



User Manual

Version 1.0.0



Change the face of
PAYMENT



Introduction

“DASPay transforms any Android device into a secure payment terminal.”

DASPay is a SoftPOS-based mobile payment application that enables merchants to accept card payments directly on Android devices—without the need for additional hardware.

It is integrated with:

- Secure payment processing systems
- Acquirer connectivity (e.g. MineSec / DCS)
- Real-time transaction handling

The app is designed to provide a fast, secure, and user-friendly payment experience for merchants.

Application Overview & Key Features

- Secure login with biometric authentication
- Device registration using a unique code
- Accept payments:
 - Tap-to-Pay (Visa & Mastercard)
 - QR Scan
 - Pay-by-Link
- Monitor daily sales and transaction insights
- Search and view transaction history
- Capture digital signature
- Share receipts (Email, Social, QR)
- Process refunds and void transactions
- Manage product catalog (add/edit products)
- Manage settlements (current and history)

1. Getting Started

This section outlines the steps required to set up and start using the DASPay application:

Install the DASPay Application

- Download the DASPay application from the Google Play Store. If the app is not publicly available, install the APK file provided by your administrator or support team.
- Ensure the application is installed on a compatible Android device with internet connectivity.

Login to the Application

- Open the application and log in using your credentials.
- Login details are shared via email after the merchant onboarding process is completed on the DASPay Gateway. Enter your registered email address and password to proceed.
- Upon successful authentication, you will be guided to the next step.

Register the Device

- To link the device securely to your merchant account, a device registration step is required.
- Enter the device code provided from the DASPay Gateway. This code is generated and assigned to a specific terminal and ensures that the device is authorized for transactions.
- Once the code is verified, the device will be successfully registered.

Setup Biometric Authentication (Optional)

- Depending on your device capabilities, you may be prompted to enable biometric authentication such as Face ID or Fingerprint.
- This allows quicker and more secure access to the application. You may choose to enable this feature immediately or skip and configure it later.

Start Using DASPay

- After completing the setup, the application is ready for use.
- You can begin accepting payments, viewing transactions, and managing daily operations directly from the device.

Important Notes

Ensure NFC is enabled on the device to support contactless (Tap-to-Pay) transactions. A stable internet connection is required for processing payments. Each device must be registered before it can be used for transactions.

2. Sign In

Sign In

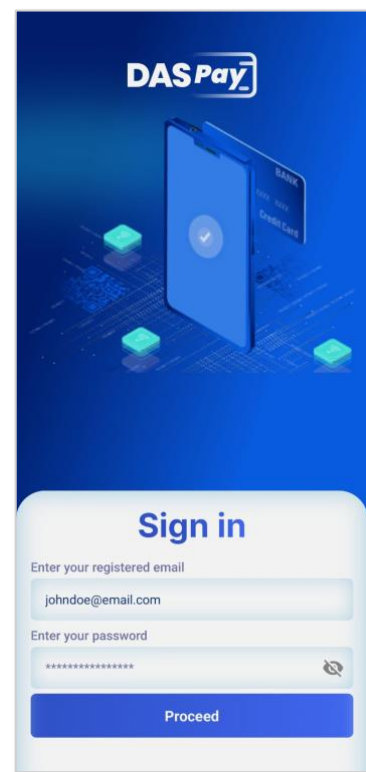
- The Sign In screen allows users to access the DASPay application using their registered credentials.
- Enter your **registered email address** and **password** in the respective fields, then tap **Proceed** to continue.
- Login credentials are provided via email after the merchant onboarding process is completed on the DASPay Gateway.
- If the entered details are correct, you will be redirected to the device registration step.

Device Registration

- After successful login, the device must be registered before it can be used for transactions.
- On the Register Device screen, enter the **device code** provided by your administrator.
- This code is generated from the DASPay Gateway and is linked to a specific terminal.
- Use the on-screen keypad to enter the code, then confirm to complete the registration.
- Once the code is verified, the device will be successfully registered and ready for use.

Biometric Setup (Face ID / Touch ID)

- After completing login and device registration for the first time, DASPay enables secure and convenient access using the device's built-in authentication methods.
- On supported devices, users can enable biometric authentication such as Face ID or Fingerprint (Touch ID). This allows faster access to the application without re-entering login credentials.
- For subsequent app launches:
- Users are not required to re-enter email, password, or device code
- Authentication is performed using biometric verification or device security
- If biometric authentication is not available, the application will use the device's configured security method (such as PIN or pattern) for authentication.
- If the device does not have any security method enabled (no biometric, PIN, or pattern), the user will be required to enter the device code again to access the application.
- If the application is uninstalled and reinstalled, it is treated as a new setup. In this case, the user must:
- Log in again using email and password
- Re-register the device using the device code



3. Dashboard

The Dashboard provides a quick overview of your daily activity and recent transactions.

