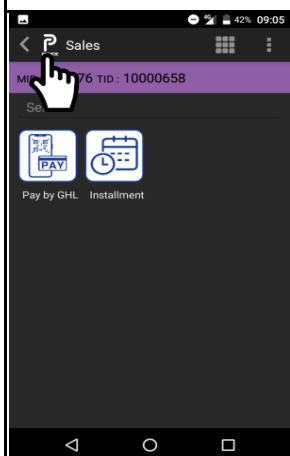
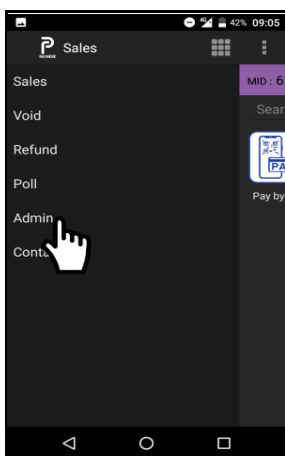


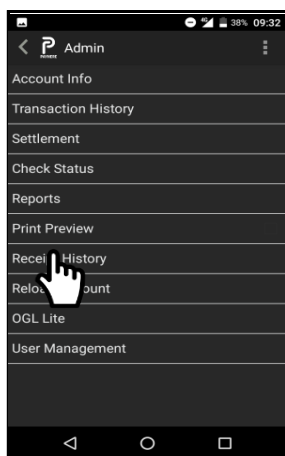
I. REPRINT RECEIPT



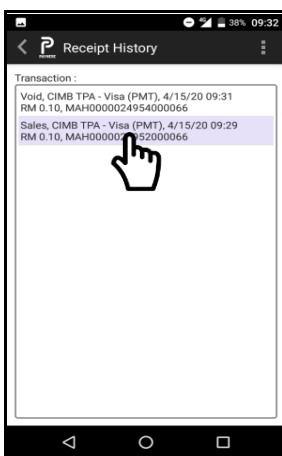
1. Tap on Payhere logo at left top corner



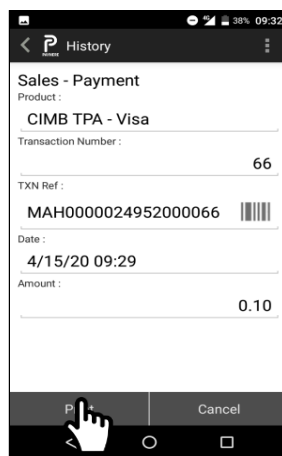
2. Select 'Admin' at side menu



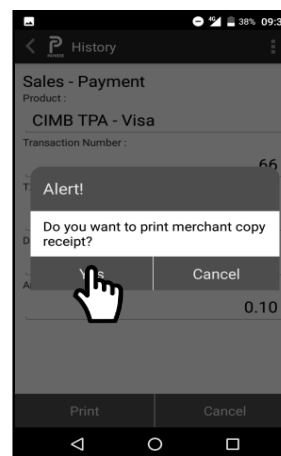
3. Select 'Receipt History'



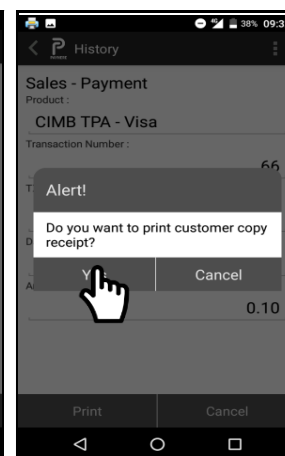
4. Select transaction record to print



5. Confirm transaction details and press 'Print'

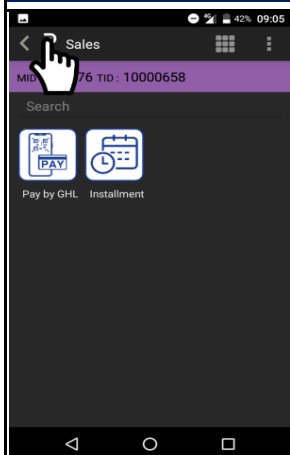


6. Press 'Yes' to print merchant copy receipt

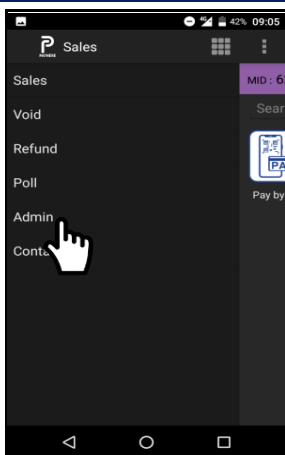


7. Press 'Yes' to print customer copy receipt

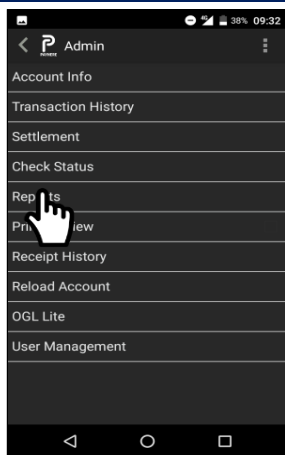
J. REPRINT SETTLEMENT REPORT



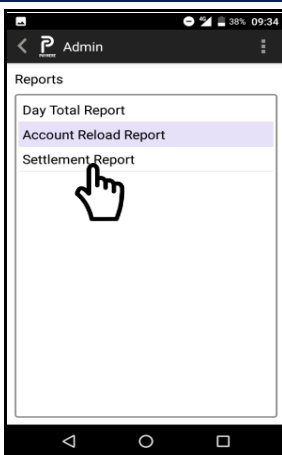
1. Tap on Payhere logo at left top corner



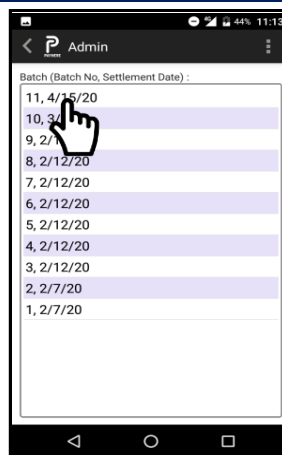
2. Select 'Admin' at side menu



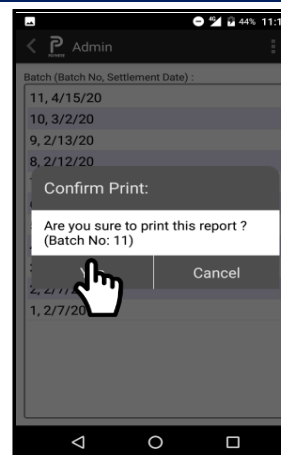
3. Select 'Report' at admin menu



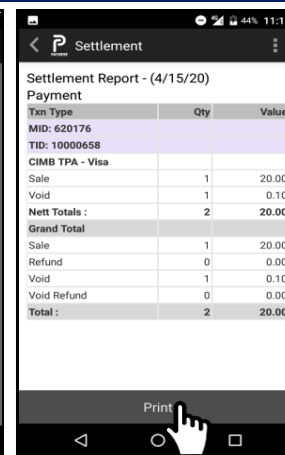
4. Select 'Settlement Report'



5. Select settlement batch to print



6. Press 'Yes' to confirm



7. Press 'Print' to print settlement report