



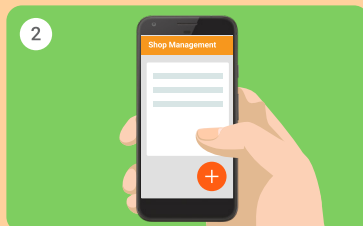
Shop Owner Mode

(A) Manage Shop Records

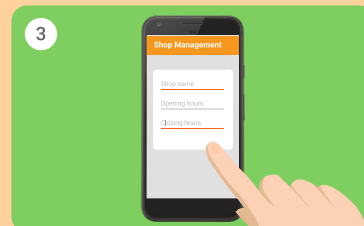
Shop Owner can add, edit or remove the shop records, anytime.



1 Select "Shop Management" in the main menu.



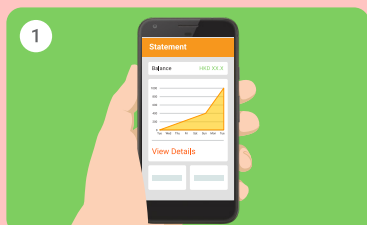
2 Press "+" to add a new shop.



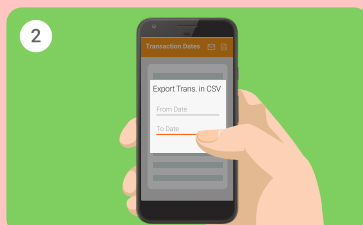
3 Input shop name, opening and closing hours, to create a shop record.

(B) Export Transactions Report and Monthly Statement

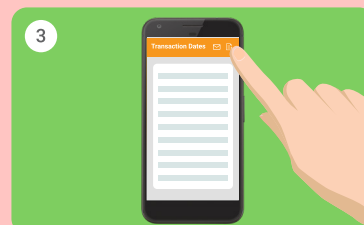
Shop Owner can view the account balance, transaction details, export transactions report or monthly statement.



1 Select "View Details" in the main menu.



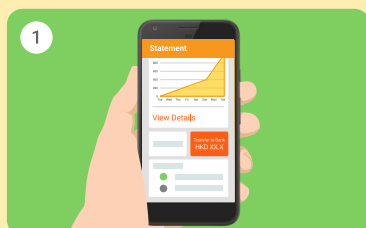
2 All the transactions will be listed by dates. Tap the "✉" icon at the top right corner. You will be prompted to input the date range, to export the transactions report in .CSV format.



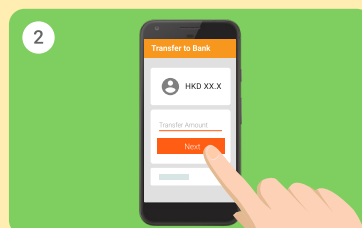
3 You can also download the monthly statement by tapping the "📄" icon at the top right corner.

(C) Instantly Transfer Money Received to Bank Account with "FPS"

Octopus App for Business is now connected to Faster Payment Service (FPS). Shop Owner can instantly transfer the money in the account to the pre-registered bank account, on a 24/7 basis.



1 Select "Transfer To Bank" in the main menu.

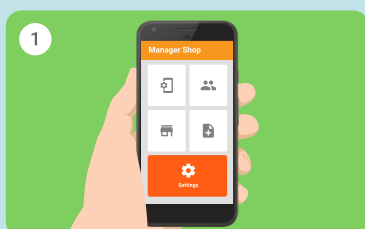


2 Input the "Transfer Amount" and press "NEXT" to proceed.

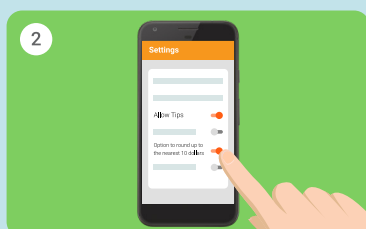
(D) Allow Tips

Shop Owner can enable a tips option.