At the top of the screen, the **total receival for the day** is displayed. This represents the total amount of successful transactions processed for the current day.

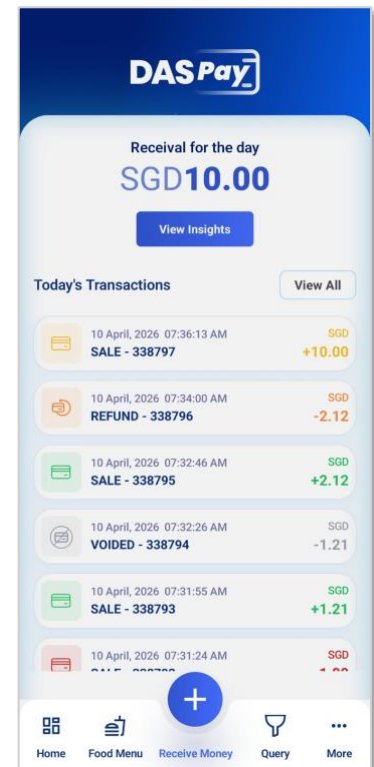
Below this, the **Today's Transactions** section shows a list of recent transactions with key details such as date, time, transaction type, and amount.

You can tap on any transaction from the list to view its full details, including status, reference information, and receipt options.

Tapping **View All** will open the full **Transaction History**, where you can:

- View all past transactions
- Apply filters such as Today, Week, Month, or Custom Date Range
- Switch between list view and insights view

Selecting **View Insights** displays a visual summary of transactions using charts. This helps in understanding earnings, refunds, and overall transaction trends for the selected period.



Transaction Status Indicators

Transactions are visually identified using colors for quick recognition:

- Red: Unsuccessful transactions
- Yellow: Pending or unsettled transactions
- Gray: Voided transactions
- Orange: Refunded transactions

Navigation

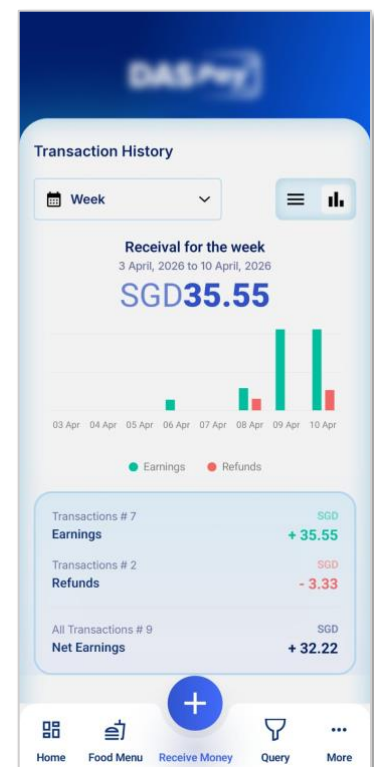
At the bottom of the screen, the main navigation menu allows quick access to key features:

- Home: Dashboard overview
- Food Menu: Product/catalog management
- Receive Money: Initiate a payment
- Query: Search and view transactions
- More: Access additional features and settings

More Options

The **More** section provides access to additional functionalities:

- Transaction History: View the complete list of transactions
- Settlement: View and manage settlement details
- Settings: Configure application preferences
- Help & Support: Access assistance and support resources
- Log Out: Sign out from the application



4. Receive Money

The Receive Money screen allows you to initiate and process payments using different methods.

Enter the amount to be charged using the on-screen keypad or select a predefined amount. You may also add a short description if required. Tap **Charge** to proceed.

You can choose between three payment methods: **Tap**, **QR Code**, and **Via Link**.

Tap (Tap-to-Pay)

Select the **Tap** option and tap **Tap here to start Tap to Pay**.

This will open the secure payment interface powered by the SoftPOS SDK. The customer can then tap their contactless card (Visa or Mastercard) on the device to complete the payment.

