PlusNoti

Payment Notification Service

BACK-OFFICE WEB APPLICATION

USER MANUAL

PLUS IT SOLUTION
VERSION 1.0

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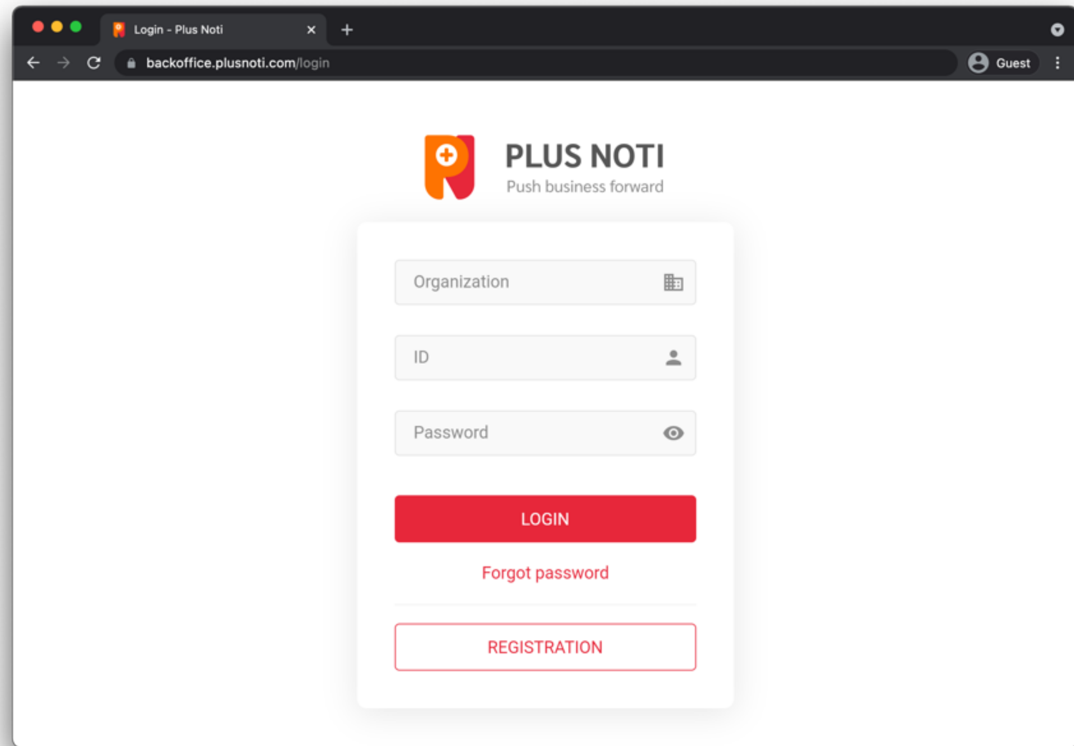
Access to PlusNoti Back-Office

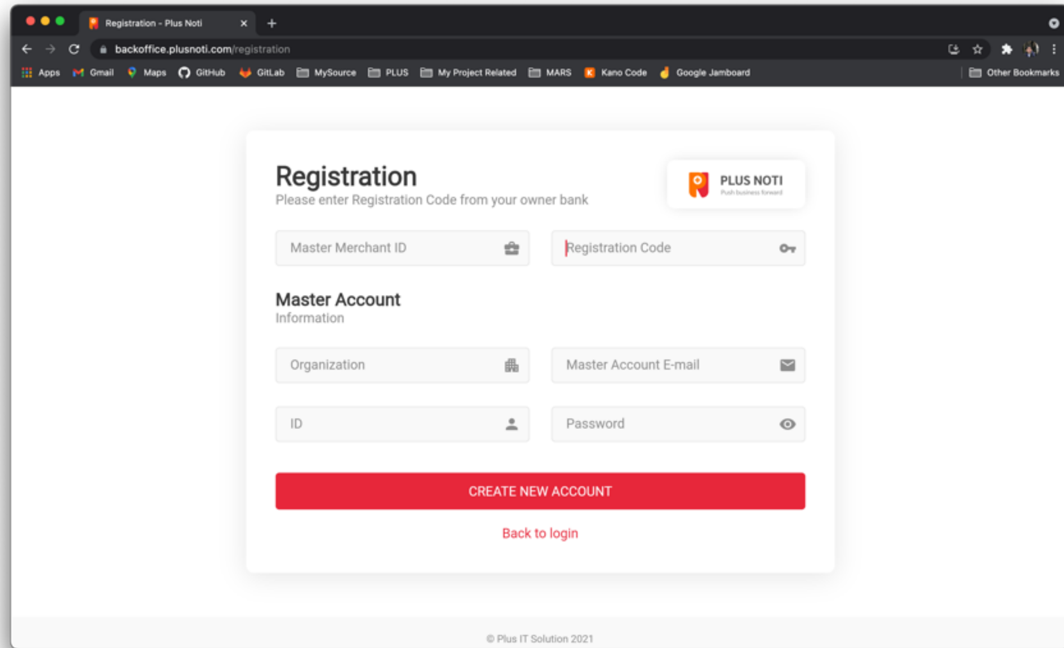
You can access to PlusNoti Back-Office website by opening the browser (Chrome is recommended) and type URL: **https://backoffice.plusnoti.com**



Registration to use PlusNoti Back-Office

Before you can use PlusNoti application, you have to register your organization with PlusNoti Back-Office first.

Registration code will be sent to your email after your application has been approved by the bank. Use the registration code to register with PlusNoti Back-Office and filled in all fields in the form below:



Master Merchant ID: Specify your Merchant ID (you can get this information from the bank)
Registration Code: Specify registration code received in the email that send from PlusNoti system.
Organization: Specify your short code name for your organization e.g. PLUS, HSBC. This has to be unique from the other applied organization in the system.
Master Account: Master Account is the **master administrator account** that you will use to access to PlusNoti in order to setup information for your organization.
Master Account Email: Email of the Master Account that will be used in forget password step. You can change the email later in the system.
ID: Specify you Master Account ID
Password: Specify your Master Account password.

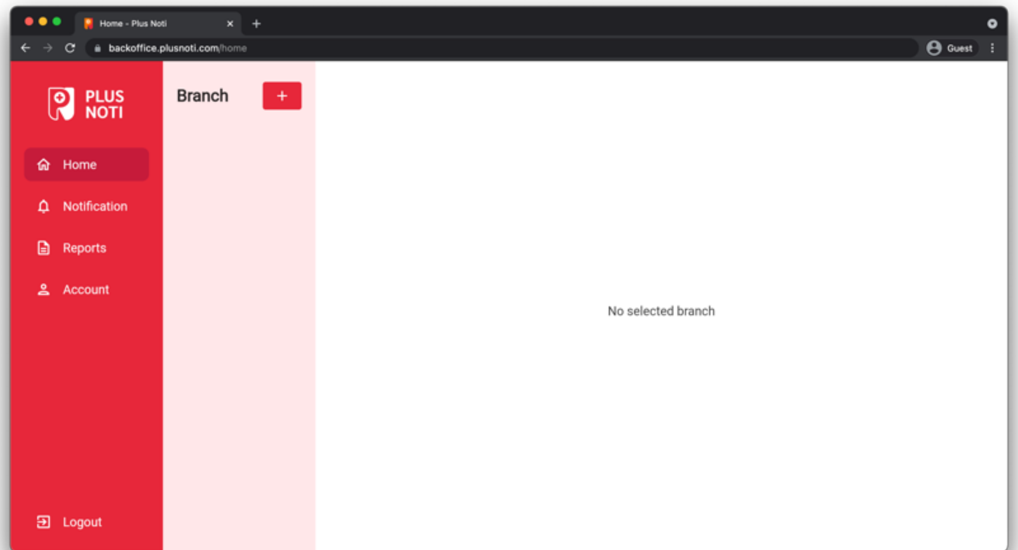
After filled all field, press CREATE NEW ACCOUNT button. If there is no any error, the completed message will be shown and then you can Login to start setting up information.

Manage your branch

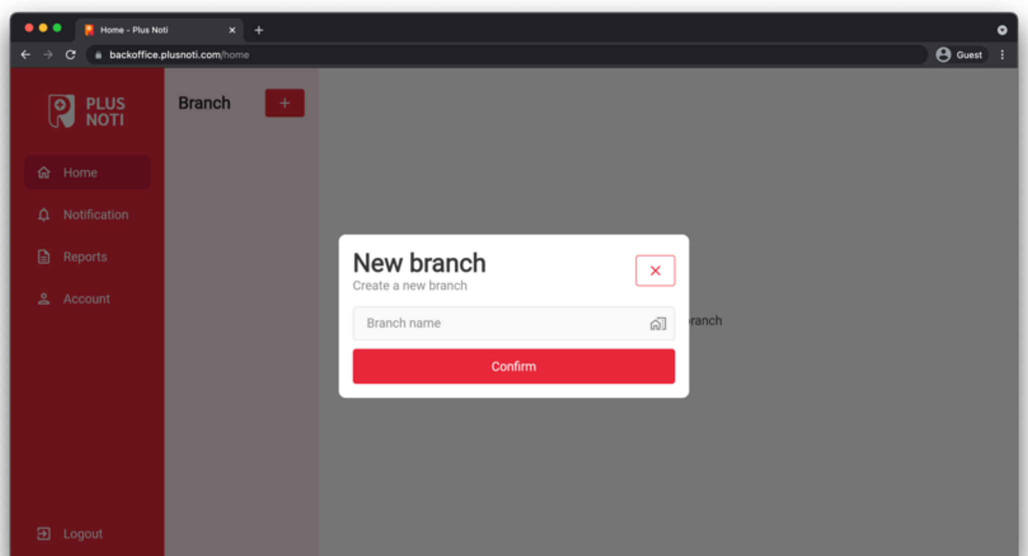
Create new branch

The first thing to do after you've completed registration in PlusNoti Back-Office is to setup your branch and user accounts in each branch. The user accounts setting in this step will be able to use PlusNoti mobile application.

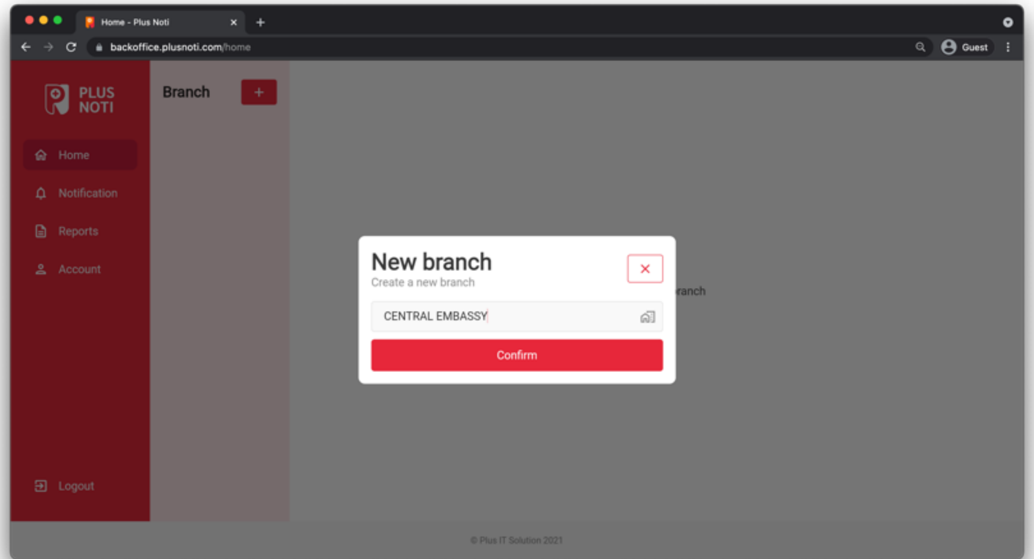
From Home menu, to create new branch press + (plus button).



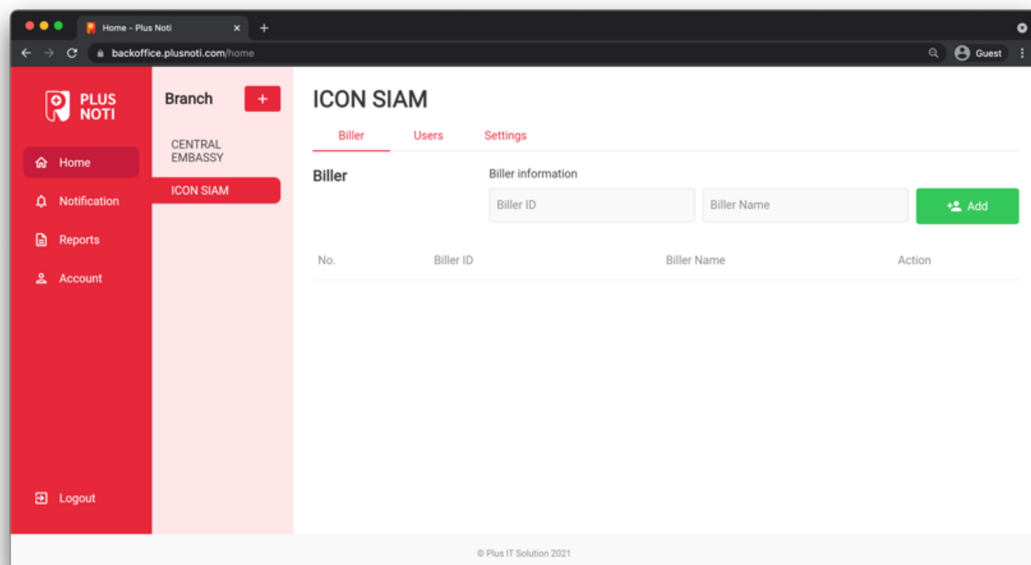
The system will pop up the dialog to specify branch name.



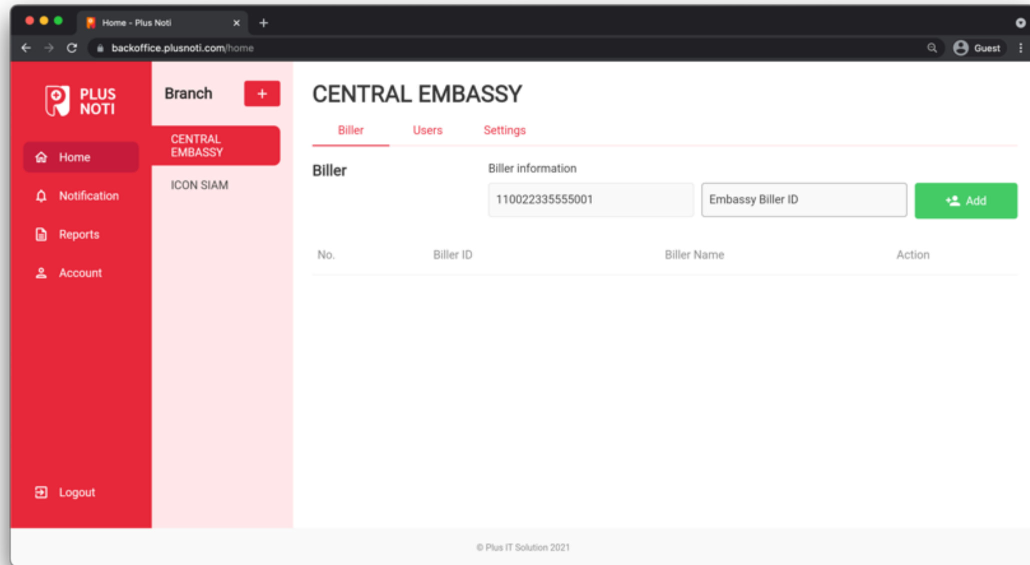
Type your branch name and press Confirm button.

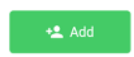


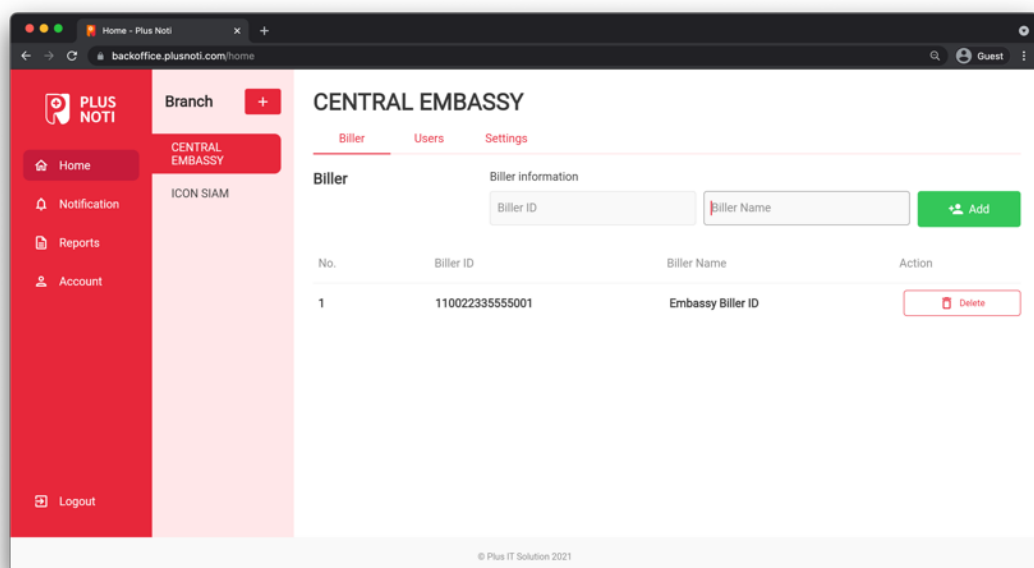
The branch name will be displayed under Branch column, you can add more branches as example below.



