

TRNSX Quick Reference Guide

Sales/Activations

Card Based Products

- › Ensure you are in the SELL interface
- › Swipe/scan card into the card number field
- › Tap NEXT to proceed
- › If variable product enter amount
- › Confirm product and tap ADD TO CART
- › Tap OK to proceed
- › Continue to add products as necessary and follow instructions for cart checkout

Pin on Receipt/Digital Code

- › Ensure you are in the SELL interface
- › Tap on POR
- › Select appropriate category
- › Select the appropriate vendor/carrier
- › Select the appropriate product
- › If variable enter amount
- › Confirm product and tap ADD TO CART
- › Continue to add products as necessary and follow instructions for cart checkout

RTR

- › Ensure you are in the SELL interface
- › Tap on RTR
- › Select appropriate category
- › Select the appropriate vendor/carrier
- › Select the appropriate product
- › If variable enter amount
- › Enter customer account or mobile device number
- › Reenter customer account or mobile device number
- › Tap SUBMIT
- › Confirm product and tap ADD TO CART
- › Continue to add products as necessary and follow instructions for cart checkout

Batch/Bulk

- › Ensure you are in the SELL interface
- › Tap BATCH
- › Tap radial next to UNOPENED PACK
- › Scan or manually enter PACK UPC printed on the pack
- › Scan or manually enter the SERIAL RANGE
- › Tap NEXT
- › Confirm product and tap ADD TO CART
- › Tap OK to proceed
- › Continue to add products as necessary and follow instructions for cart checkout

Returns/Deactivations

- › Ensure you are in the SELL interface
- › Tap on the RETURN Option
- › Scan or manually enter the receipt barcode
- › Tap NEXT to proceed
- › Select products
- › Tap ADD TO CART
- › Tap OK to proceed
- › Follow instructions for cart checkout

Cart Checkout

- › Tap the arrow in the checkout bar
- › If there is a transaction reference enter it in the EXTERNAL CUSTOMER ID field
- › Tap the appropriate payment option
- › Tap on each letter of YES to confirm payment was collected
- › Tap CONTINUE to proceed
- › Products will be activated
- › Tap OK to proceed
- › Tap PRINT to print the receipt
- OR—
- › Tap SEND to send the receipt via SMS or email
- › Enter a personal message in the optional field if applicable
- › Tap SEND to proceed

User Management

Create User

- › Ensure you are in the Store Panel (tap yellow cog)
- › Under MY STORE tap MANAGE EMPLOYEES
- › Tap ADC
- › Required Fields: FIRST NAME, LAST NAME, USERNAME, PASSWORD
- › Optional Fields: EMAIL, PHONE NUMBER, ADDRESS
- › Roles: Enter Manager or Employee
- › Select options to grant user

Reset Password

- › Tap on eye icon next to the username
- › Tap RESET PASSWORD (if there is an email entered for the user, a system generated email will be sent to the user
- OR—
- › Enter new password for user



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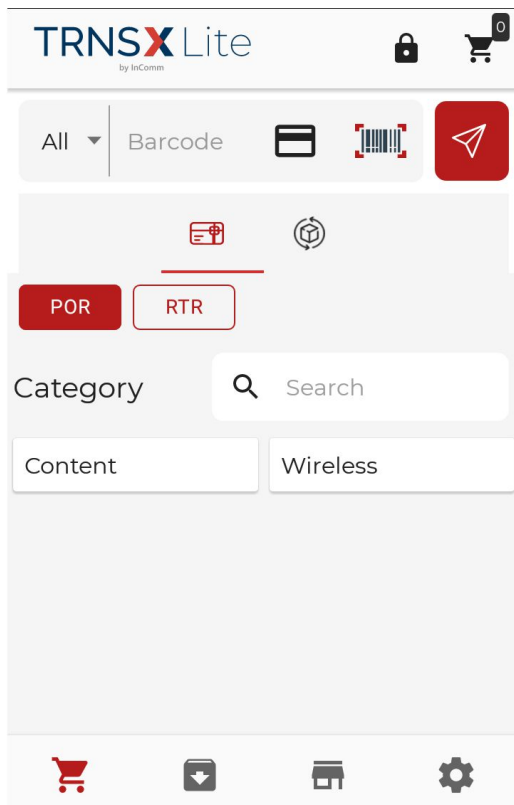
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Sales/Activations– Card Based Products