QR Code

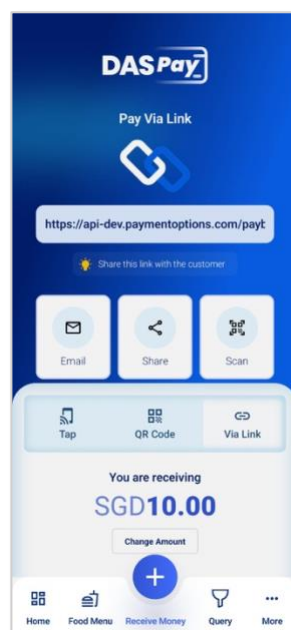
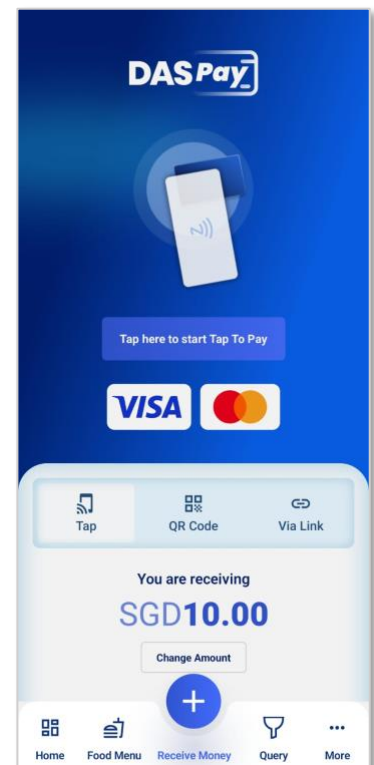
Select the **QR Code** option to display a QR code on the screen.

The customer can scan this QR code using their mobile device. This will redirect them to the DASPay Hosted Payment Page (HPP), where they can complete the payment using available payment options such as supported wallets or card payment.

Via Link (Pay by Link)

Select the **Via Link** option to generate a payment link.

You can share this link with the customer via available options such as email or messaging. The customer will be redirected to the DASPay Hosted Payment Page (HPP), where they can complete the payment using their card.



5. Tap-to-Pay (Card Payment Flow)

The Tap-to-Pay feature allows you to accept contactless card payments directly on your device.

Initiate Payment

From the **Receive Money** screen, enter the amount and tap **Charge**.

Ensure the **Tap** option is selected.

Tap **Tap here to start Tap to Pay** to begin the payment process.

Processing

The application will open the secure payment interface and display a **Processing** screen.

Ask the customer to tap their contactless card (Visa or Mastercard) on the device.

Payment Result

Once the transaction is completed, the result will be displayed on the screen.

If the payment is successful, a confirmation message will appear showing the transaction amount.

Transaction Details

After a successful transaction, you can view key details including:

- Reference number
- Date and time
- Trace and approval code
- Card scheme (e.g. Mastercard)

You have the option to:

- View full receipt
- Share the receipt (Email, Share, QR)
- Capture digital signature

Digital Signature

If required, you can capture the customer's signature directly on the device.

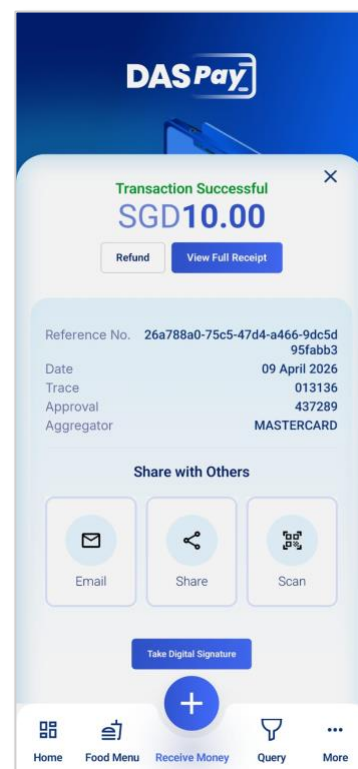
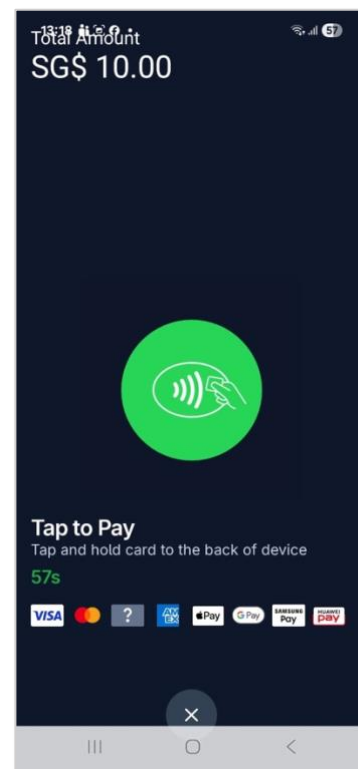
Tap **Take Digital Signature**, allow the customer to sign, then confirm to save it with the transaction.