In each branch, you are able to setup for Biller, Users and other settings. Under Biller tab, you can add your Biller ID that will be used to generate QR for payment in PlusNoti Mobile Application. You can add many Biller ID as you want to use in each branch by specify in Biller Information fields which are Biller ID and Name of Biller ID as below example.



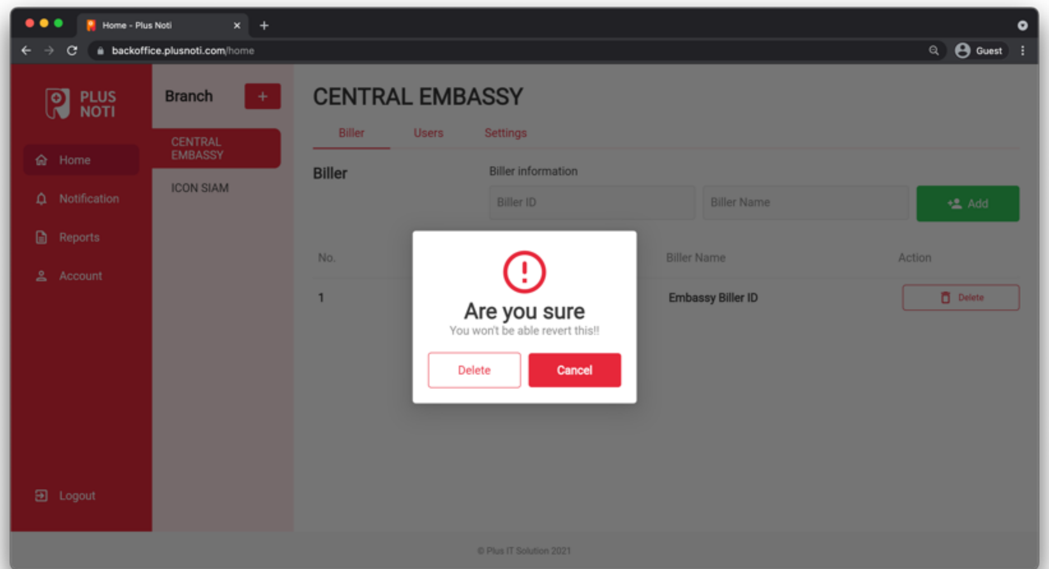
Once specified Biller Information then click  (Add button), then record will be added and users under this branch will be able to choose this Biller ID to generate QR for payment via Mobile Application.



Delete branch

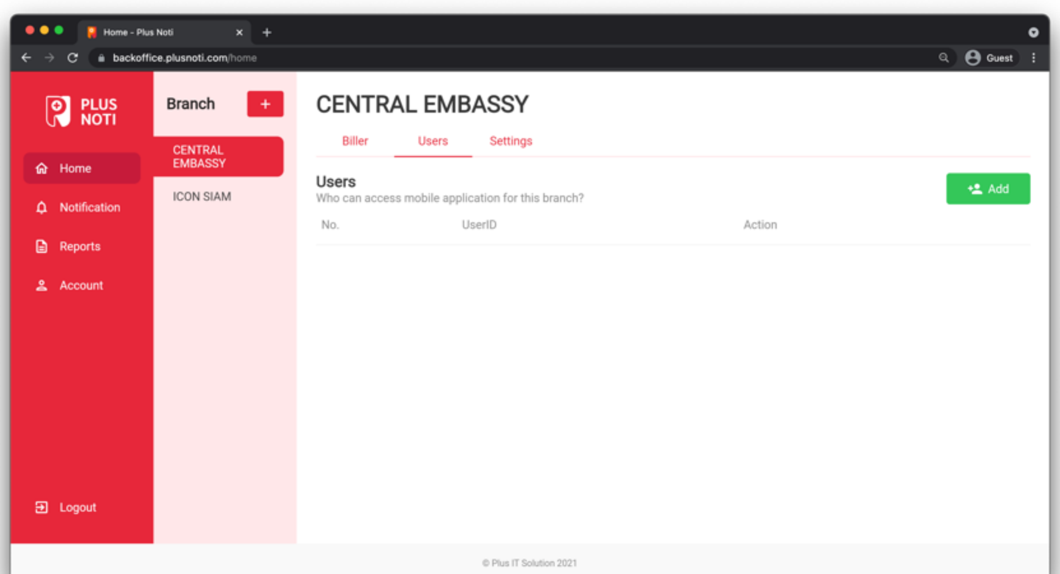
If you make wrong setting for Biller ID, you can delete it by press 

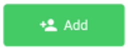
(delete button) at the end of each Biller ID record. The system will ask to confirmation again before deletion.



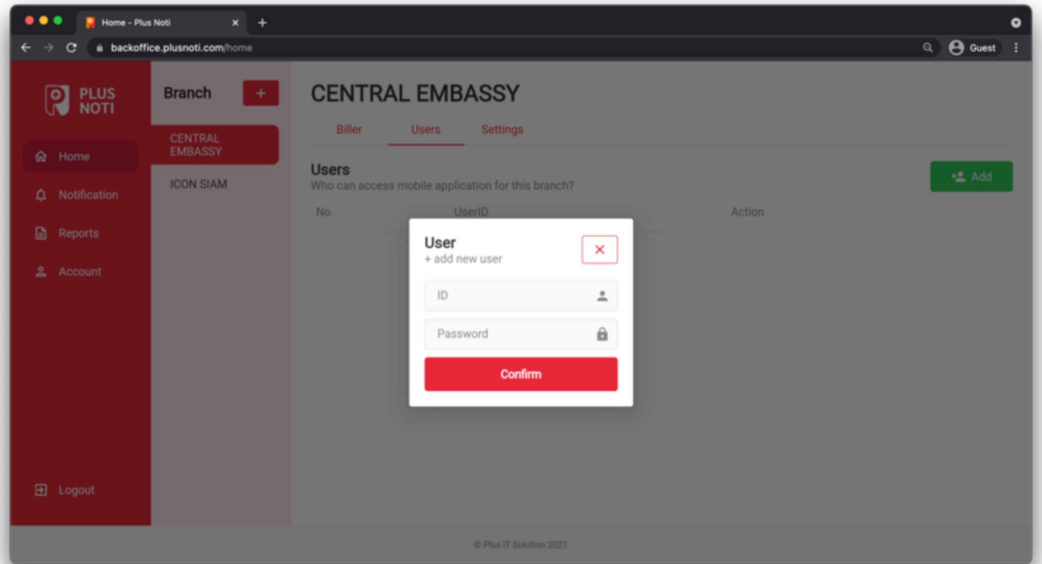
Add User for the Branch

You will need user account for your sale person in each shop to use PlusNoti Mobile Application. To add user account, open tab Users under the selected branch.

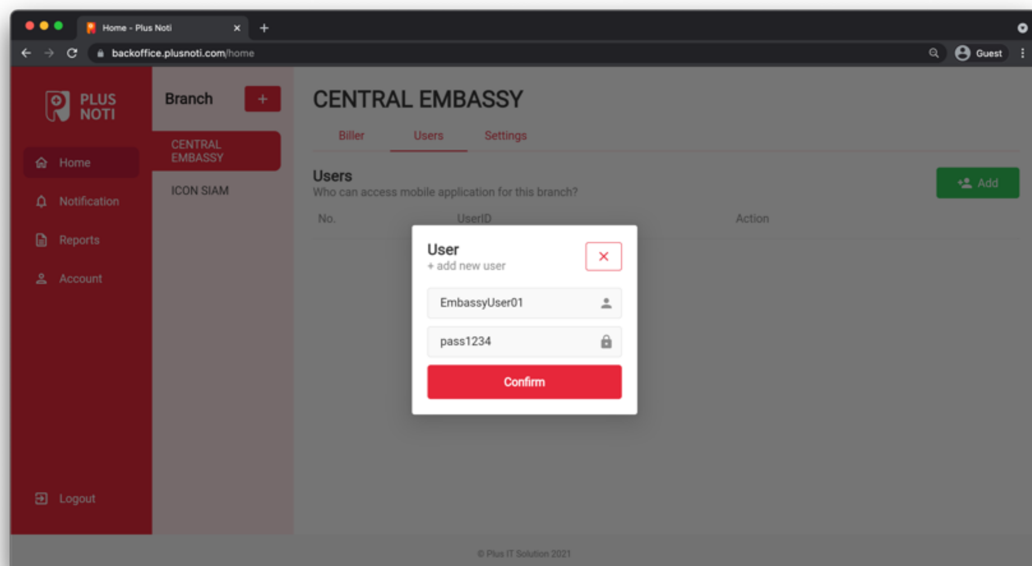


Click 

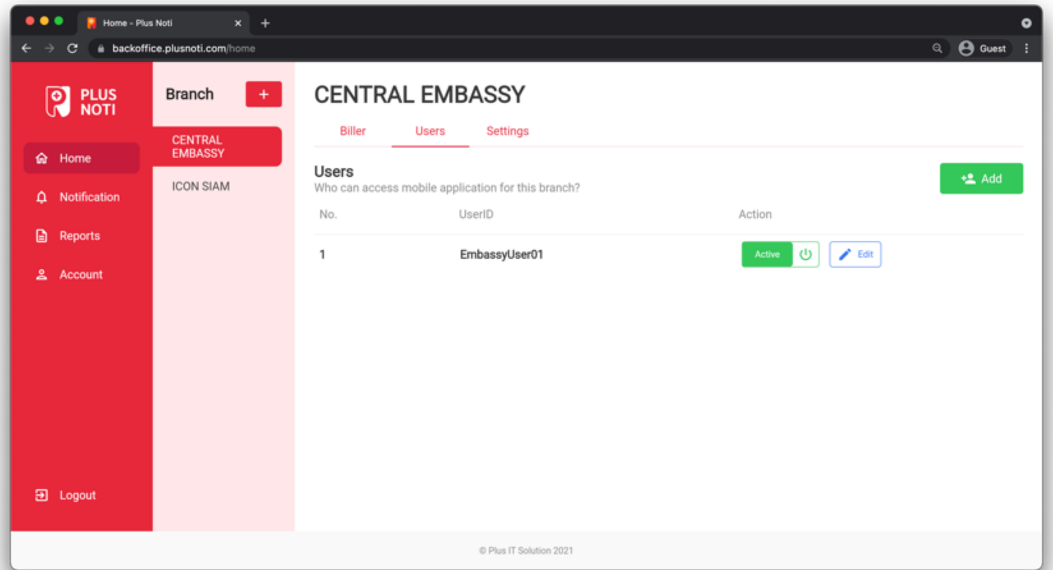
(Add button), the User dialog will be displayed for you to define user account and password for your sale person.



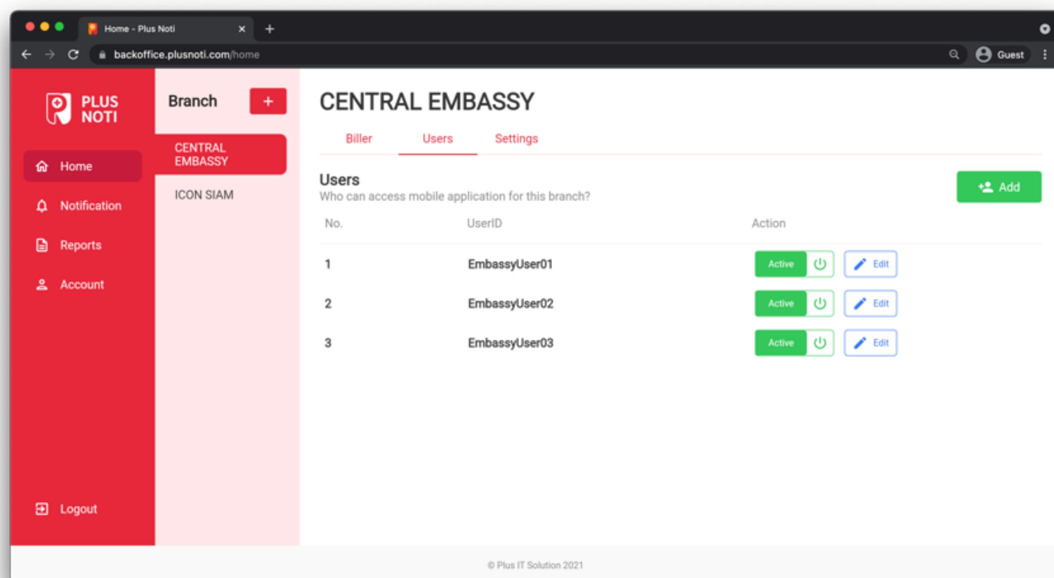
After finished as example below, click confirm button



User account will be saved and display under tab User.

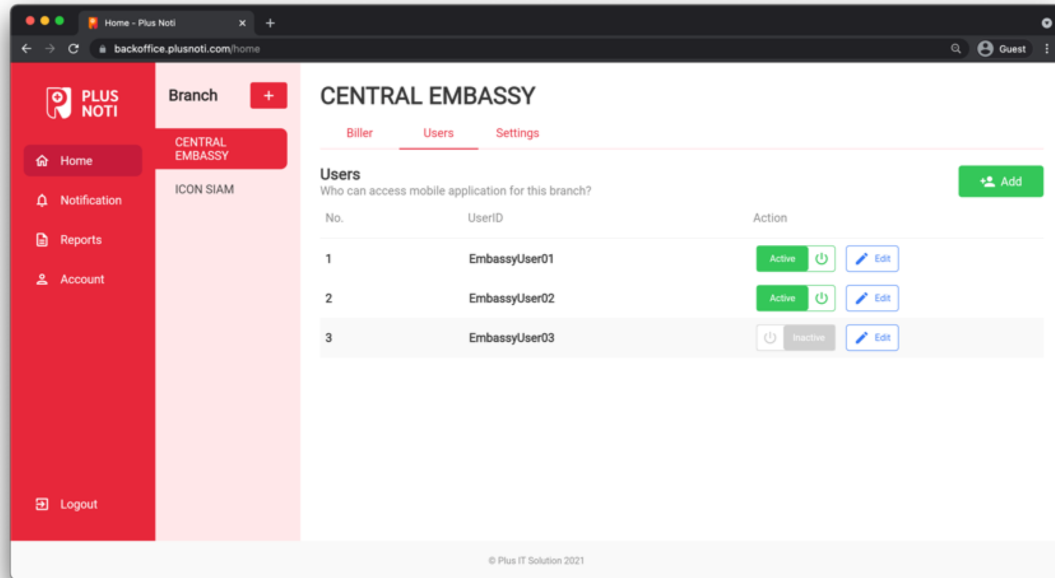


You can add more users for your sale persons in each branch. User account has to be unique in your organization, you cannot add the same user account to different branches.



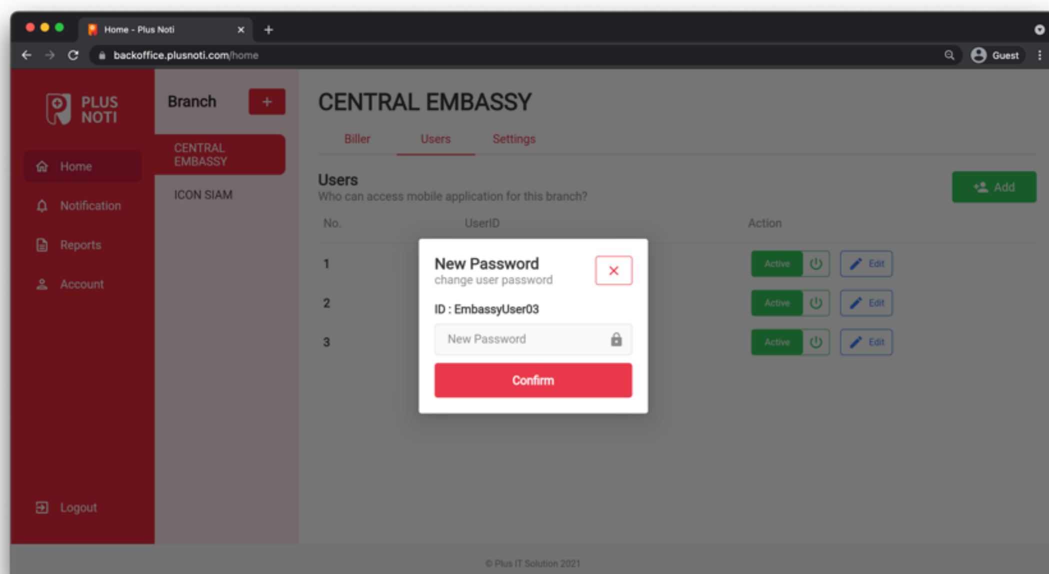
Once user account added, the system will not allow to delete the account. You can only choose to inactive

, if you don't want to use the account anymore.