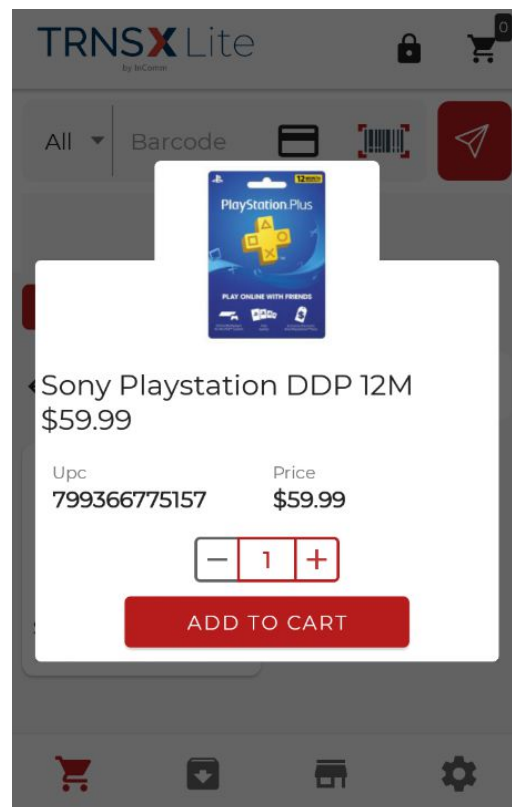
- › Ensure you are in the SELL interface 
- › Tap the  icon to swipe
- › Swipe/scan card into the card number field
- › Tap NEXT to proceed
- › If variable product enter amount
- › Confirm product and tap 
- › Tap OK to proceed
- › Continue to add products as necessary and follow instructions for cart checkout

Sales/Activations– Interface Examples

SELL Interface



Product Example



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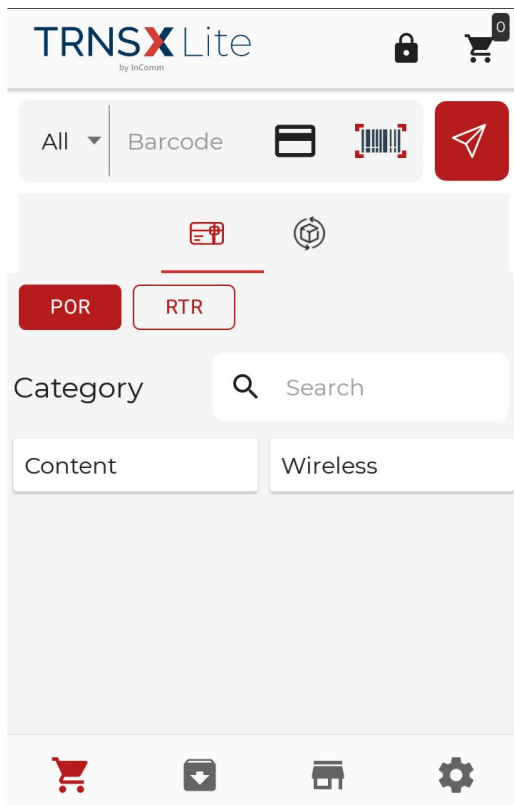
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Sales/Activations – PIN on Receipt Content