Octopus App for Business interface

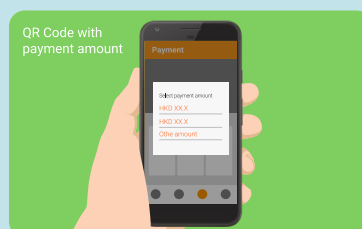


1 Select "Settings" in the main menu.

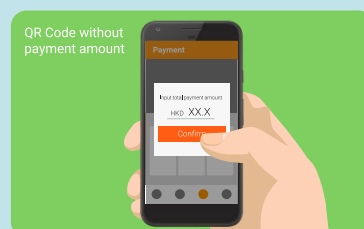


2 Enable "Allow Tips", and select the payment amount round-up options to either the nearest dollar or 10 dollars.

Customer's Octopus App interface



Customers will be prompted to select the payment amount options with exact amount, amount with tips, or other amount for them to input.



A message "Tips are welcome" will be shown, to remind customers they can include tips in the total payment amount.

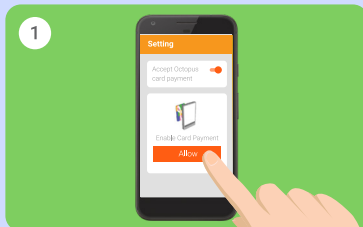


Cashier Mode

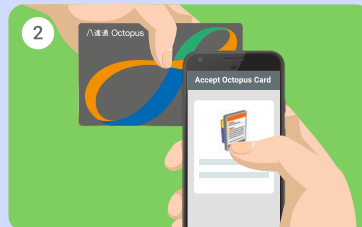
* NFC-enabled Android devices (v4.4 or above)/
iPhone 7 or newer with iOS 13 or above.

(A) Enable Octopus Card Payment Acceptance Function

If the mobile device is an NFC-enabled supporting Octopus card tapping service*, the Octopus card payment function can be enabled at Cashier Mode, to receive payments from customers by Octopus card.



1 Enable "Accept Octopus card payment" in "Settings", and allow "location and motion detection permission".



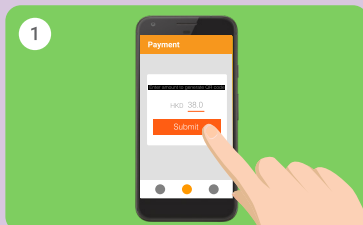
2 Place the Octopus card at the NFC area of your mobile device until the "success" message is shown.



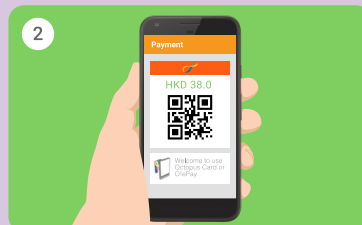
3 Complete card tapping before accepting Octopus card payment.

(B) Receive Payment

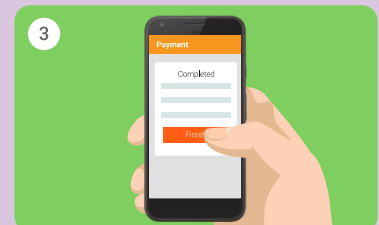
Cashier can input the payment amount, to generate the payment page with QR Code to receive payment.



1 Select "Payment" in the main menu in Cashier Mode, and input the payment amount.



2 Generate the payment page with QR Code for placing Octopus card* at the back of the mobile device, or scanning QR Code with Octopus App, for payment.

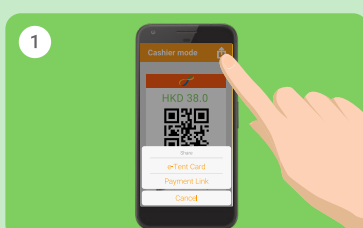


3 The payment receipt will be shown on screen once the payment transaction is completed, for customer's review.

Online Shop

(C) e-Tent Card or Payment Link

Cashier can export the e-Tent Card or Payment Link through the mobile apps, and display it on the online shop for customers to scan or click for payment.



1 Select " " to share the e-Tent Card or Payment Link.



2 Select the mobile app used for sharing.



3 Display the e-Tent Card or the Payment Link on the online shop for customers to scan or click for payment.