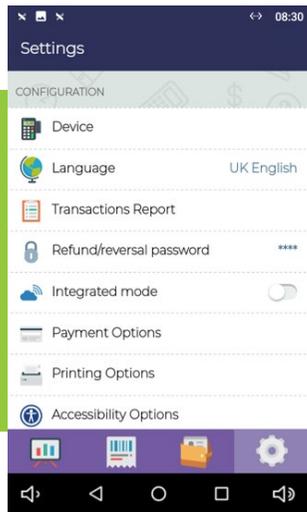# emerchantpay

End of Day Report Guide
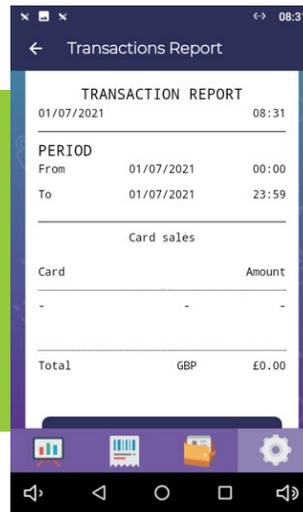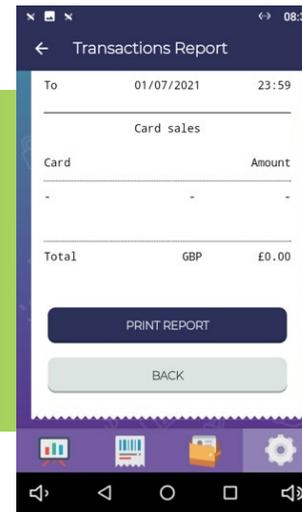
PAX A80

Handpoint

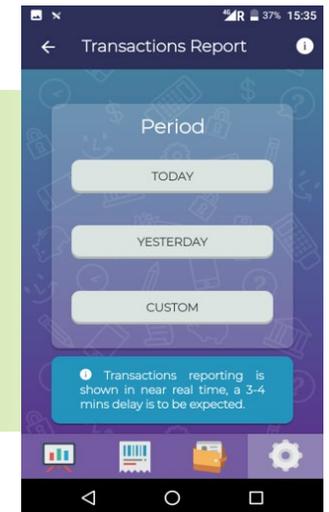Enter the Handpoint application and choose "Transaction report".

You can choose one of the three options for report – today, yesterday or a custom period. Transactions are included in the report with a delay of three-four minutes after processing.
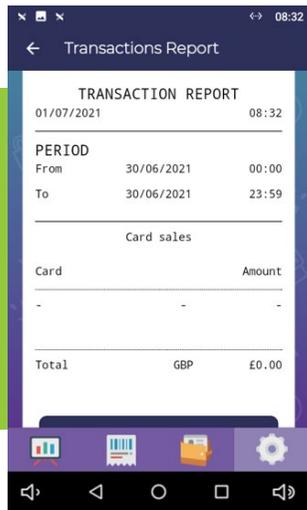
You will see the total amount of transactions separated by type of cards and the total amount at the bottom.

If you swipe down the screen, you will find the "Print Report" option as well as the button to go back to the menu.

You also have the option to print the totals from yesterday.

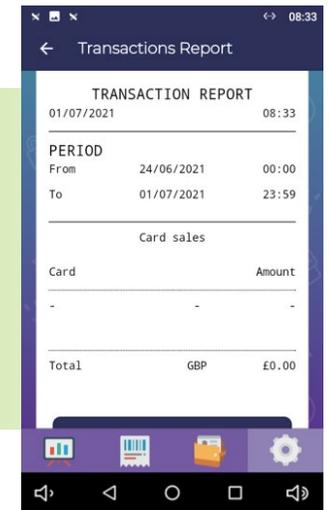Please note that the period of the report will change to the previous date from midnight until 23.59h.

You can also generate a report for a custom period from a week ago up until the present moment.

You will need to input the date and the time in the fields "from" and "to" for the desired custom period.

Tap on the field and swipe the digits to set the correct date and time.Tap on "Done" when ready.

Press "Apply" button and the device will generate the report for the custom period.

More questions? We're here to help!

Contact us at 08001123344 or email us at helpdesk@emerchantpay.com.

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