You can change the password of a user account by click 

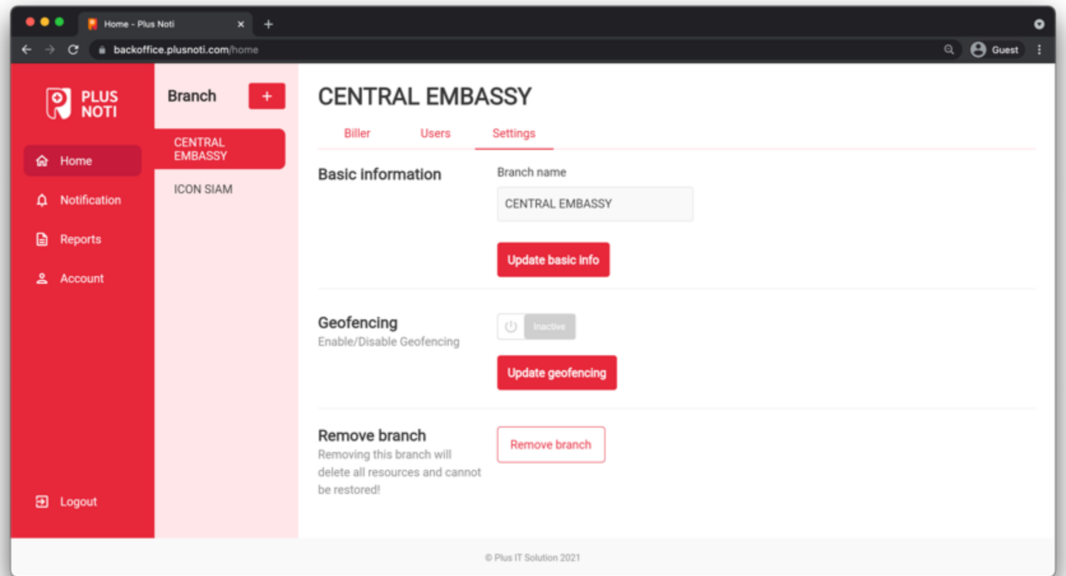
(Edit Button) after each user account record. Input the new password, then click Confirm button.



Branch Setting

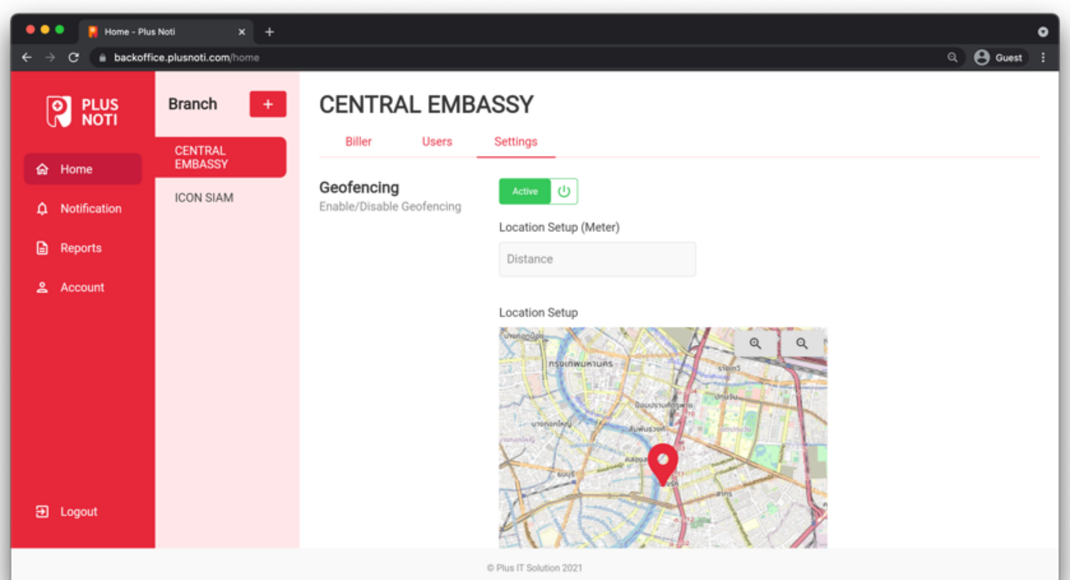
Update Branch Name

Under tab Setting in selected branch, you can update Branch Name by typing the new name and then click Update basic info button.

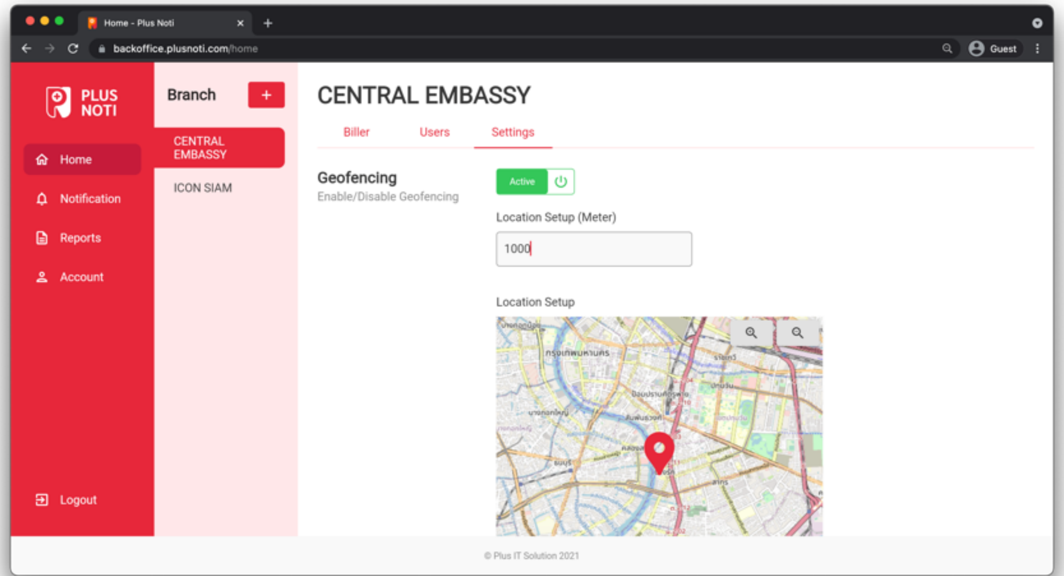


Set Branch Geofencing

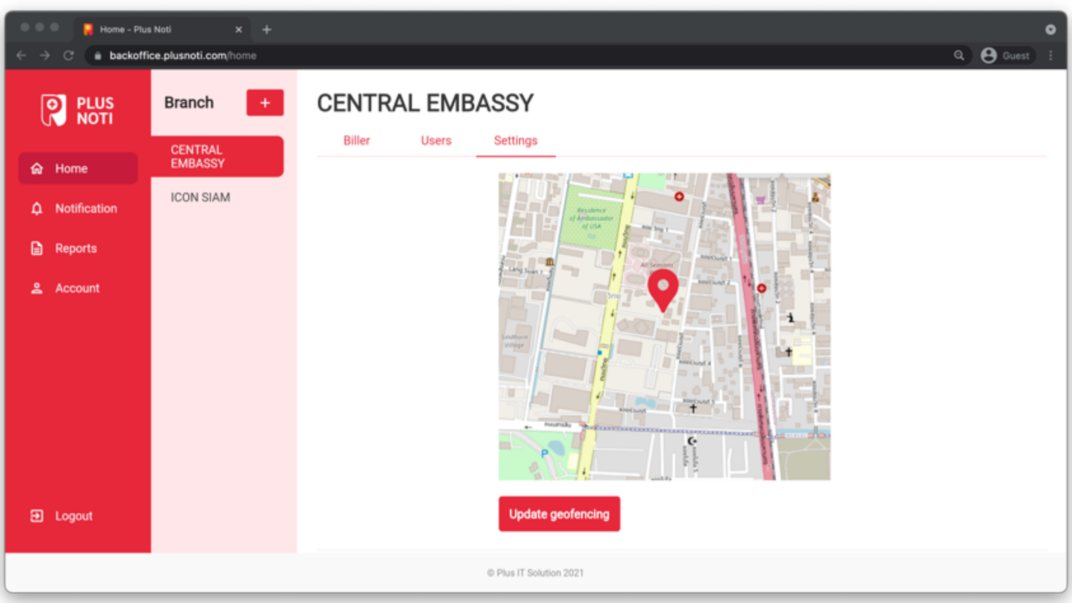
You can activate Geofencing function in each shop. Geofencing is use to define shop location and the distance (in Meter) from the shop. After activate, PlusNoti Mobile Application will allow user to login where the user's location is under this area only.



Next define distance in meter and location by drag to the shop location.

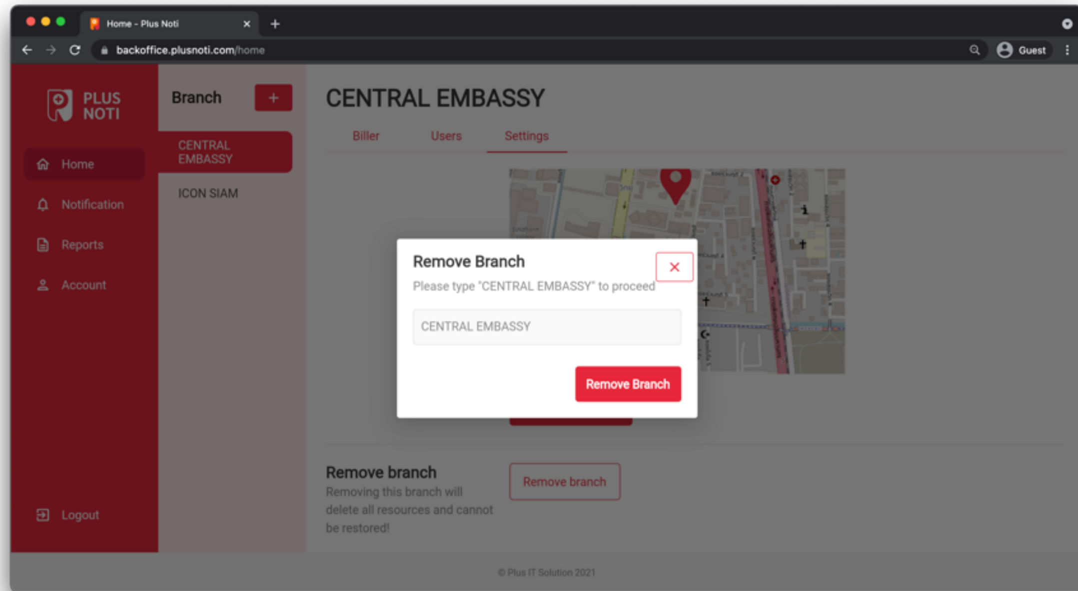


Then press Update geofencing button below the map.



Remove Branch

In case you want to remove branch from the system, you can do by select Remove branch button. The dialog will appear for you to re-type branch name that you want to remove, then press Remove Branch button.

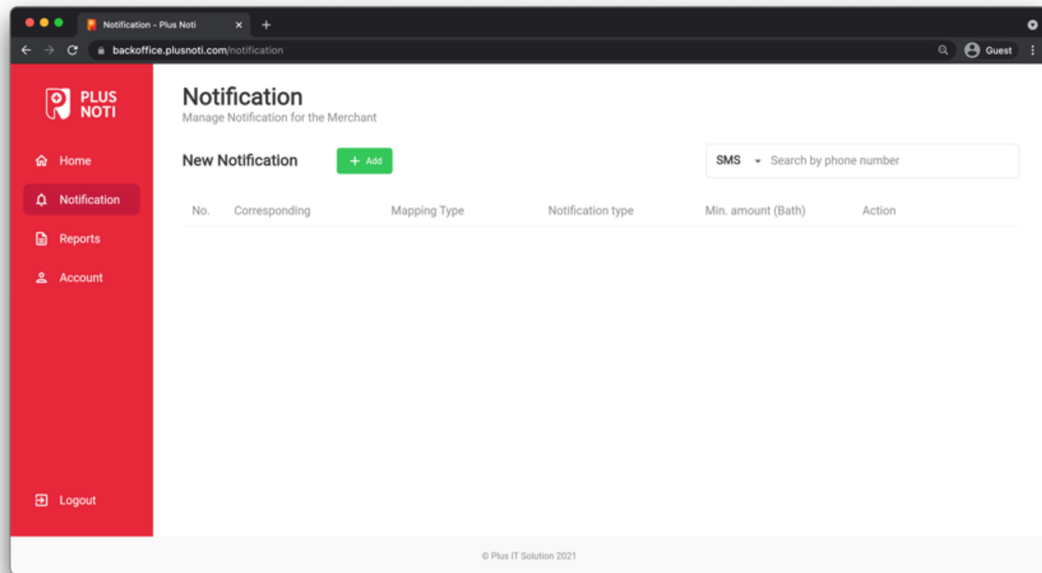


Please noted that the Branch will be removed but the user accounts in the branch will be changed to in Inactive status, administrator cannot use Inactive user accounts under this branch to add in other branches.

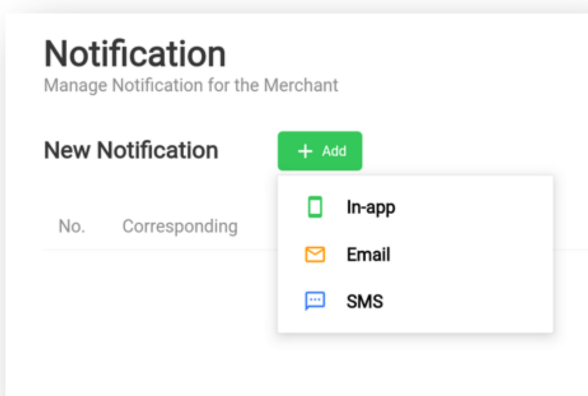
Manage Notification

Create New Notification

Once you have finished setting up branches and user accounts, you will need to setup the notifications that you want anyone in your shops to get notified. Payment transactions will be displayed in the PlusNoti Mobile Application only if you completely setting up notification of each type of your transaction.

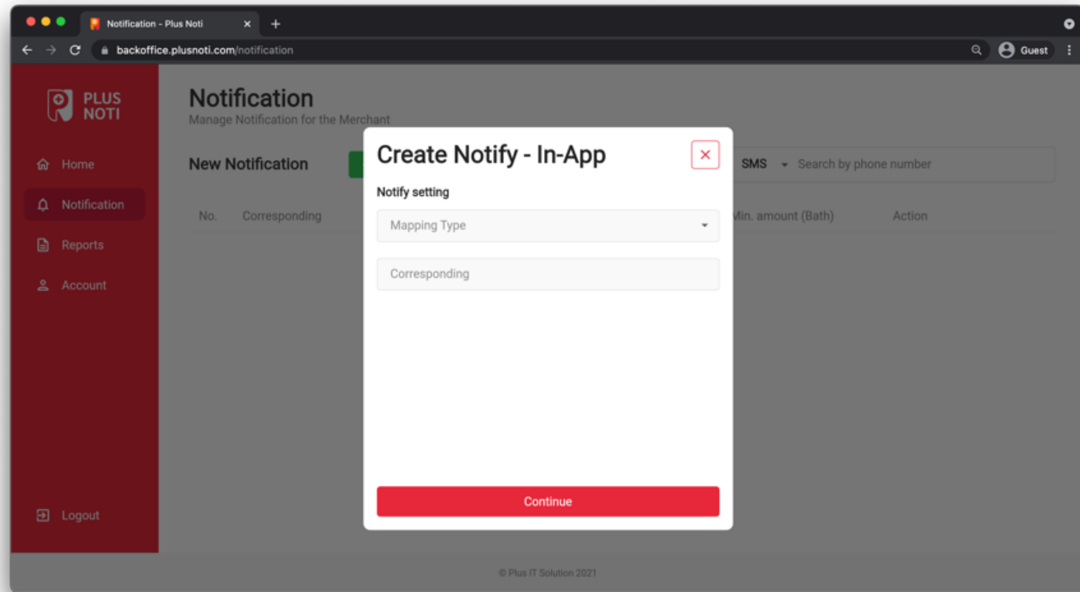


Click + Add (Add button) to add new notification. PlusNoti allow you to set notification with 3 types which are In-App, SMS and Email notification.

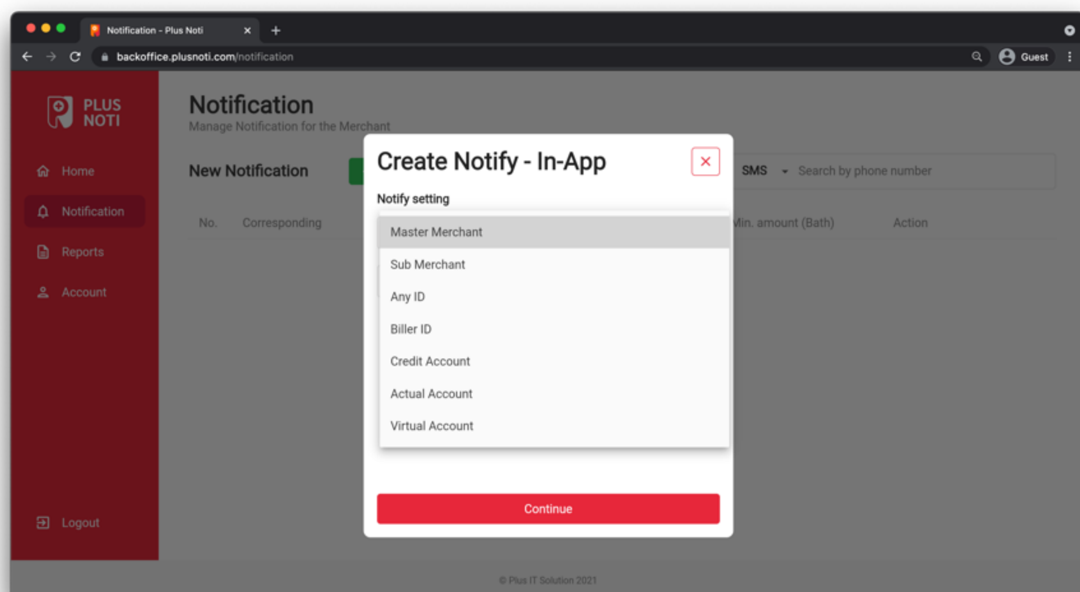


In-app Notification

When choose In-app, system will display dialog for you to choose Mapping Type and specify corresponding value depend the selected type. Only for the payment transactions that matched with the type and value will be notified via PlusNoti Mobile Application.