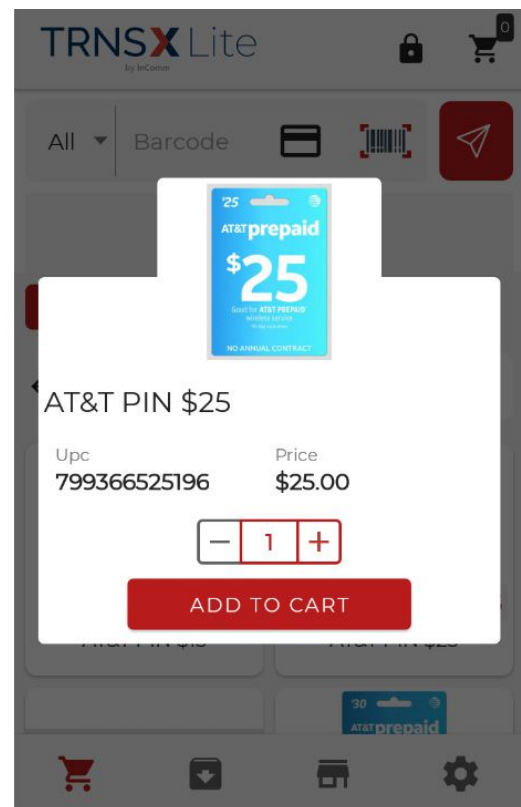
- › Ensure you are in the SELL interface 
- › Tap the **POR** icon to begin search
- › Select the appropriate category (Content or Wireless)
- › Tap or scroll through the vendors and their options or use the search bar to quickly find the correct product
- › Tap on product
- › Confirm product and tap **ADD TO CART**
- › Continue to add products as necessary and follow instructions for cart checkout

PIN on Receipt – Interface Examples

SELL Interface




Product Example



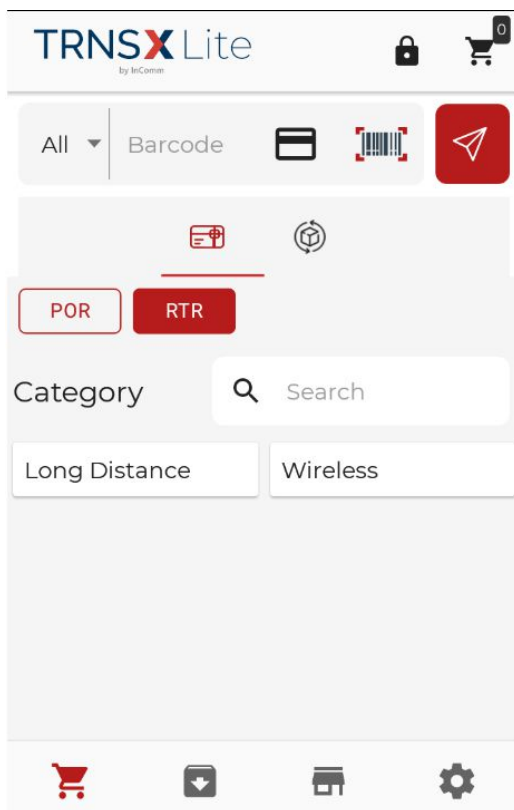
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Sales/Activations– Real Time Redemption

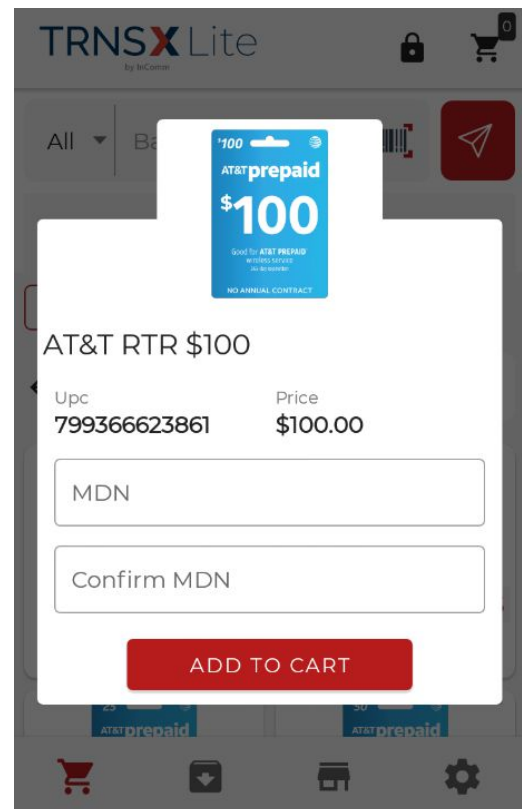
- › Ensure you are in the SELL interface 
- › Tap the **RTR** icon to begin search
- › Select the appropriate category (Long Distance or Wireless)
- › Tap or scroll through the vendors and their options or use the search bar to quickly find the correct product
- › Tap on product and enter customer account or mobile device number (MDM)
- › Reenter customer account or mobile device number (MDM)
- › Confirm product and tap **ADD TO CART**
- › Continue to add products as necessary and follow instructions for cart checkout

