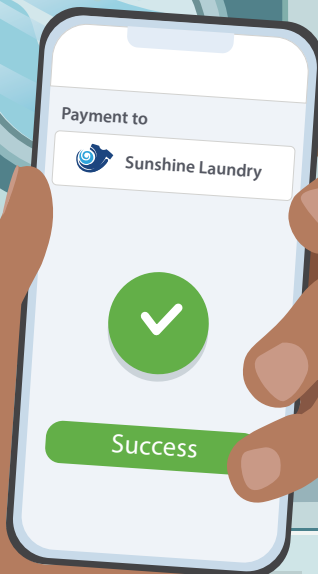




Payway 3 **BUSINESS TOOLS**

HOW TO

**CHANGE YOUR
PRICING
AND PRINT
NEW QR CODE STICKERS**

PAGES 2 - 5

**REGISTER A
NEW USER**

PAGE 5

**ADD A NEW
LAUNDRY CARD USER
(NFC CUSTOMER)**

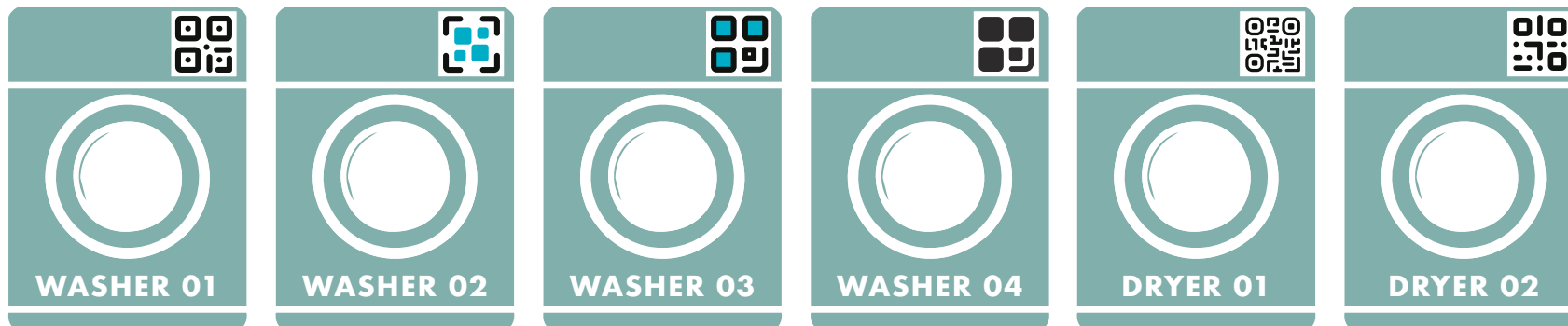
PAGE 6

**ADD AND EDIT
A NEW VIRTUAL CARD USER**

PAGES 7 - 9

HOW TO CHANGE THE PRICE & GET NEW QR CODE MACHINE STICKERS

EACH MACHINE HAS A UNIQUE QR CODE.
EVERY QR CODE HAS ITS OWN PRICE.



To change the price of a wash or dry cycle, you need to Login to Payway, navigate to 'Devices', select the machine and change the price. We encourage you to change the price per machine - ONE AT A TIME - to ensure that modems stay online. Payway will automatically generate a new QR code which you can copy to clipboard and paste into the QR code template file (Available on request and can be downloaded from our website). Simply print, laminate and paste this onto each machine for price change to be effective. *DETAILED INSTRUCTIONS TO FOLLOW.*

NB: CHOOSE OFF-PEAK HOURS TO MINIMISE DOWNTIME.

