



Batch Report Delivery Options

STEP 1

Go to www.online.valorpaytech.com and enter your login credentials.

The login form features two input fields: 'Email' and 'Password'. Below the 'Password' field, there is a checkbox labeled 'Remember Me' and a link for 'Forgot Password'. A dark grey 'SIGN IN' button is positioned at the bottom of the form. To the right of the form is the VALOR PAYTECH logo, which consists of a shield icon with a 'V' and the text 'VALOR PAYTECH'.

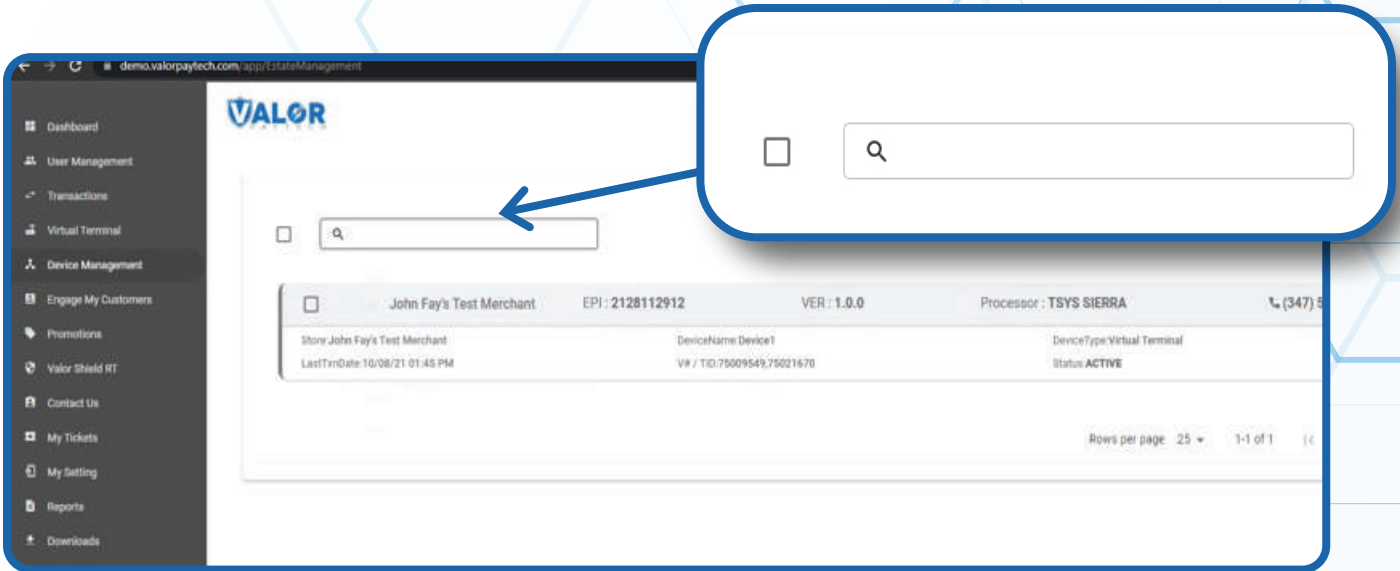
STEP 2

Select **Device Management** in the sidebar

The screenshot shows a dashboard with a sidebar on the left and a main content area. The sidebar contains a list of menu items: Transactions, Virtual Terminal, Device Management, Engage My Customers, Promotions, Valor Shield RT, Contact Us, My Tickets, My Setting, Reports, and Downloads. The 'Device Management' item is highlighted with a blue background and a white icon of a person. A blue arrow points from this item to a callout box at the bottom right of the image. The callout box is dark grey with a white icon of a person and the text 'Device Management'. The main content area of the dashboard displays several summary cards with values: '\$0 Last Month (Total Volume)', '\$1.15 Current Month (Total Volume)', '\$0 Current Day (Total Volume)', and '\$0.02 Average Volume per day (last 3 Months)'. Below these cards is a line chart titled 'Current Month Transactions' showing a single peak on day 7.

STEP 3

Use search bar to look up the EPI you want to set **Batch Report Delivery Options** for.



