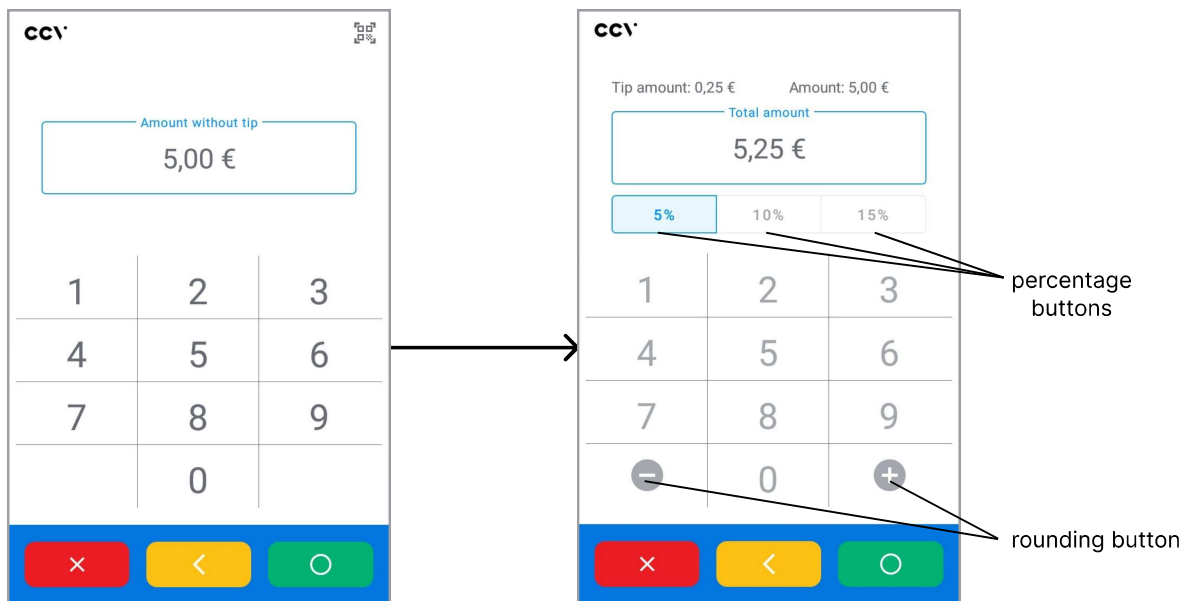


5.3 Tip

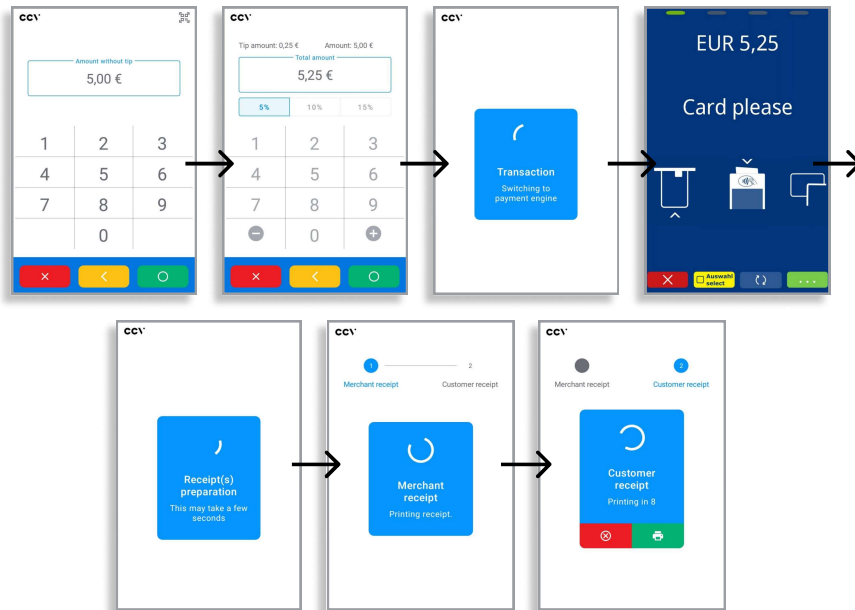


The application includes a tipping feature that lets you process a standard transaction with an added tip. Initially, you enter the amount without the tip and confirm. On the next screen, you are presented with three different input options:

- use one of the percentage buttons to automatically apply a 5, 10, or 15 percent tip based on the transaction amount. These options can be customized in the settings.
- use the plus and minus buttons to round the total amount up or down.
- you can manually enter a custom total amount.