There will be 7 types to mapping for notification as below picture.



Master Merchant ID - Mapping notification at the Master merchant will get all notification for all transaction for all the account under master and sub merchant

Sub Merchant ID - Mapping notification at the Sub merchant will get all notification for all transaction for all the account under sub merchant

Credit Account - Mapping notification at Credit account will get the notification for all transaction that settle to credit account, including from Biller ID, ANY ID.

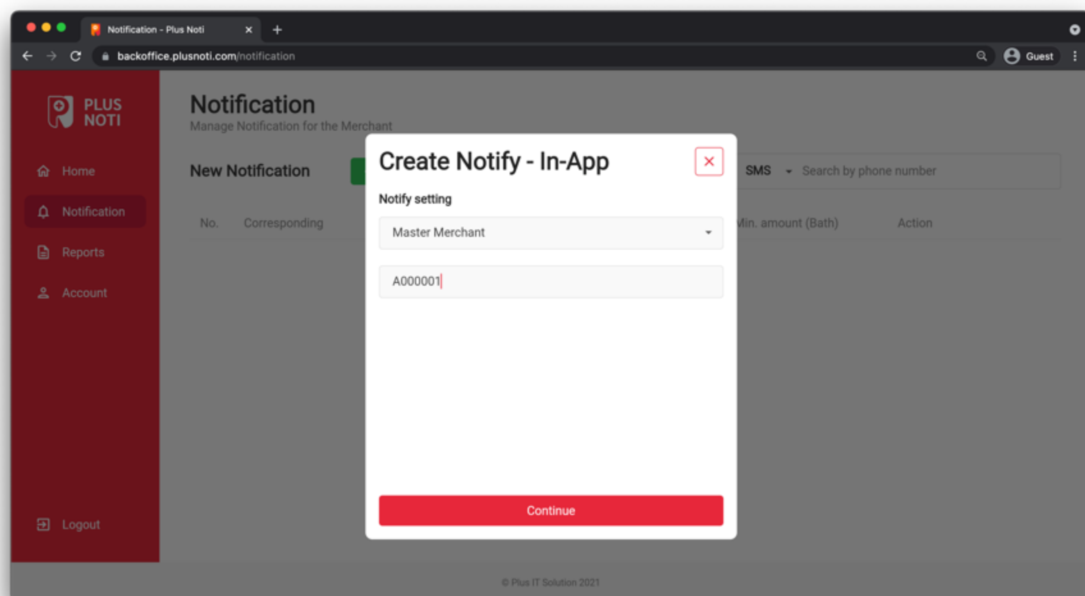
Any ID - Mapping notification at ANY ID will get only the transaction via ANY ID

Biller ID - Mapping at the Biller ID will get only notification for the transaction pay through Biller ID

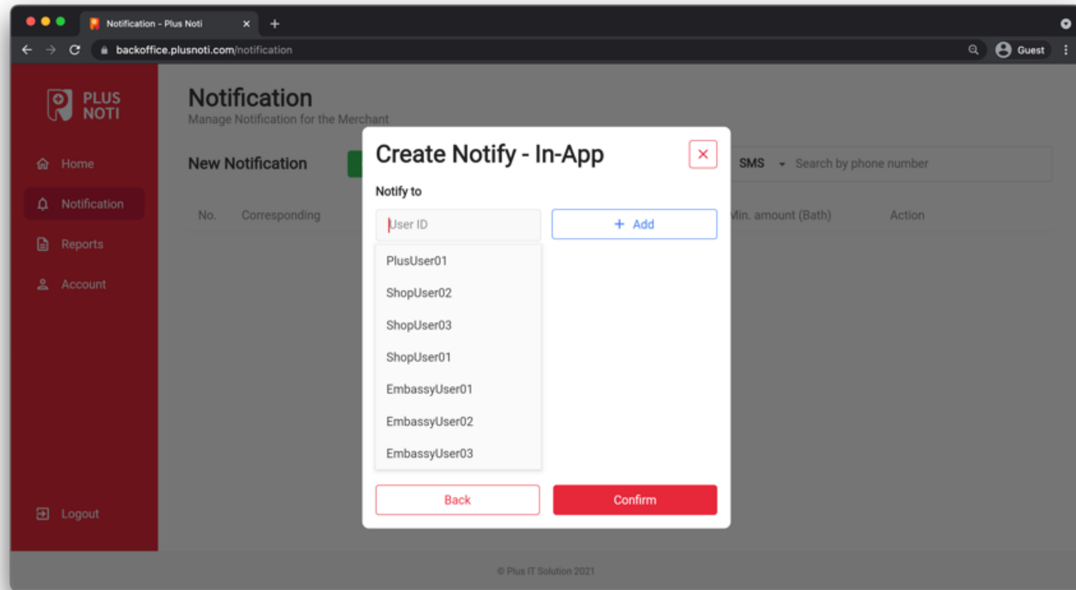
Virtual Account - Mapping notification at Virtual Account will get only the transaction via Virtual Account

Actual Account - Mapping notification at Actual account will get the notification for all transaction that Payer pay to this actual account, but not include transaction from Biller ID or ANY ID that settle to this account.

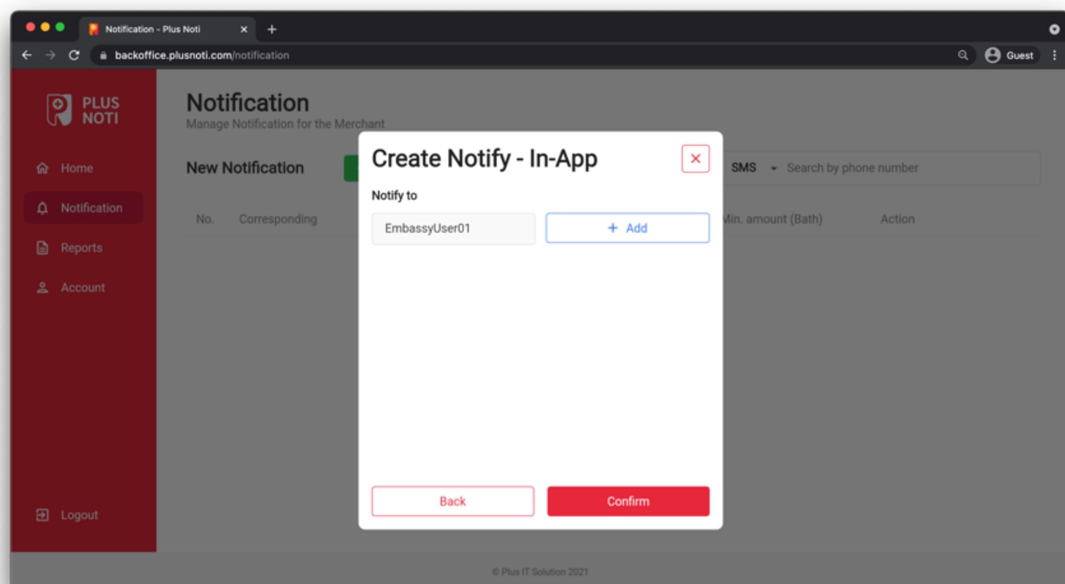
For example, choose Mapping Type = Master Merchant and corresponding value = A000001. This case the payment transaction with this Merchant ID will be notified to mapping user accounts.



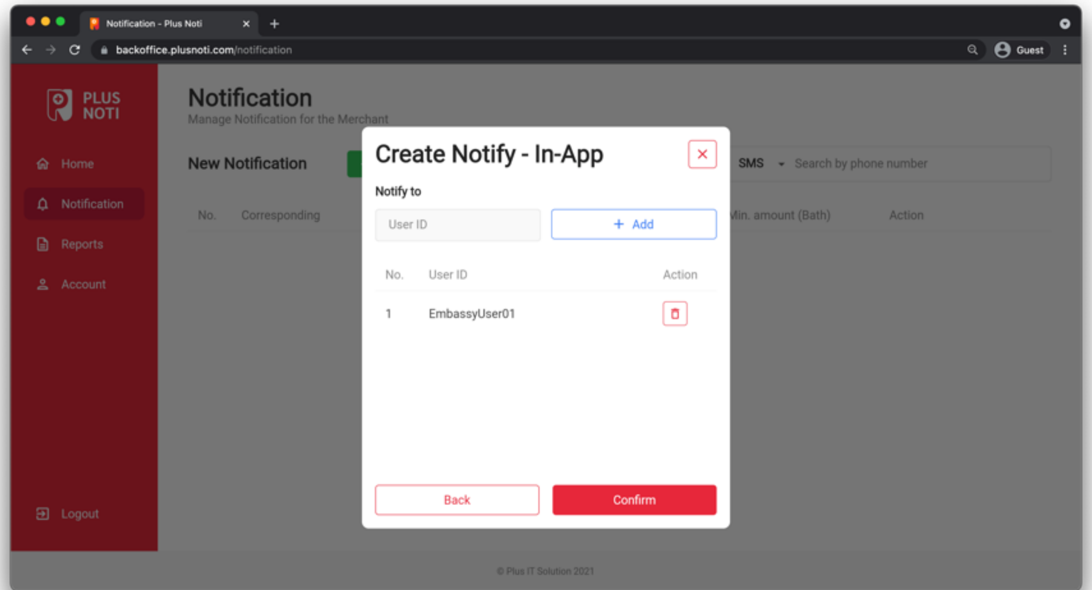
After click Continue button, you will have to add user accounts who will get notified.



Select the user account in Notify to and click Add button.

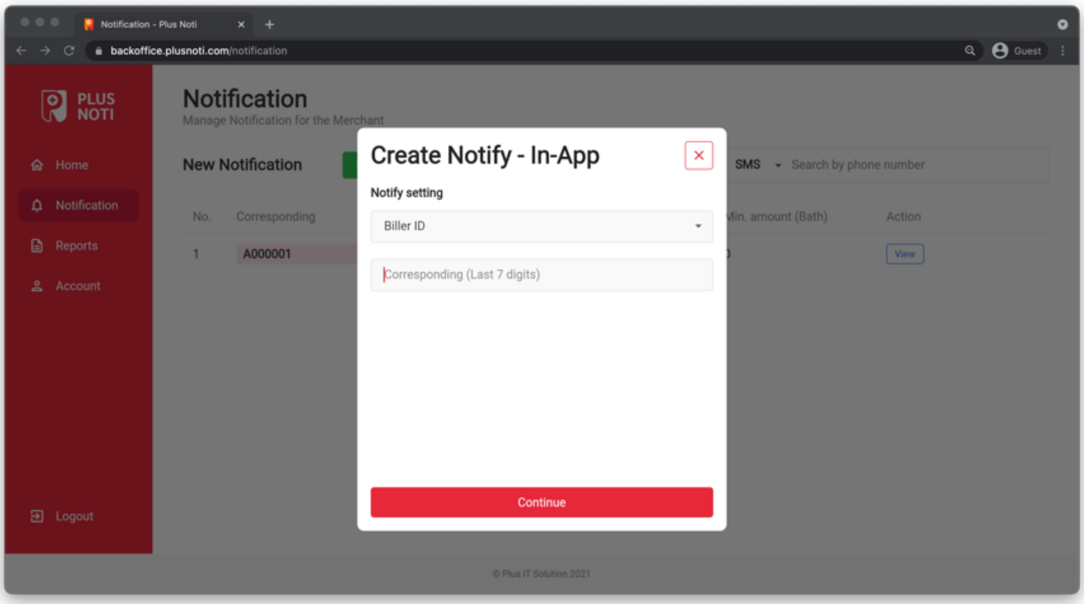


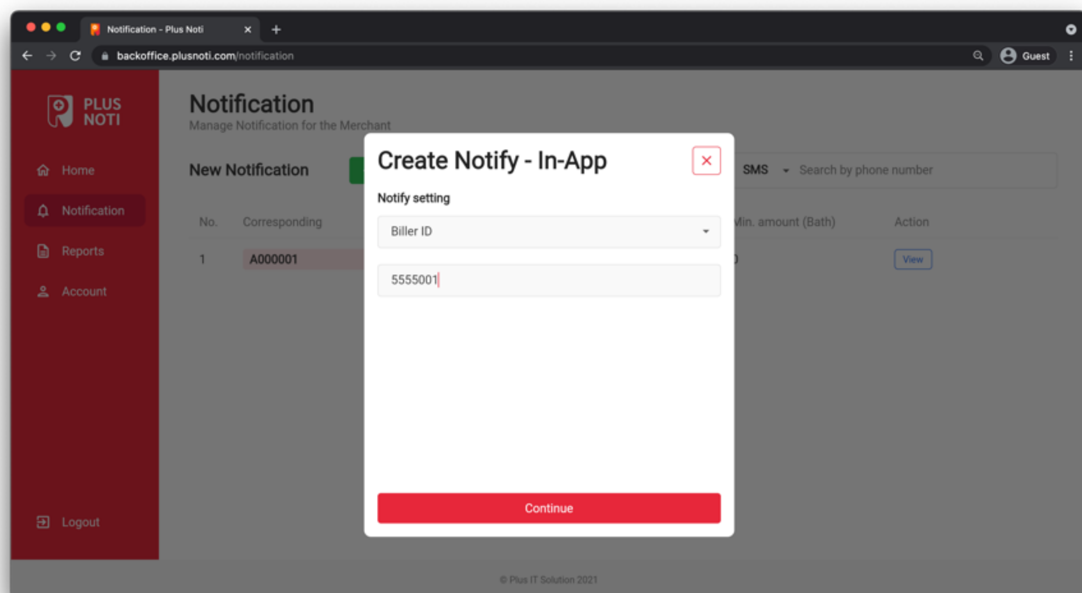
You can add multiple user accounts in this step. After finished adding all user accounts, then click Confirm button.



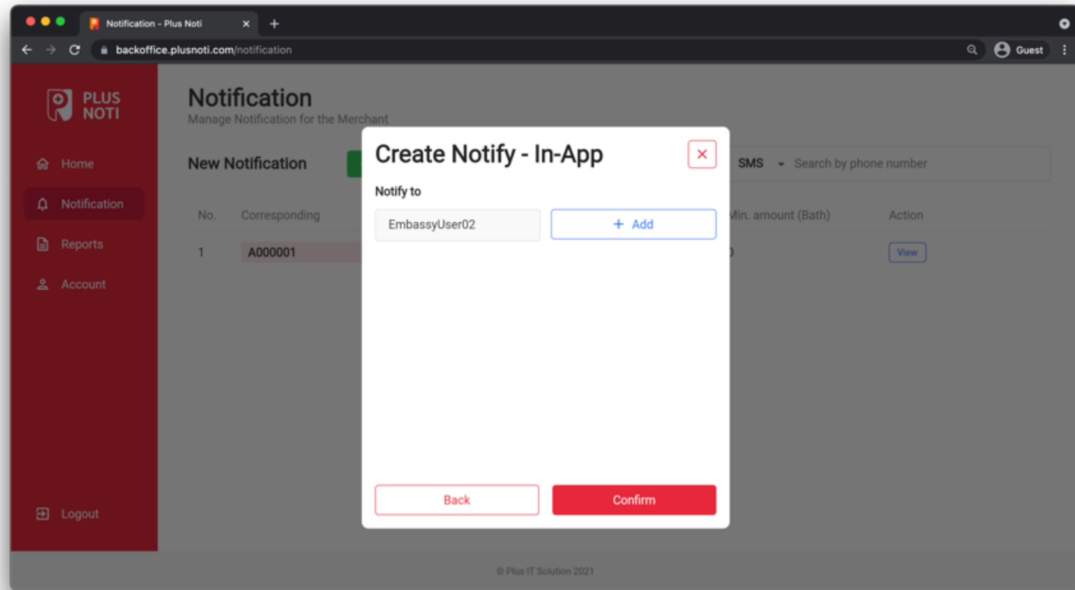
Note: In case you have set up Master merchant and Sub merchant at HSBC side, you will be required to set notification at sub merchant level to link sub merchant ID under Master merchant ID in Plus Noti system too. This is always required to set even you do not need to notify at sub merchant level, you can just create mapping at sub merchant and send notification to dummy email.

Another example, choose Mapping Type = Biller ID and last 7 digits corresponding value = 5555001. This case the payment transaction with this Biller ID will be notified to mapping user accounts.