Receipt

The receipt screen provides full transaction details including:

- Merchant information
- Payment status
- Masked card number
- Transaction identifiers (MID, TID, RRN, Approval Code)
- Total amount

This receipt can be shared with the customer for reference.



6. Refund and Void Transactions

DASPay allows you to reverse transactions using either **Void** or **Refund**, depending on the transaction status.

Void Transaction

A **Void** is used to cancel a transaction that has **not yet been settled**.

Only transactions in **unsettled status (yellow)** can be voided.

To void a transaction:

- Locate the transaction from the Dashboard or Transaction History
- Swipe the transaction from the list to reveal the Void option
- Select the **Void** option
- Review the transaction details
- Confirm the action

A confirmation message will be displayed once the void is successfully processed.

Refund Transaction

A **Refund** is used to return funds for a transaction that has **already been settled**.

Only **settled transactions** can be refunded.

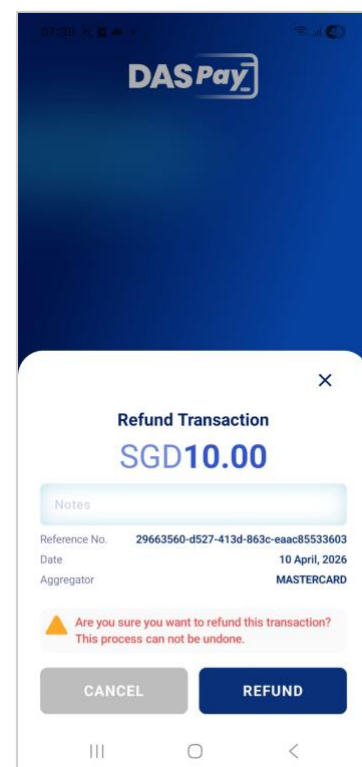
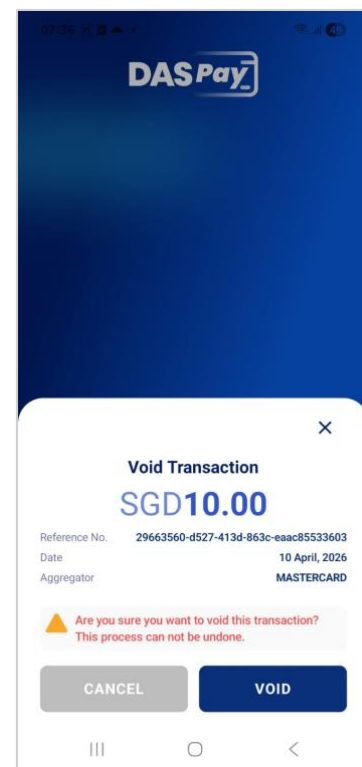
To process a refund:

- Locate the transaction from the Dashboard or Transaction History
- Swipe the transaction from the list to reveal the Refund option
- Select the **Refund** option
- Review the transaction details
- Add notes if required
- Confirm the refund

The system will process the refund and display a confirmation once completed.

Important Notes

- Void can only be performed on **unsettled (pending) transactions**
- Refund can only be performed on **settled transactions**
- Both actions are **final and cannot be undone**
- A confirmation message will always be shown before processing



7. Food Menu

The **Food Menu** section allows you to manage your product catalog and create orders for customers.

Product Management

You can view all available items organized by categories example: as Food, Desserts, Wine, and Appetizers.

Use the **search bar** to quickly find specific items.

To add a new product:

- Tap **“Add New Item in this Category”**
- Enter product details such as name, description, price, type, size, and stock
- Optionally upload a product image
- Tap **Add Item** to save

To edit an existing product:

- **Long press on any item** from the list
- The edit screen will open with pre-filled details
- Update the required fields and save changes

Creating an Order

To create an order:

- Tap **“Add”** on items to include them in the cart
- Adjust quantity using the + / – buttons
- The total amount updates automatically

Once items are selected:

- Tap **“Review and Confirm”**

Order Review

In the review screen, you can:

- View selected items and quantities
- Add more items if needed
- Apply optional additional charges
- View a full breakdown including:
 - Item total
 - Service charge
 - Taxes (GST)
 - Grand total