The screenshot shows the VALOR Merchant Portal interface. A search bar is highlighted with a blue box and an arrow pointing to it. Below the search bar is a table of devices. The table has columns for Merchant Name, EPI, Version, Processor, and Phone Number. The first row is highlighted.

Merchant Name	EPI	Version	Processor	Phone Number
John Fay's Test Merchant	2128112912	1.0.0	TSYS SIERRA	(347) 572-3784

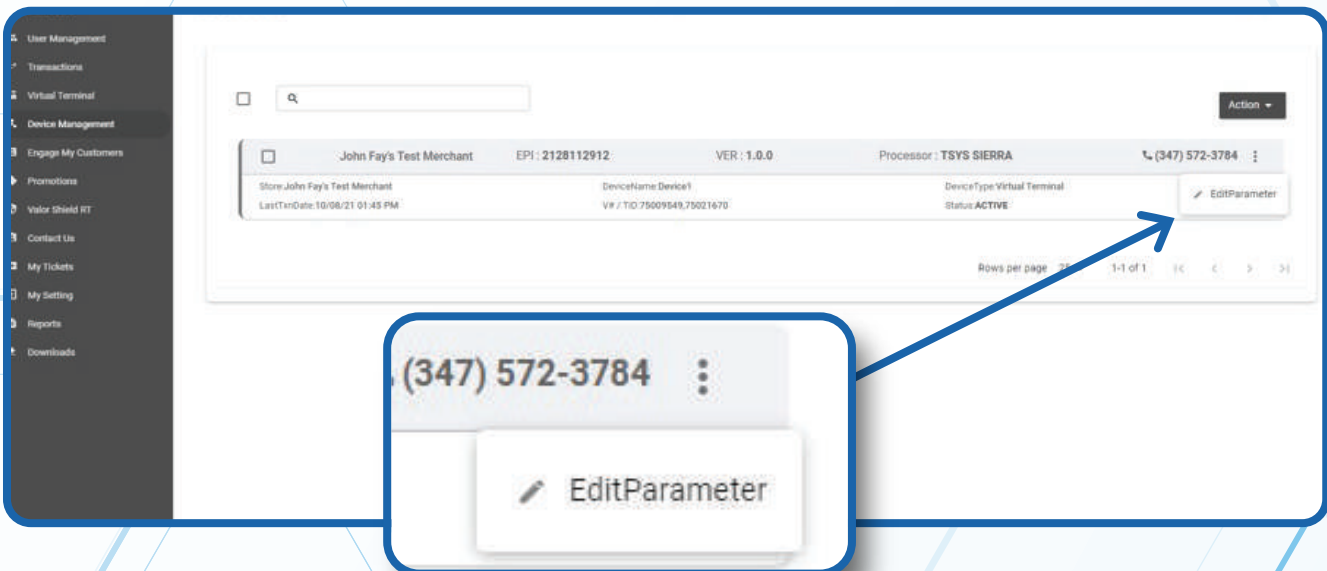
Below the table, there is a section for device details for the selected merchant:

Store: John Fay's Test Merchant	DeviceName: Device1	DeviceType: Virtual Terminal
LastTrnDate: 10/08/21 01:45 PM	VF / TID: 75009549.75021670	Status: ACTIVE

At the bottom right of the table, there are controls for "Rows per page" (set to 25) and "1-1 of 1".

STEP 4

Once the device comes up, select the **Vertical Ellipsis** on the top right of the snapshot and select **Edit Parameters**



The screenshot shows the VALOR Merchant Portal interface. A blue box highlights the 'Edit Parameters' button in the table. A callout box shows a close-up of the button, which is labeled '(347) 572-3784' and 'EditParameter'.

John Fay's Test Merchant	EPI: 2128112912	VER: 1.0.0	Processor: TSYS SIERRA	(347) 572-3784	Action
Store: John Fay's Test Merchant	DeviceName: Device1	DeviceType: Virtual Terminal	Status: ACTIVE		EditParameter

At the bottom right of the table, there are controls for "Rows per page" (set to 25) and "1-1 of 1".

STEP 5

Within the **Receipt** section, Enable/Disable **Print Detailed Report** and **Send Email Report**.