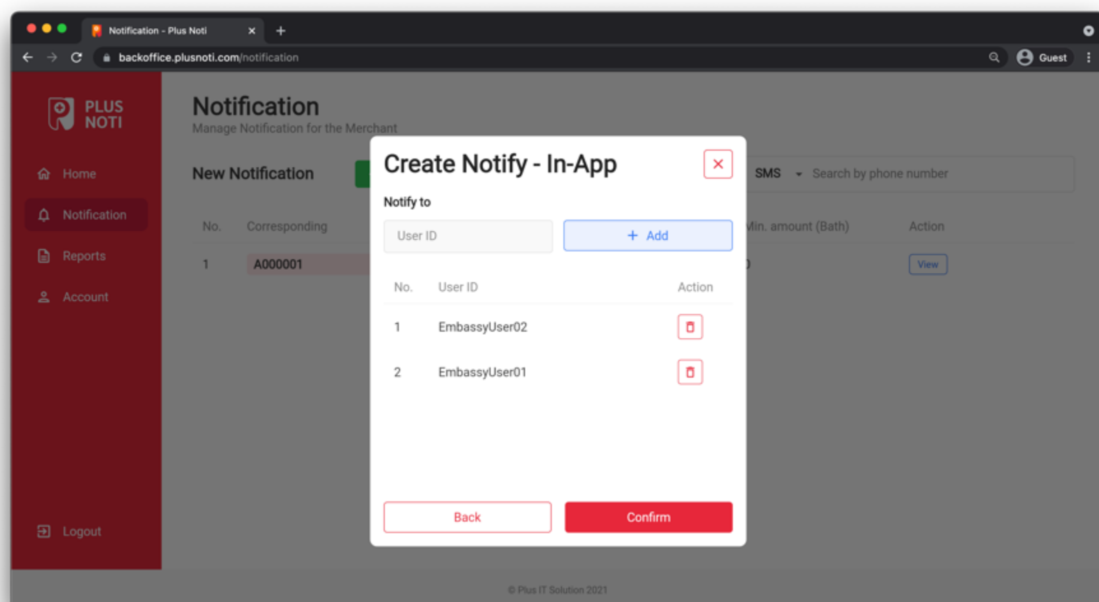




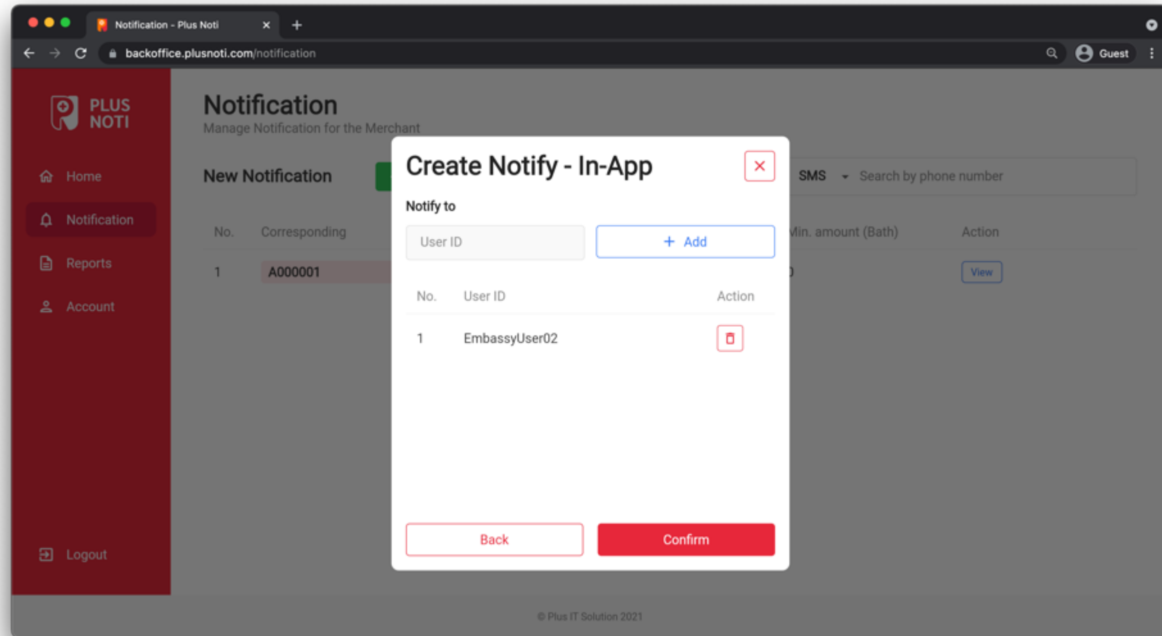
Select the user account in Notify to and click Add button.



You can add multiple user accounts in this step. After finished adding all user accounts, then click Confirm button.

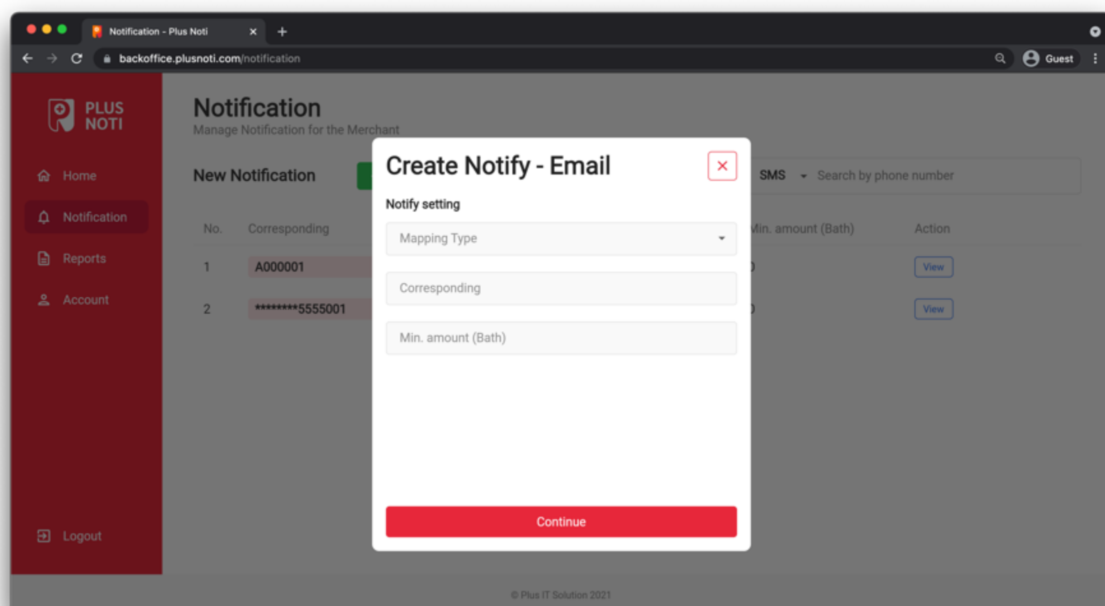


In case, you added wrong user, you can delete by press (Delete button).

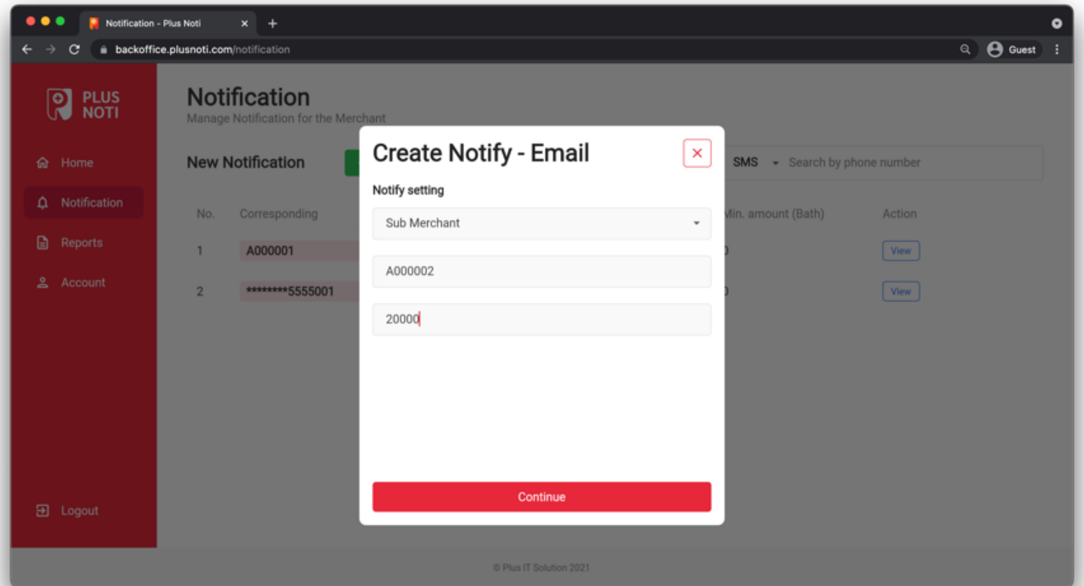


Email Notification

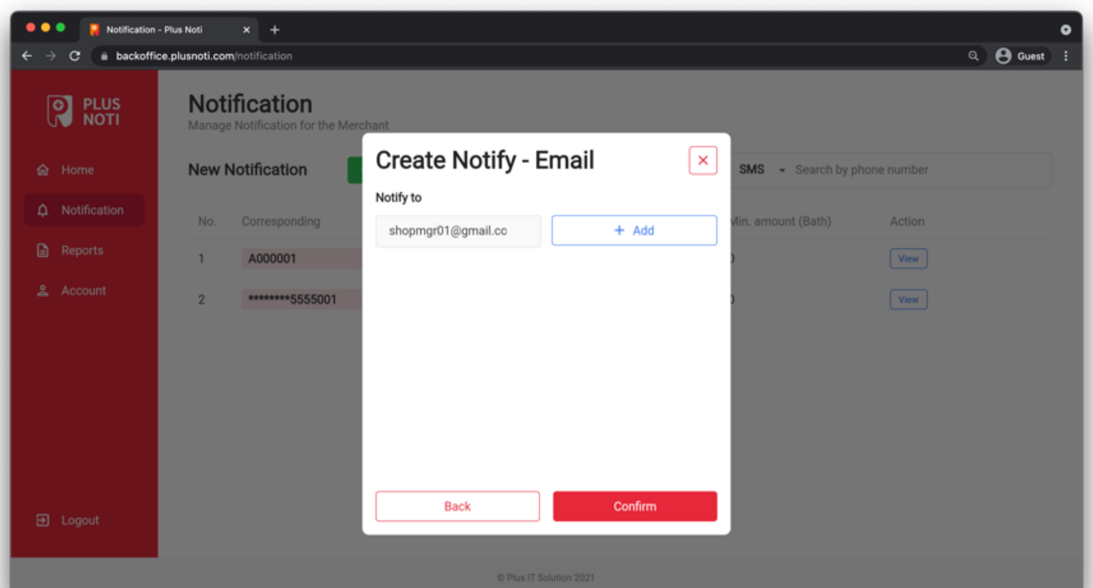
When choose Email, system will display dialog for you to choose Mapping Type and specify corresponding value depend the selected type. Only for the payment transactions that matched with the type and value will be notified by email.



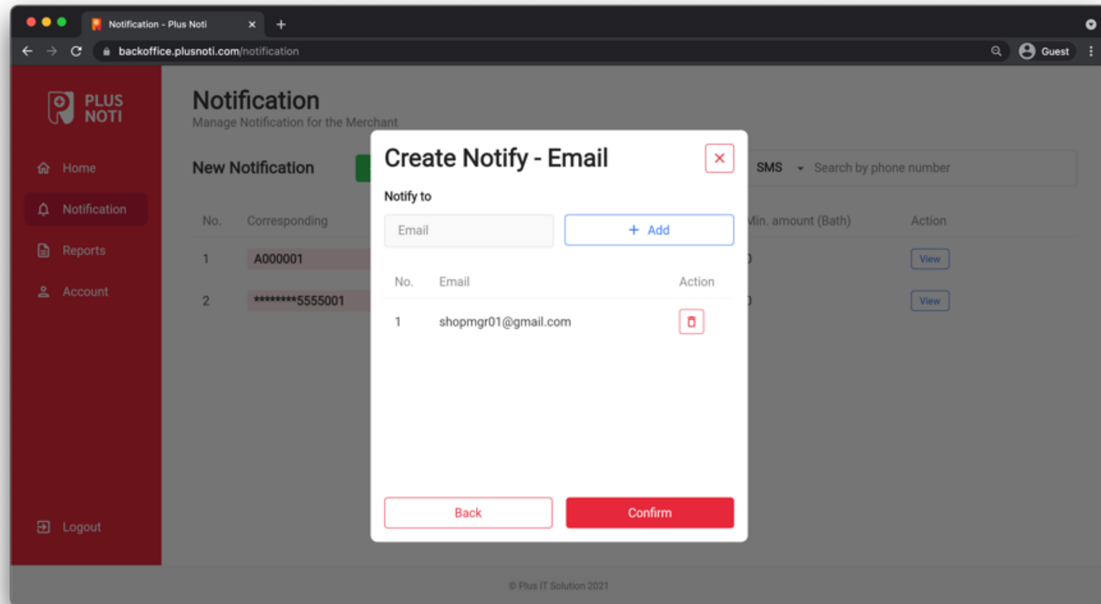
For example, choose Mapping Type = Sub Merchant and corresponding value = A000002. And specify Min. amount = 20000 bath. This case the payment transaction with this Sub Merchant ID and amount equal or more than 20,000 bath will be notified to mapping email.



Type email account in Notify to and click Add button.

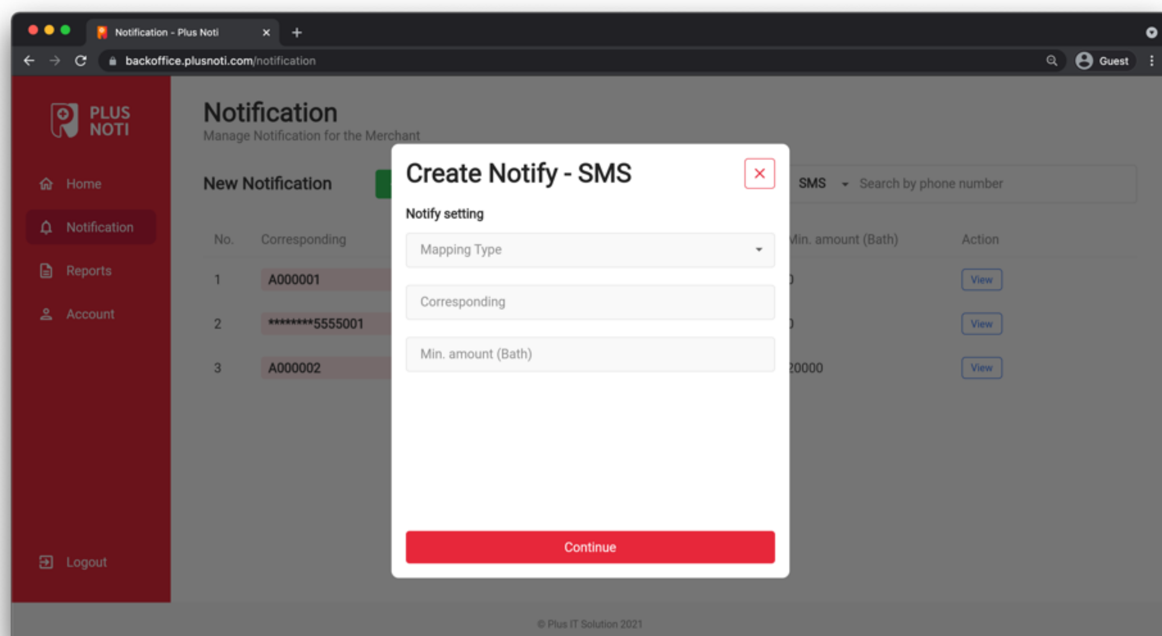


You can add multiple email accounts in this step. After finished adding all email accounts, then click Confirm button.

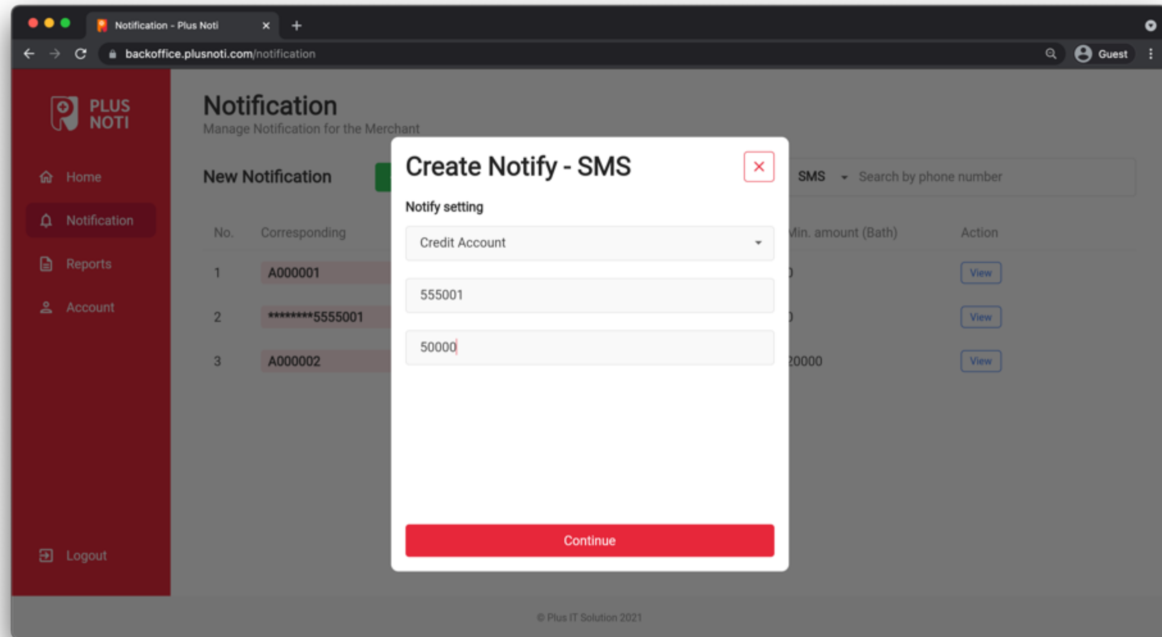


SMS Notification

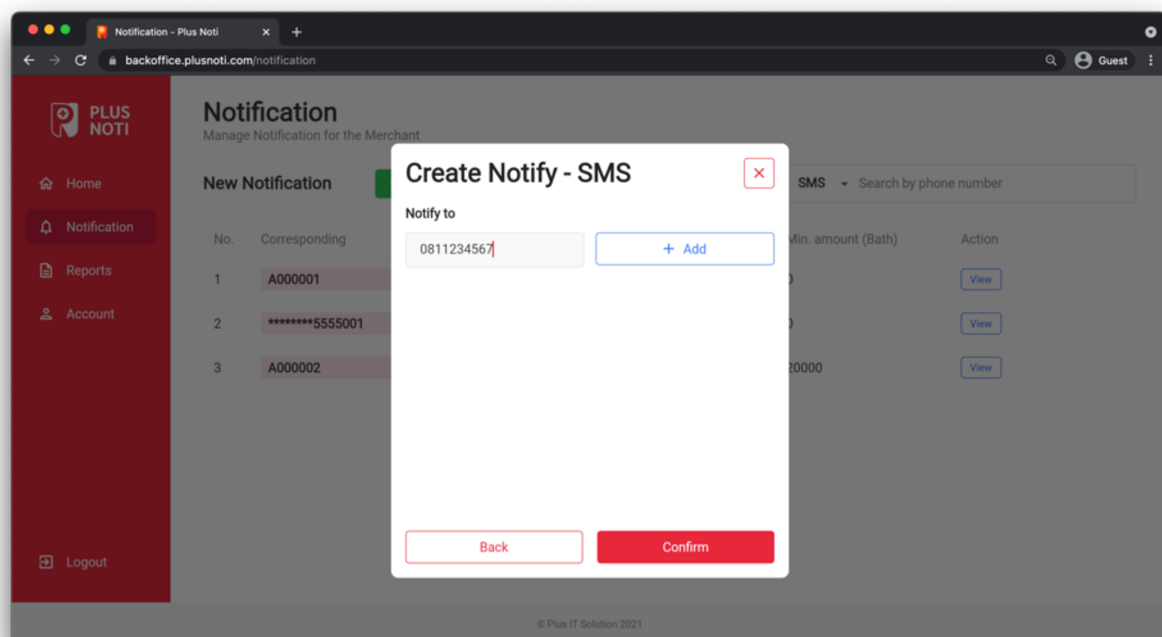
When choose SMS, system will display dialog for you to choose Mapping Type and specify corresponding value depend the selected type. Only for the payment transactions that matched with the type and value will be notified by SMS.