Real Time Redemption – Interface Examples

SELL Interface



Product Example



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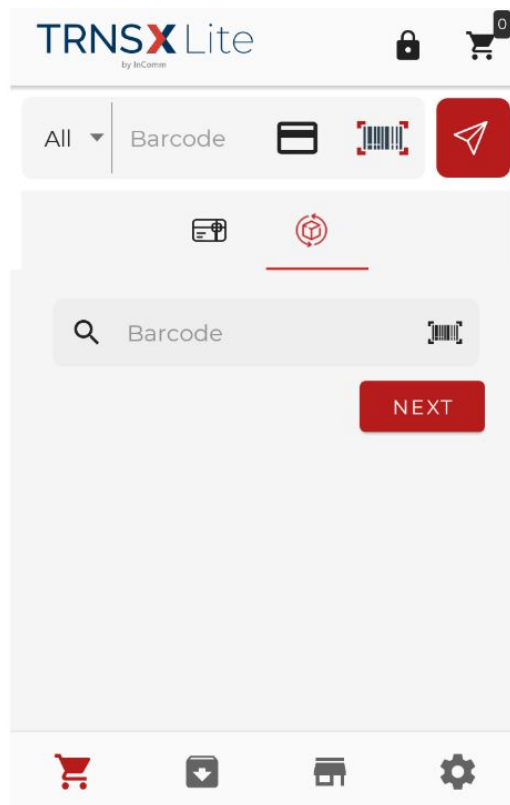
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Returns/Deactivations

- › Ensure you are in the SELL interface 
- › Tap the  icon to enter the return interface
- › Enter the receipt number into the field or tap the  icon to activate the device camera and scan the barcode
- › Tap NEXT to proceed
- › Select products to be returned
- › Confirm product and tap 
- › Tap OK to proceed
- › Follow instructions for cart checkout

Returns/Deactivations– Interface Examples

Return Interface



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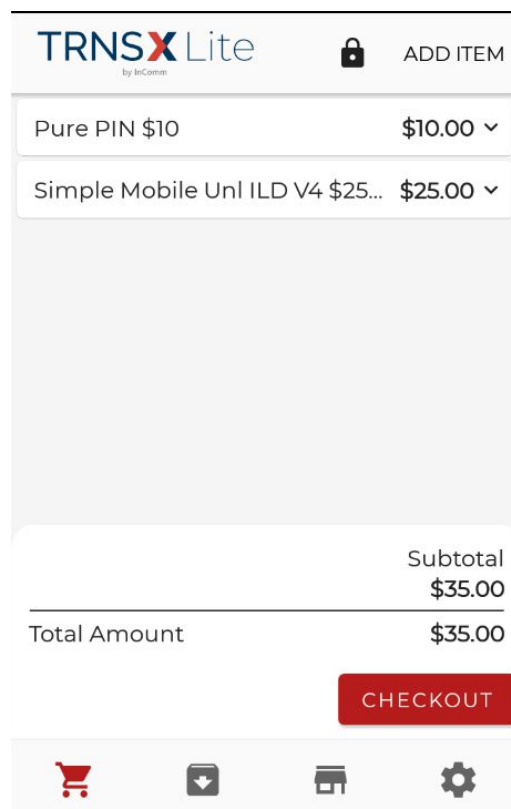
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Cart Checkout

- › Tap the  icon to enter the return interface
- › Review cart for accurate
 - › Any unnecessary items can be removed by tapping the item and tapping the trashcan icon as needed
- › Tap **CHECKOUT** in the bottom-right to proceed
- › Select payment method and tap NEXT
- › Validate payment method and amounts are correct and tap CONTINUE *
- › Tap PRINT to print the receipt
 - OR—
- › Tap SEND to send the receipt via SMS


Returns/Deactivations – Interface Examples

SELL Interface



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Reporting

- › Tap the  icon in the bottom-right corner to enter report interface
- › Use the date filter at the top of the screen to select specific reporting requirements
- › Tap in the bottom-right to proceed
- › Tap Print End of Day receipt
- › Select appropriate day
- › Tap Print Icon

Reporting – Interface Examples

SELL Interface