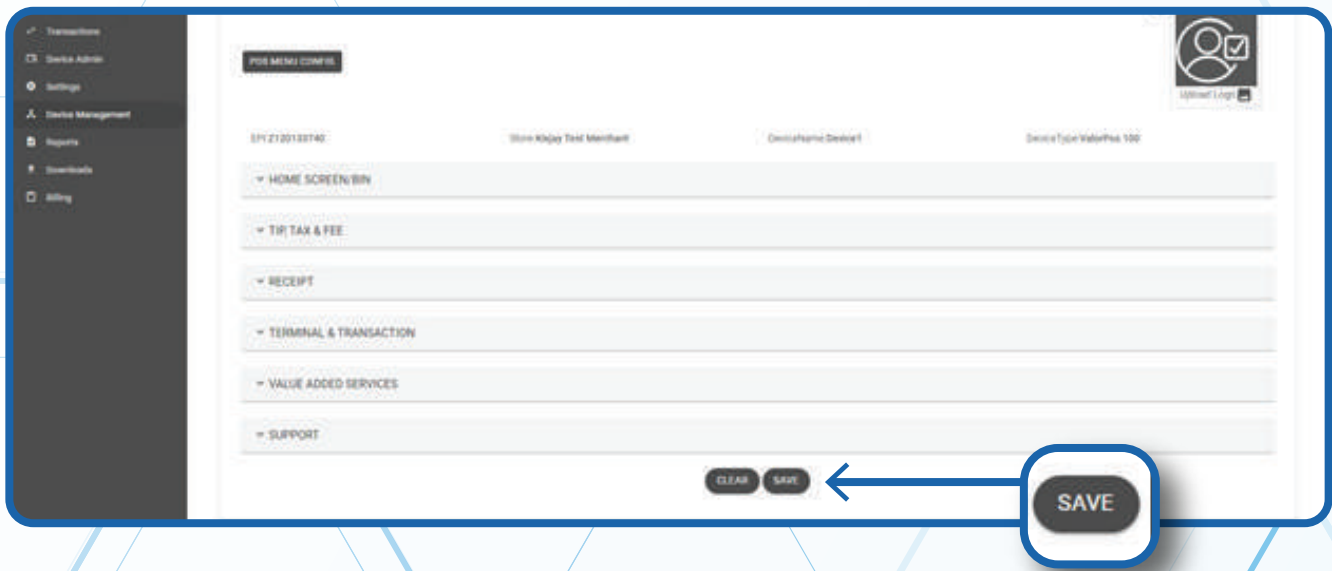
 **Note:** *Print Detailed Report will Print the Detailed Batch Report, and Send Email Report will send the Batch Report to the Merchant Email on file.*



The screenshot shows the 'RECEIPT' configuration page. On the left, there are sections for 'FOOTER' (Thank You), 'PRINT DETAILED REPORT', 'PAPER RECEIPT', and 'SMS-RECEIPT', each with 'YES' and 'NO' toggle buttons. On the right, there are sections for 'HEADER 1-4' (Merchant Name, Address, Phone), 'DISCLAIMER' (Cardholder acknowledges receipt...), 'SEND EMAIL REPORT', and 'RECEIPT OPTIONS' (PRINT BOTH WITHOUT PROMPT). Two callout boxes highlight the 'PRINT DETAILED REPORT' and 'SEND EMAIL REPORT' toggle buttons, both of which are currently set to 'NO'.

STEP 6

Scroll down and select **Save**.



The screenshot shows the 'SETTINGS' page with a sidebar menu on the left containing 'Transactions', 'Device Admin', 'Settings', 'Device Management', 'Reports', 'Downloads', and 'Billing'. The main content area has a 'PRO MENU CONFIG' header and several expandable sections: 'HOME SCREEN/BIN', 'TIP TAX & FEE', 'RECEIPT', 'TERMINAL & TRANSACTION', 'VALUE ADDED SERVICES', and 'SUPPORT'. At the bottom right, there are 'CLEAR' and 'SAVE' buttons. A callout box highlights the 'SAVE' button.

STEP 7

After making parameter changes, you must perform a download on the device by pressing ★ > 6 > OK button.