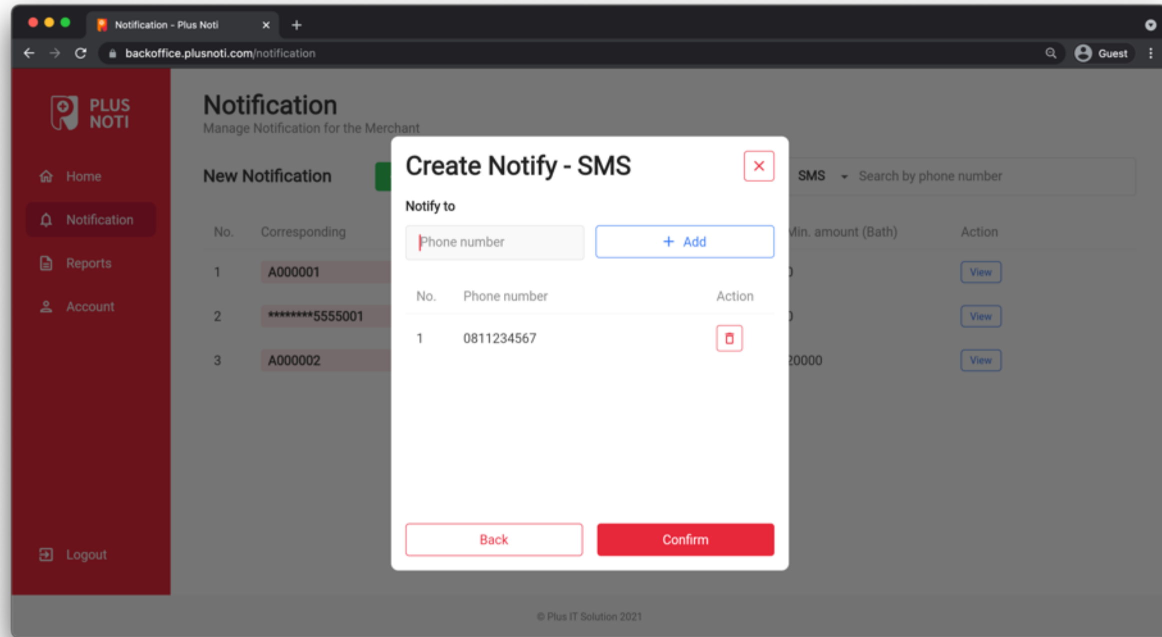
For example, choose Mapping Type = Credit Account and corresponding value (last 6 digits) = 555001. And specify Min. amount = 50000 bath. This case the payment transaction with this Credit Account and amount equal or more than 50,000 bath will be notified to mapping SMS phone number.



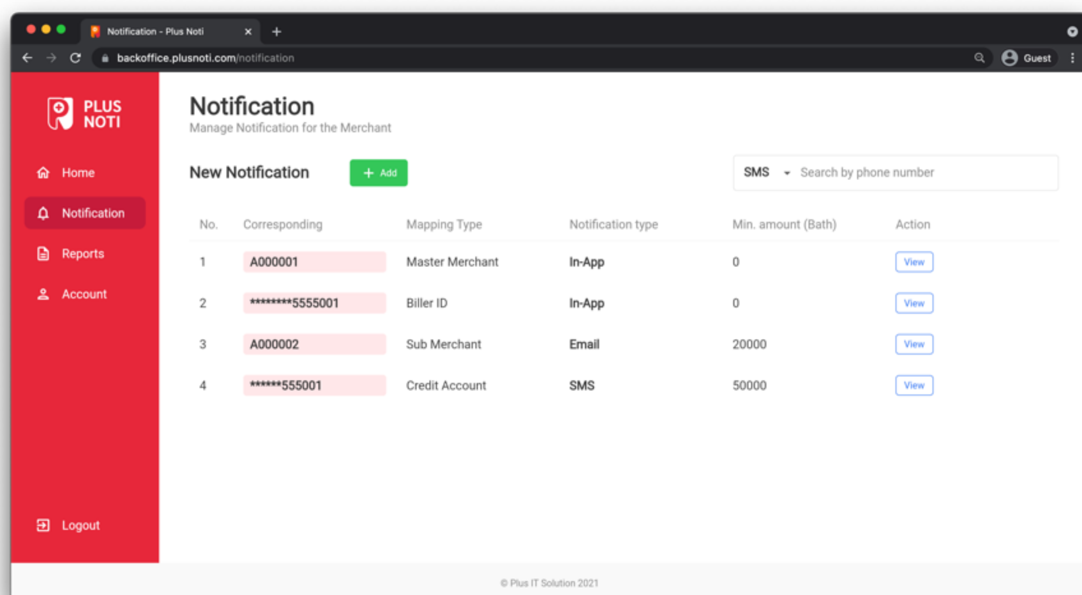
Type mobile phone number in Notify to and click Add button.



You can add multiple mobile phone number in this step. After finished adding all number, then click Confirm button.



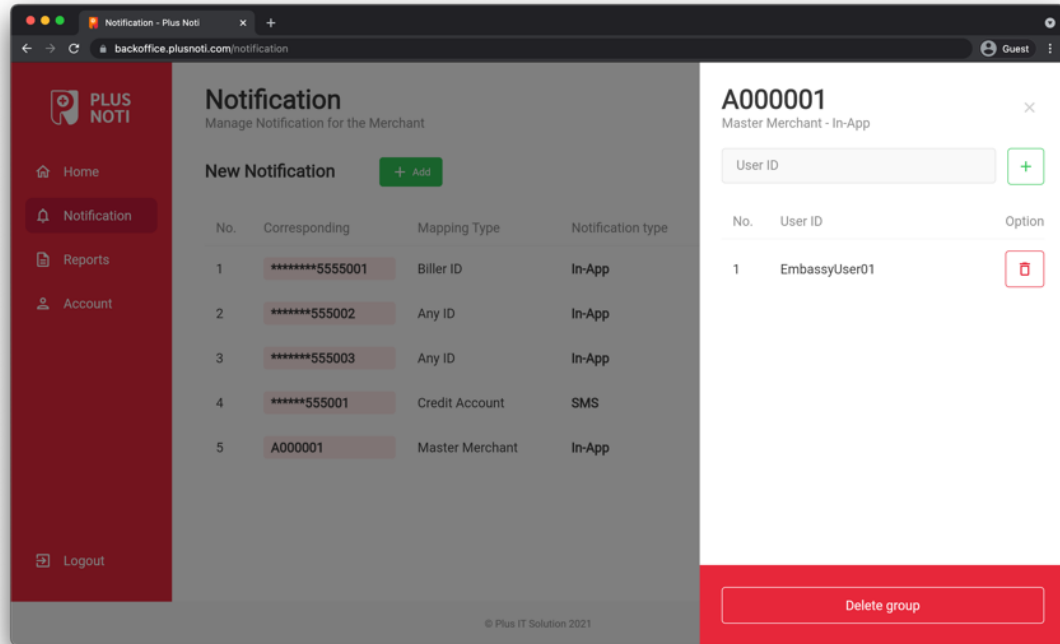
After completed adding Notification, system will display all of notification mapping records in Notification menu as below example



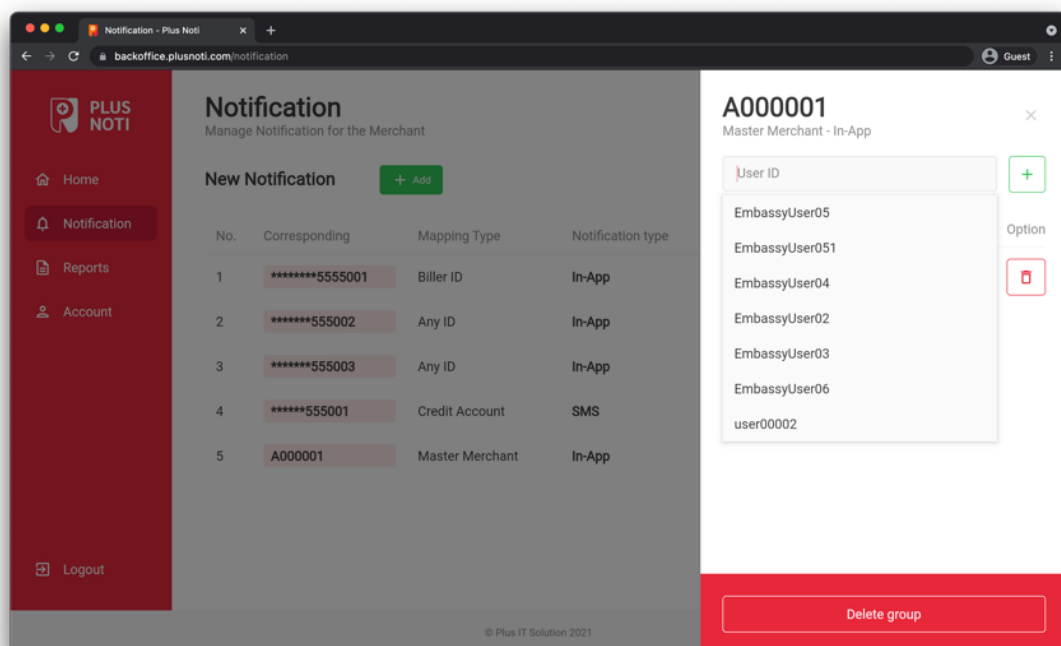
Modify Notification

You can modify Notification by click 

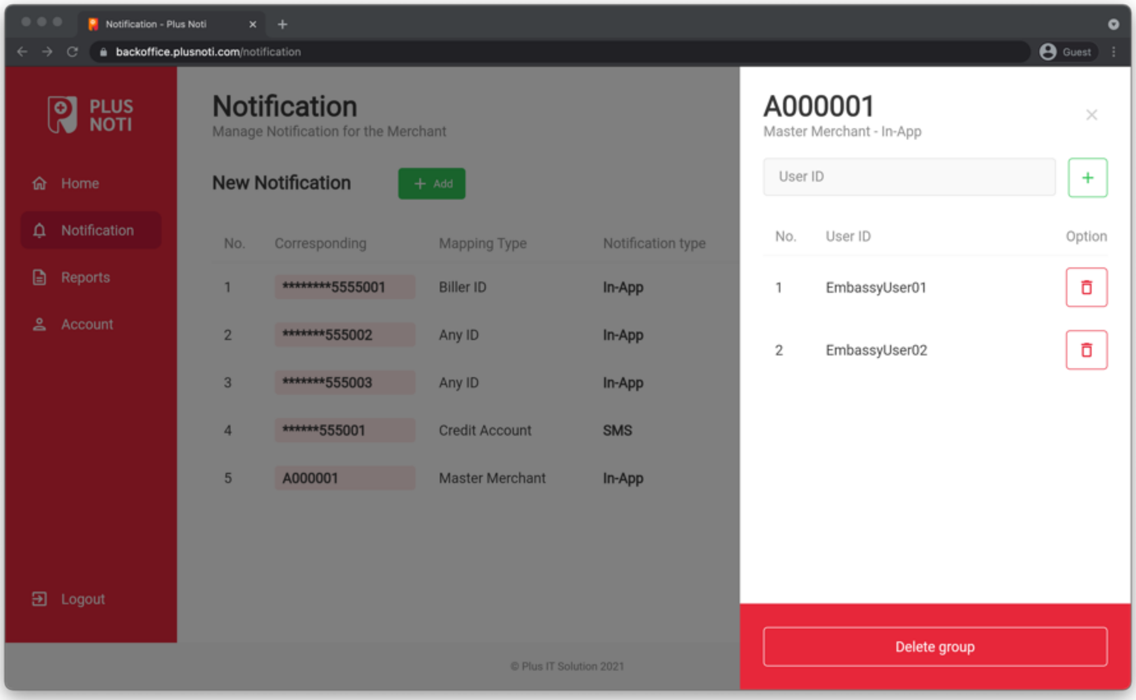
(View button)



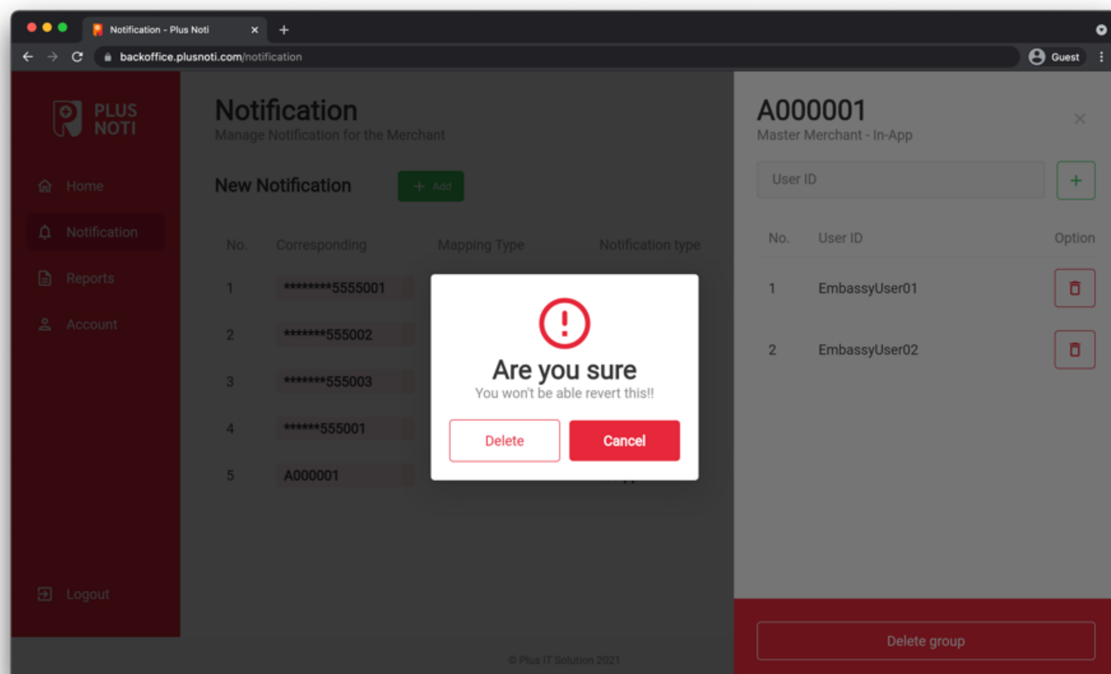
To add more account in Notification, type the account and click  (Add button)



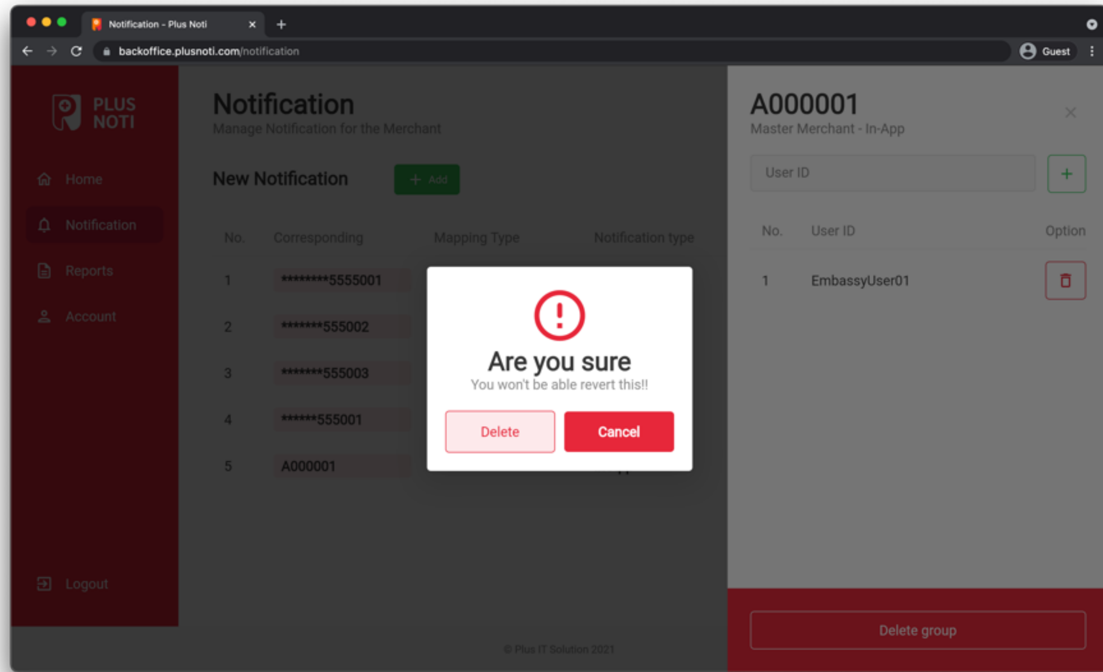
To delete click (Delete button)



System will popup dialog to confirm deletion. Click Delete to delete the record.