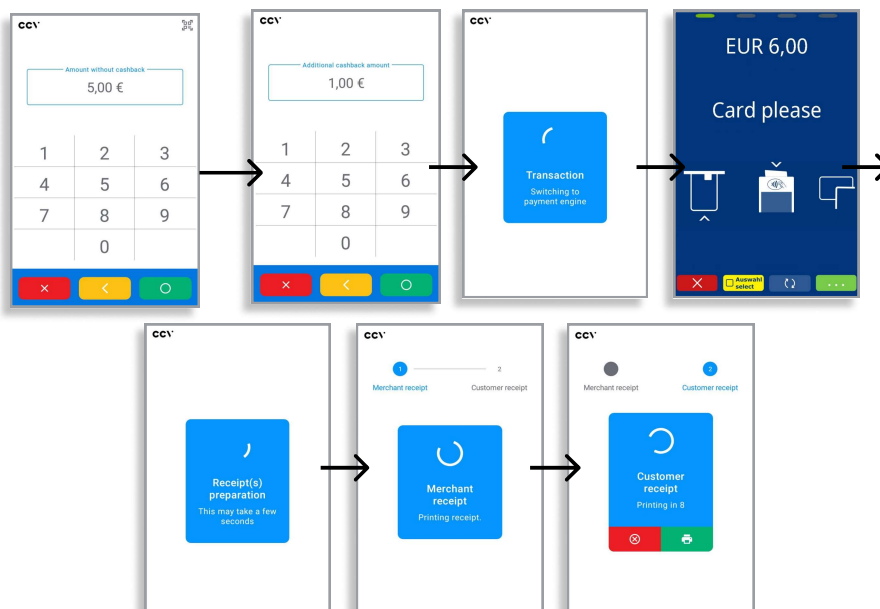
The rest of the payment flow is similar to a regular transaction.



5.4 Cashback



It is also possible to charge an amount greater than the actual transaction and then pay out the difference directly to the customer. First, enter the actual amount, then in the next step, add the cashback amount.



5.5 Reservation

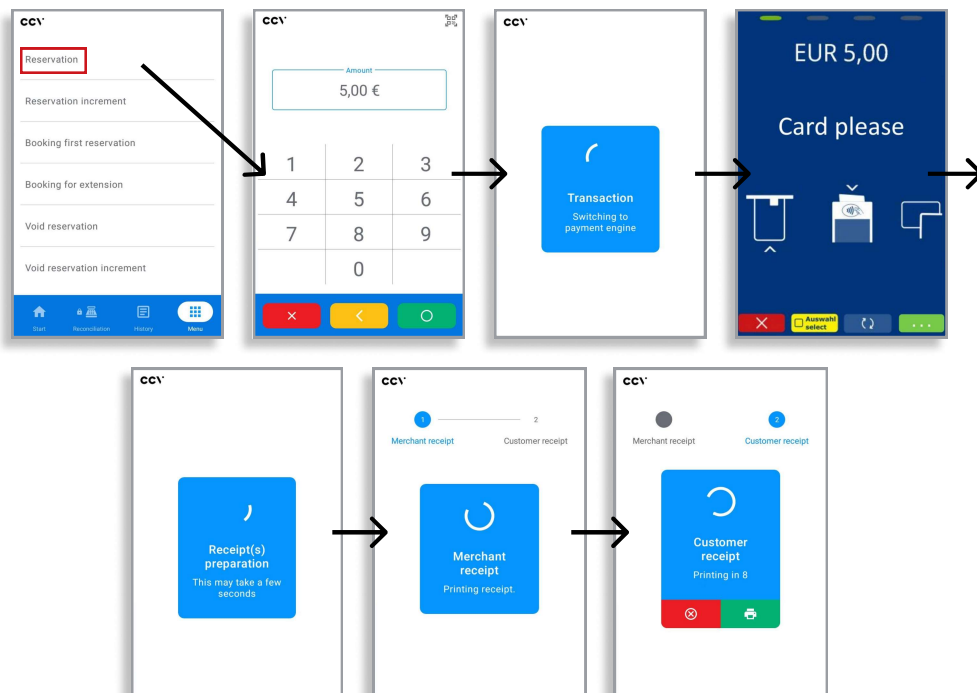


Here you can manage reservations.

5.5.1 Reservation

A reservation follows the normal flow of a transaction. You enter the desired amount, and the app switches to the payment engine to process the reservation. Receipts are generated afterward.

You can find the authorization number needed to manage the reservation on the receipt.



5.5.2 Reservation increment

You can increase a previously reservation by entering the transaction ID, authorization number and the additional amount.



5.5.3 Booking first reservation

To book a reservation enter the transaction id, authorization number and the amount.