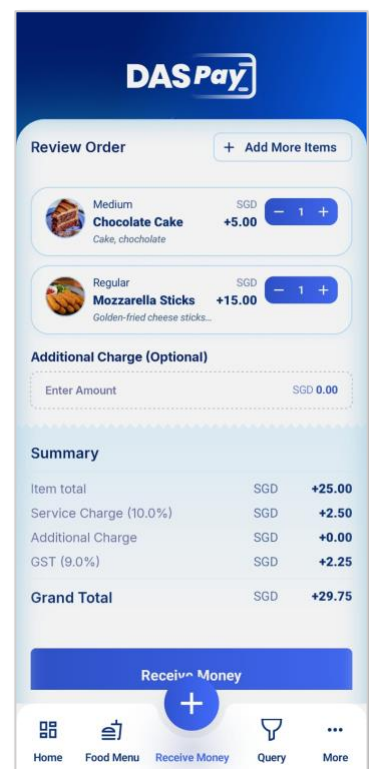
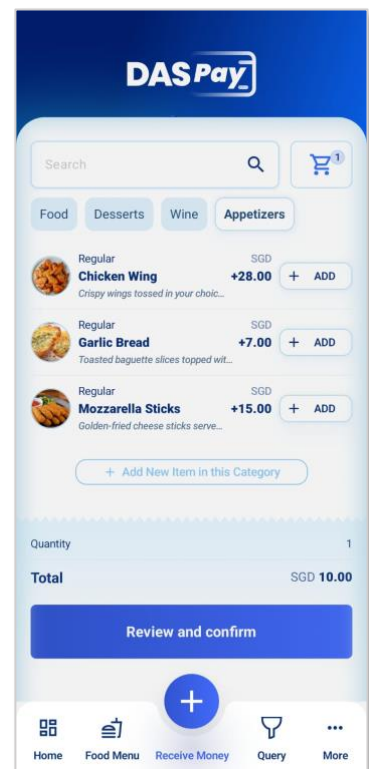
To proceed:

- Tap **“Receive Money”**

Payment Flow

After confirming the order, you will be redirected to the **Receive Money** screen where you can complete the payment using:

- Tap to Pay
- QR Code
- Pay By Link



8. Search & Query

The **Query** section allows you to quickly search, filter, and analyze transactions based on specific criteria.

Searching Transactions

You can easily search for transactions by:

- Transaction ID
- Amount
- Date range

This helps in quickly locating specific transactions without scrolling through the full history.

Applying Filters

Tap on **Filter** to refine your search using multiple options:

- **Date Range**
 - Today
 - Week
 - Month
 - Custom range
- **Amount**
 - Enter a specific transaction amount
- **Transaction ID**
 - Search using a unique transaction reference
- **Payment Type**
 - All
 - Tap (NFC payments)
 - QR Code
 - Pay By Link
- **Transaction Type**
 - All
 - Sale
 - Refund
 - Void

After selecting the required filters:

- Tap **Apply Filters** to view the results

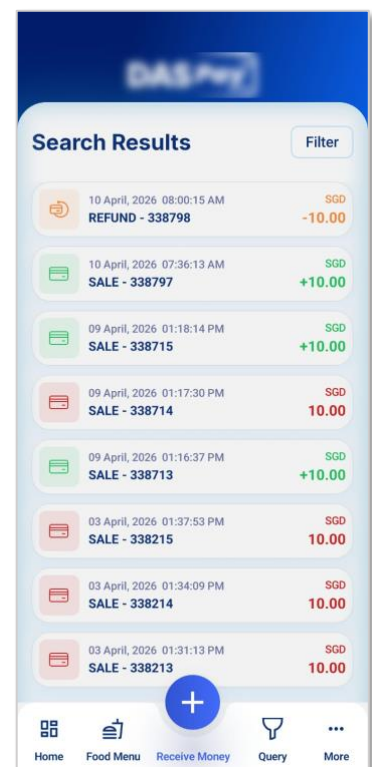
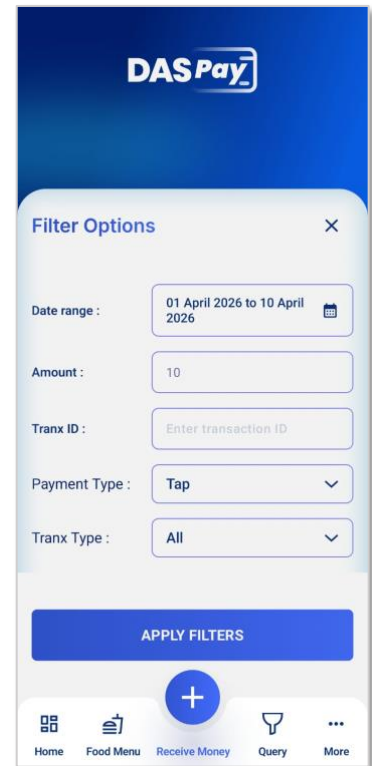
Viewing Results