To delete all Notifications in grouping, click Delete group button, system will popup dialog to confirm deletion. Click Delete to delete the record.



Download Reports

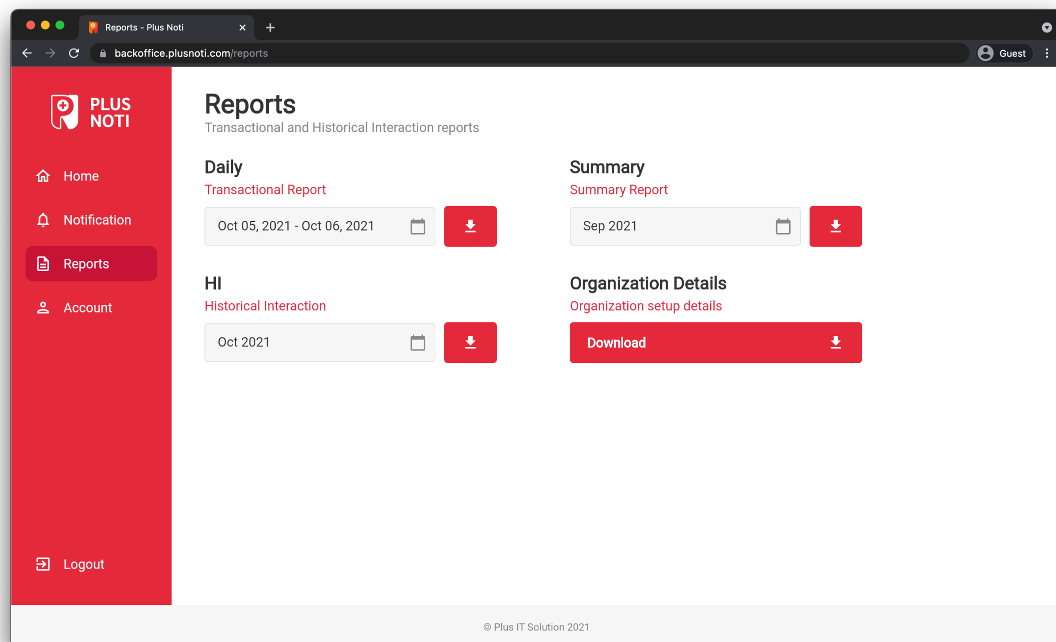
PlusNoti Back-Office comes with 4 types of report for you to download by yourself which are Daily, Summary, HI (Historical Interaction) and Organization Details Report.

Daily Report is the daily payment transactions which you can select date range from-to in order to get the number of records you wanted.

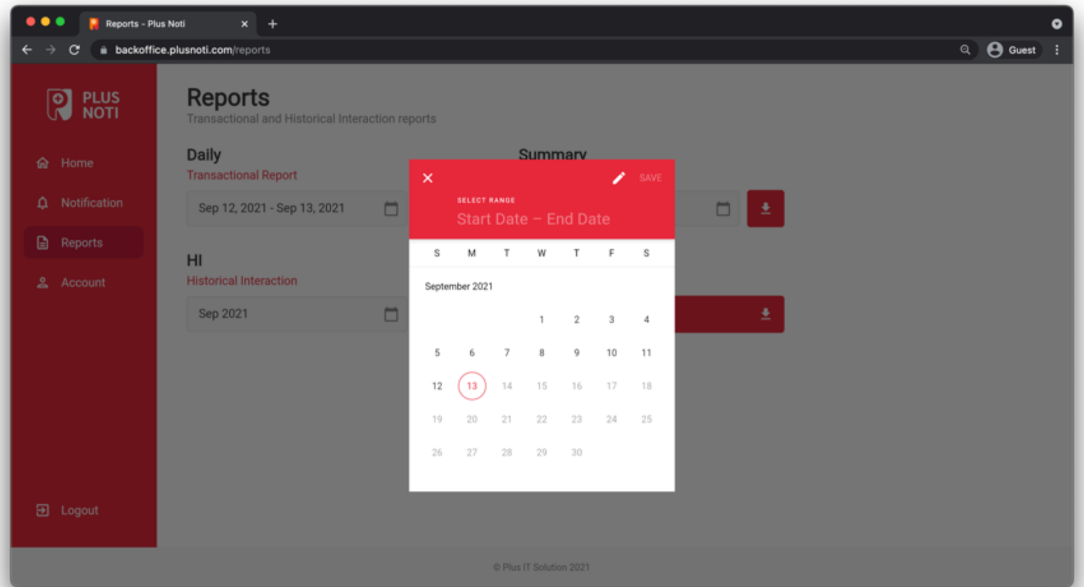
Summary Report is the summary of payment transaction amount by credit account which you can select month to download the report.

HI (Historical Interaction) Report is for you to view the interactions of user accounts e.g. login, logout in each selected month.

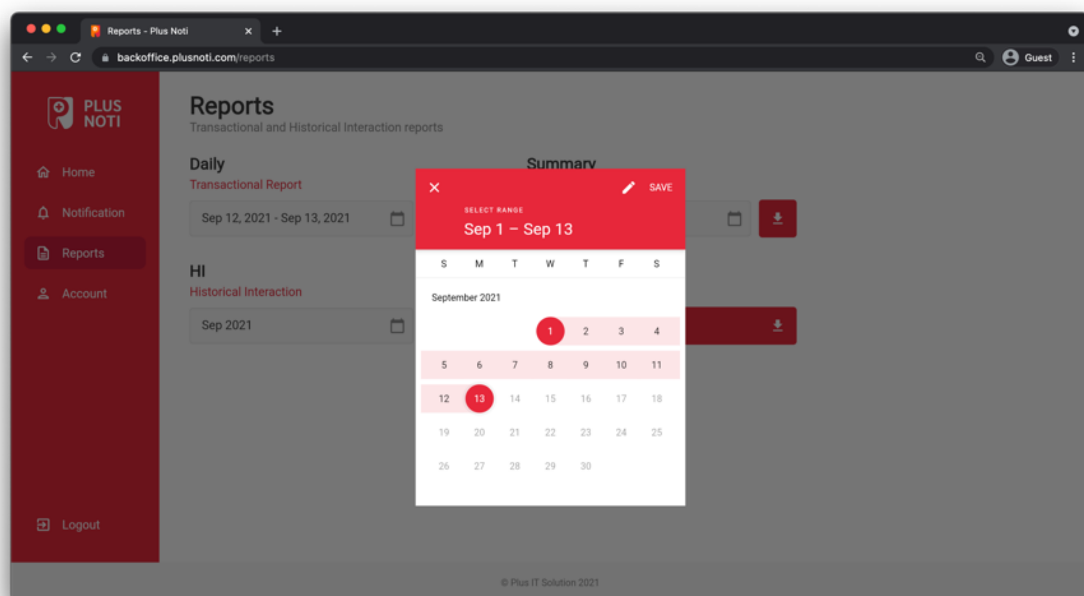
Organization Details Report is the summary of what you've defined in Back-Office e.g. Branch, User Accounts or Notification Setting.



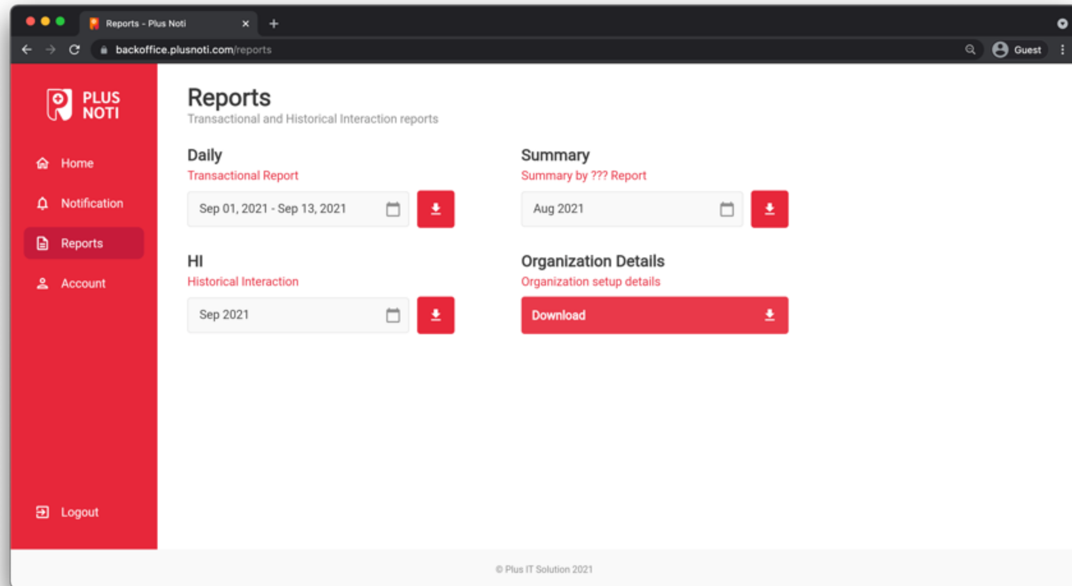
Example to select date range of Daily report.



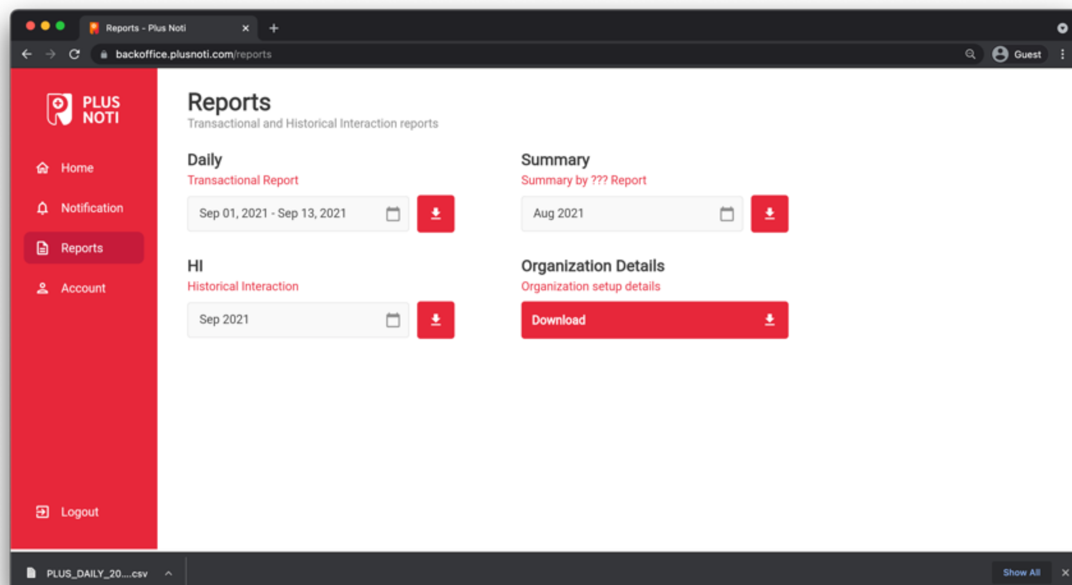
You can click mouse at start date and unclick at the last date. Then click SAVE at upper right of dialog.



Next press  (Download button) to download report.



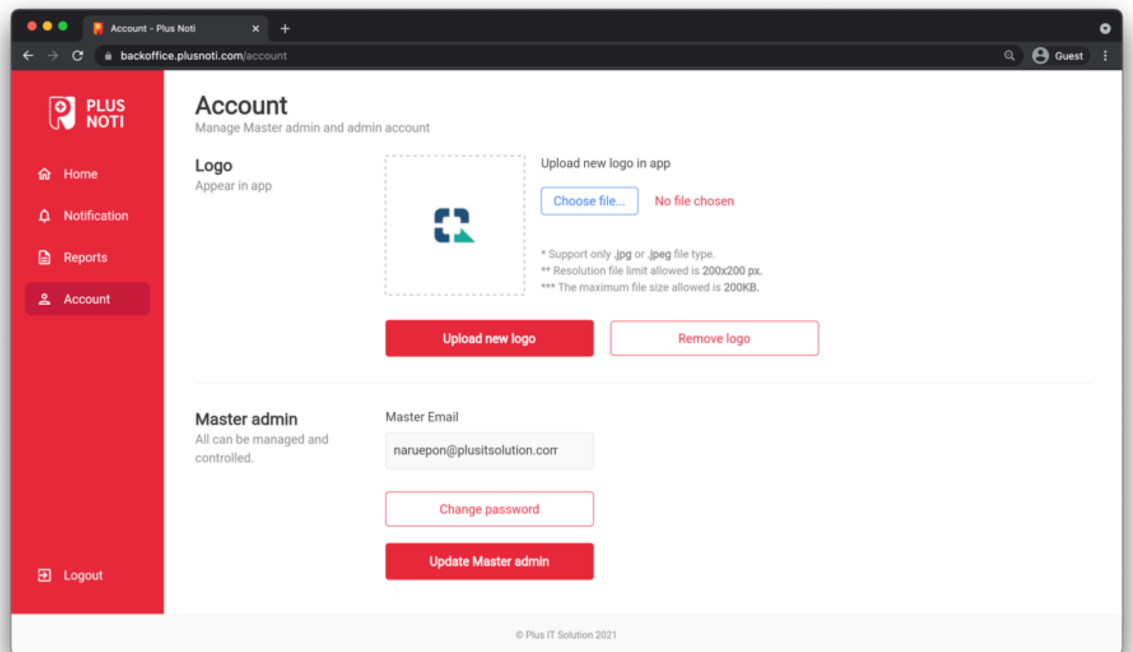
If you use Chrome, downloaded report will be shown at the bottom of browser.



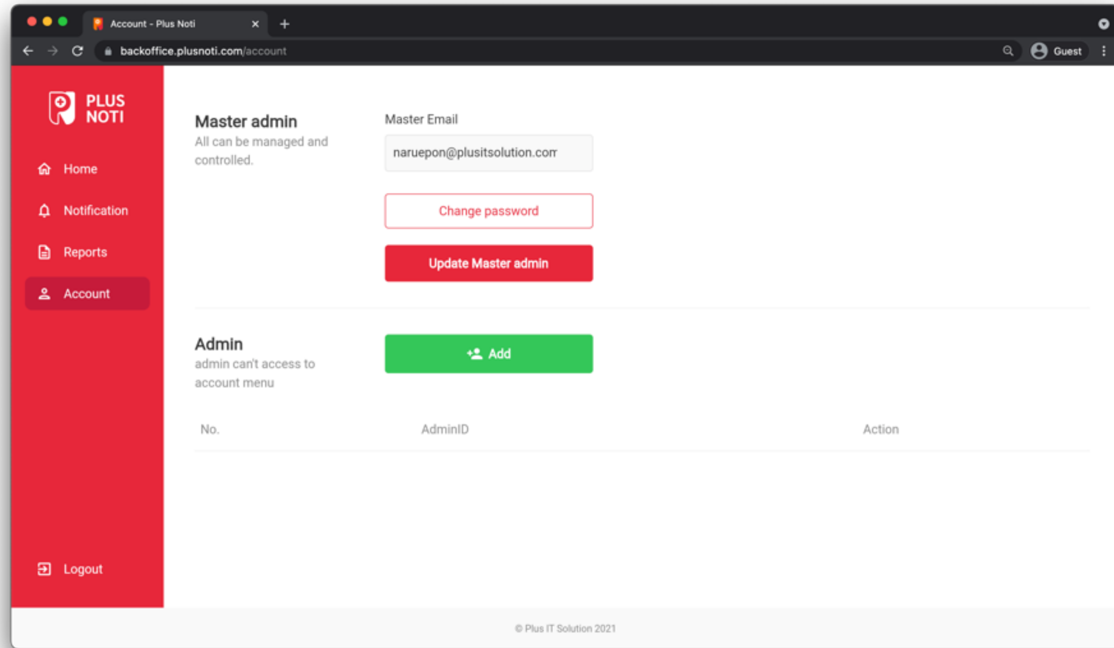
Manage Master Account

In Account menu, you can upload logo for your QR code that will be shown in the PlusNoti Mobile Application when generated, change Master admin email, change Master admin password and adding other admins to help to manage the information in PlusNoti Back-Office.

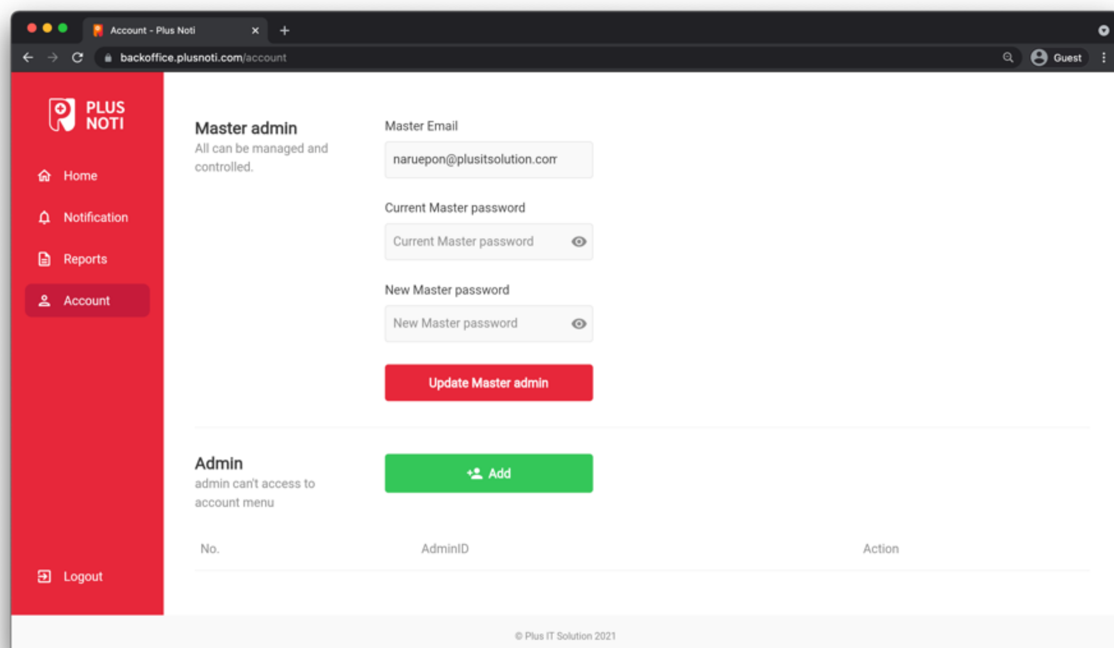
To update logo of QR, click Choose file… button then select image that you want to use. Then press Upload new logo, the new logo will be appeared instead of the default Thai QR logo. You can click Remove logo if you don't want to use the uploaded logo anymore.



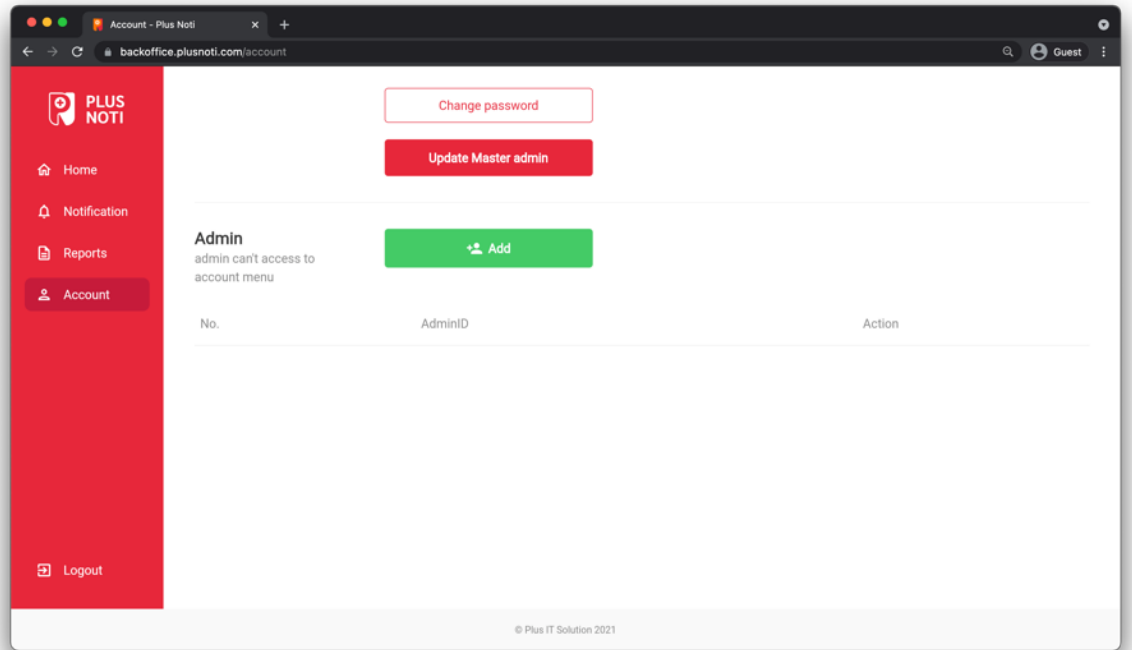
In Master admin section, you can change Master admin email by typing the new email and click Update Master admin button.



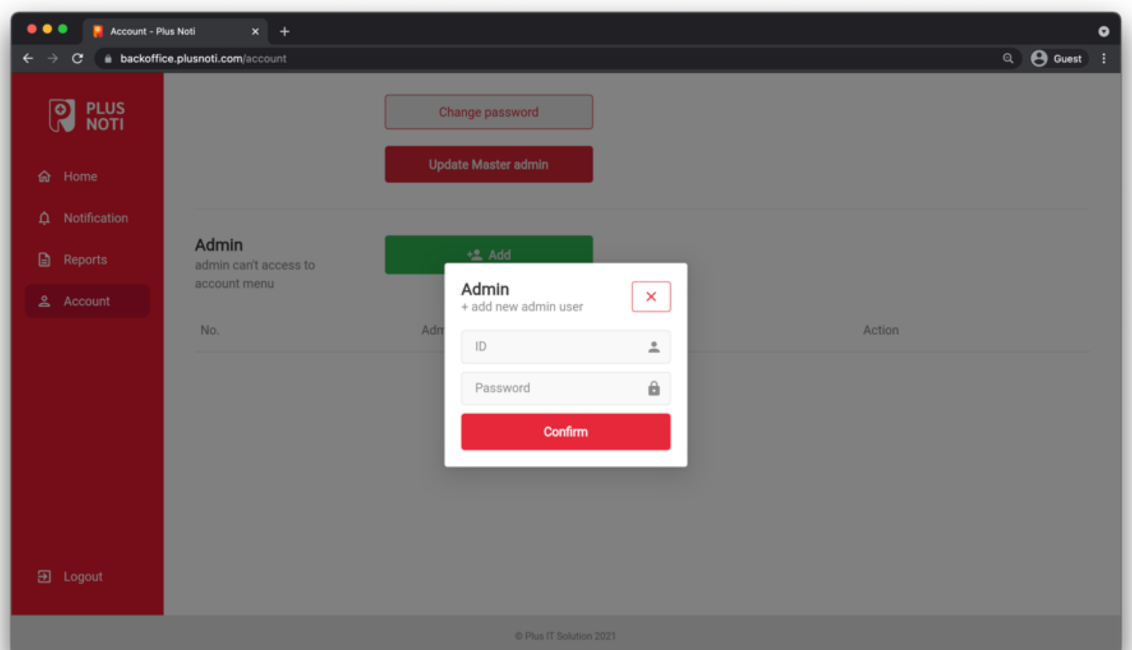
To change password, press Change password button, then input the current password and new password then click Update Master admin button.



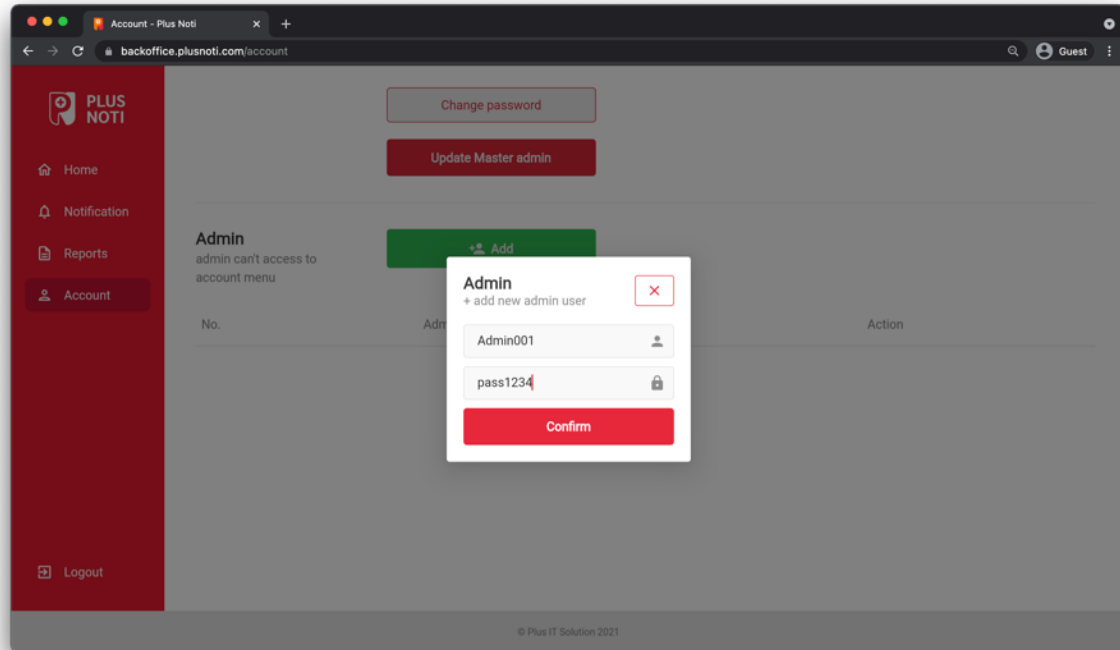
In case you want to have someone to help you setup PlusNoti, you can add other admin account by click Add button.



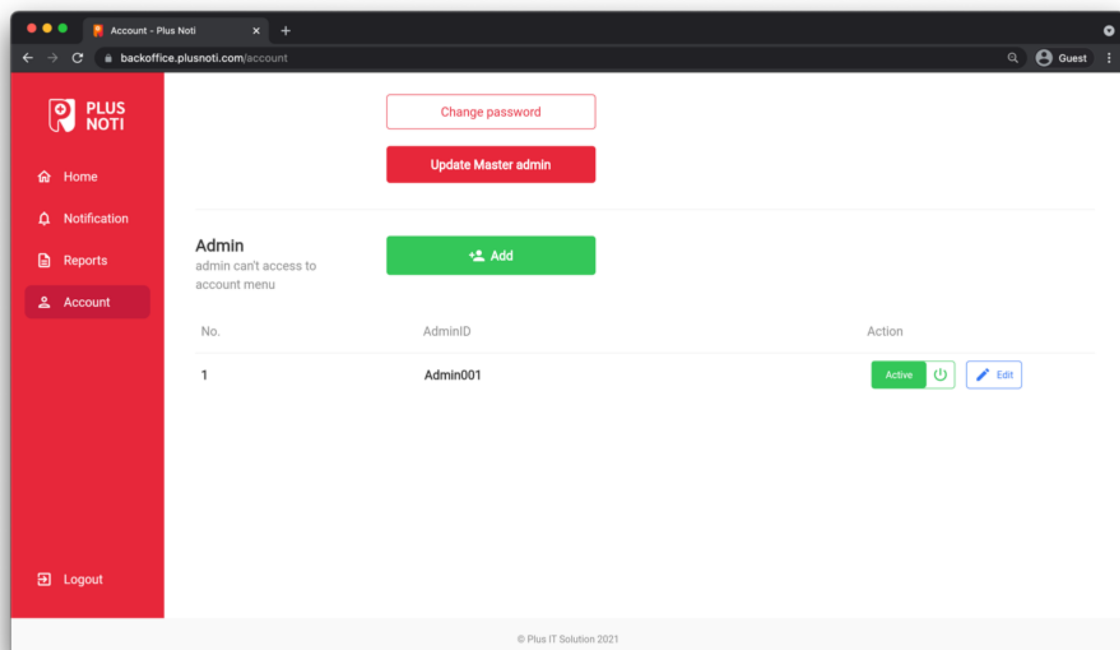
Dialog to add Admin will be displayed.



Then specify ID and Password of the new admin account. After that click Confirm button.

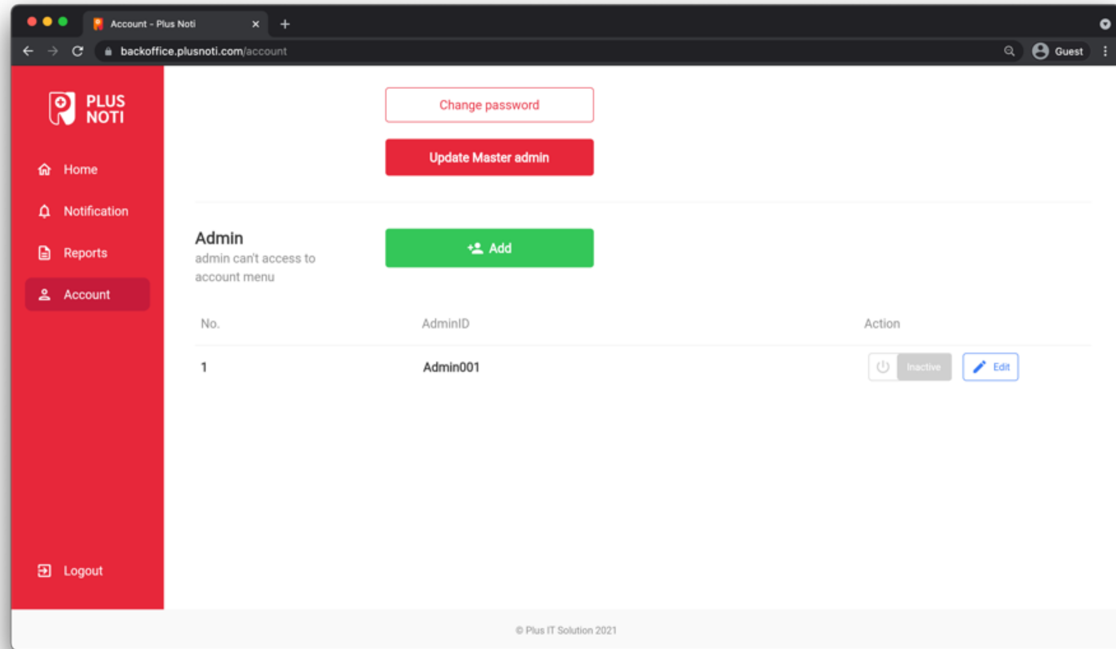


The new admin account will appear as below



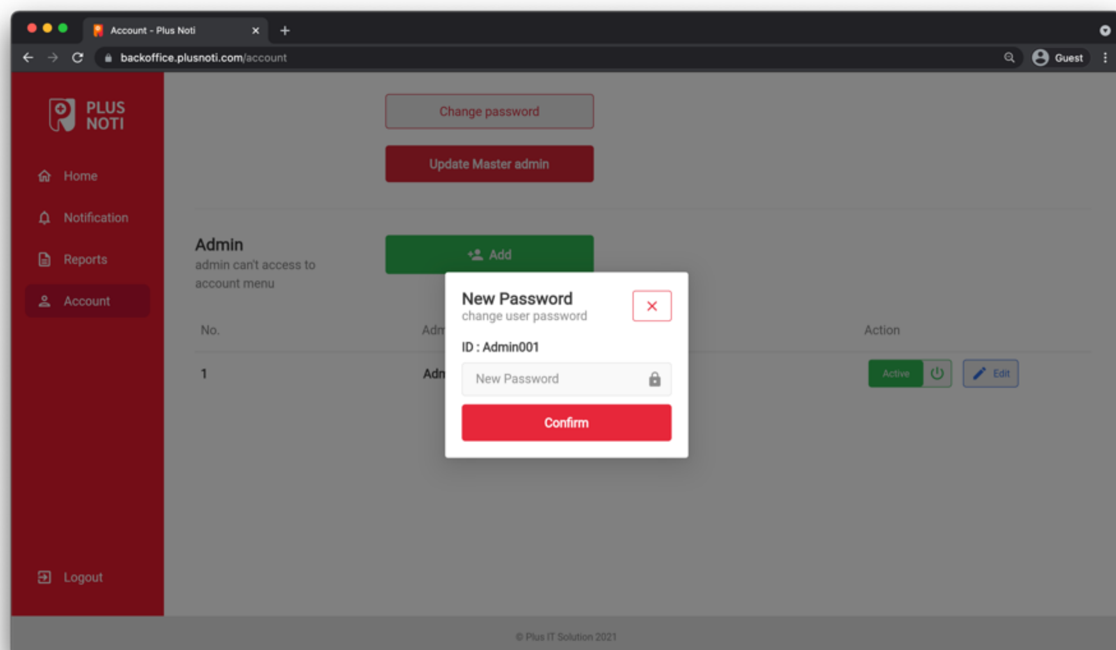
You can inactive the account when you don't want to use it by click 

which will be toggled status to Inactive



Or you can change the password of Admin account by click 

(Edit button)



Once you've added admin account, you can use those accounts to login into PlusNoti Back-Office as below example. The admin account will see three menus except for Account menu which will be able to access by master admin account only.