Filtered results are displayed in a list format showing:

- Date and time
- Transaction type
- Transaction reference
- Amount (with color indicators)

Transaction Details

- Tap on any transaction from the results list
- A detailed view will open showing full transaction information



9. Settlement

Current Settlement

The **Current** tab displays transactions that are **not yet settled**.

This includes:

- Sales
- Refunds
- Voids

These transactions are grouped into a **current batch**, waiting to be finalized.

You can view:

- MID (Merchant ID)
- TID (Terminal ID)
- Batch number
- Currency
- Last updated timestamp

A summary is also provided:

- Total number and amount of **Sales**
- Total **Refunds**
- Total **Voids**

To proceed with settlement:

- Tap “**Settle All**”
- This will finalize all pending transactions in the current batch

Settled Batch

The **Settled Batch** tab shows all previously settled transactions. Each batch represents a group of transactions that have already been processed and finalized.

For each batch, you can view:

- MID and TID
- Batch number
- Currency
- Settlement date and time

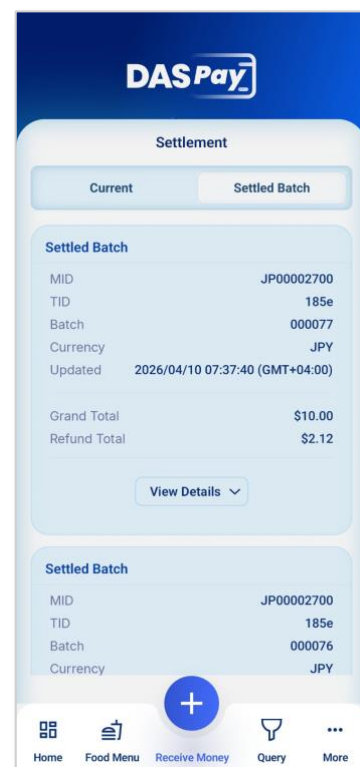
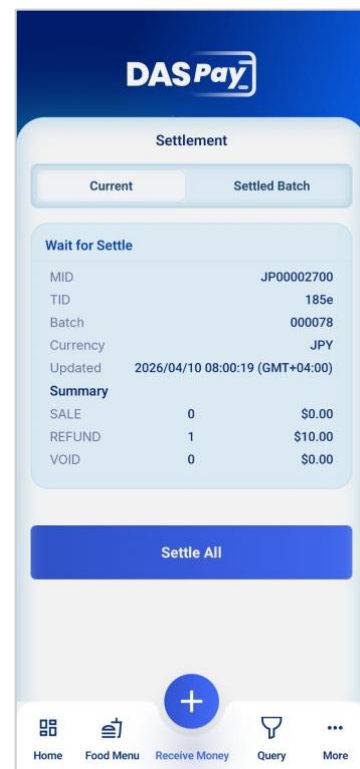
You can also see:

- **Grand Total** of the batch
- **Refund Total**

Batch Details

- Tap “**View Details**” to expand a batch
- Detailed summary will be displayed including:
 - Number of Sales
 - Refunds
 - Voids
 - Corresponding amounts

This helps in tracking how each batch was calculated.



10. Settings

You can view:

- User name and registered email
- Last login date and time

Available options:

- **Biometric Authentication**
 - Enable or disable biometric login (fingerprint/face recognition) for quick and secure access
- **Logout**
 - Sign out from the application securely

11. Help & Support

The **Help & Support** section provides assistance for using the application.

You can:

- Get guidance on app features and payments
- Reach out to the support team for any issues or queries

Support contact:

- Email: support@paymentoptions.com

The support team will respond as soon as possible to assist you.

12. Log Out

To log out of the application:

- Tap **Log Out** from the *More* section or Settings
- A confirmation popup will appear

Options available:

- **Log Out** – Confirm and exit the application
- **Cancel** – Stay logged in

This ensures that logout actions are intentional and prevents accidental sign-outs.