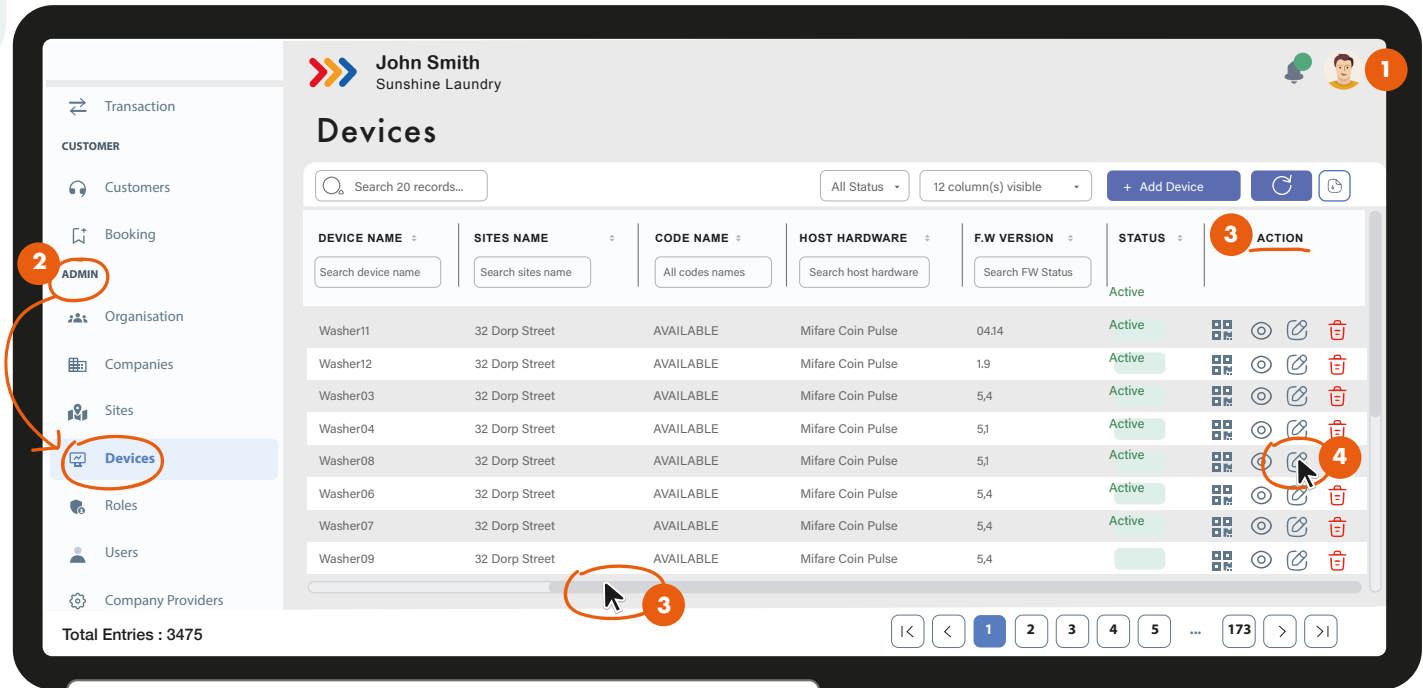
PLEASE NOTE

Machine models BX, NF3J and NT3 (machines with digital displays) require a technician visit to physically change the price. Please contact us on our WhatsApp number 0665104304.

PART 1

CHANGE THE PRICE

- 1 Log in to >>> Payway 3
- 2 Scroll down on the left panel to 'ADMIN' and click on 'Devices'
- 3 Use your cursor to scroll to the right, where you can see 'ACTION'.
- 4 Click on the 'edit'  icon of the machine that you would like to change the price of. A window will pop up.
- 5 Enter the new price in three places: **Unit price**, **Coupon Price** and **Divider**. Be careful not to change any other information - if you are unsure, please contact us.
- 6 Click 'Update'. A new QR code will automatically be generated. (Should your laundry offer SnapScan and Zapper, then two new QR codes will be generated)



Edit Device

Device Name: WASHER08 UID: 862096042511977

Reseller: 360 Laundry Solutions Site: Dorp Street

Company: Sunshine Holdings Password: LS360

IMSI: 8927088200066799638

Coupon Price: 15.00

Divider: 15

Screen fitted: False

Unit Price: 15.00

Multiplier: 1

Scale factor: 100

Status: Active

Cancel Update

PLEASE NOTE

On clicking 'Update', the current QR code on the machine will become NULL and VOID.

Choose off-peak hours to minimise downtime.

Should you only offer Laundry cards, then your update is done. Should you offer Snapscan or Zapper, then proceed to Part 2.

PART 2

GET NEW QR CODE MACHINE STICKERS

- 1 Payway > Devices > ACTION:
Click on the 'barcode' icon of the machine that you have changed the price of. A window will pop up.
- 2 Click the 'copy' icon to copy the barcode to your clipboard.
(Note: Click the arrows to access different code for different payment provider - If applicable)
- 3 Open the Powerpoint file: "QR code-templates.pptx"
(Available on request or from our website)
 - ▶ Duplicate/delete the relevant pages.
 - ▶ Paste barcode onto new machine sticker, correctly matching it to each machine name and UID number.
 - ▶ Continue copying QR code + UID no. from Payway and pasting into PowerPoint until all new stickers have been created.
- 4 Save this file for future use.
- 5 PRINT, LAMINATE + PASTE onto the correct machine for new pricing to be effective.

John Smith
Sunshine Laundry

Transaction

CUSTOMER

Customer

Booking

ADMIN

Organisa

Compani

Sites

Devices

Roles

Users

Company

Total Entries :

QR Code

SnapScan

Click arrow to access other payment providers

Download QR Code

1

2

QR code-templates.pptx

SnapScan

Paste barcode here

R15

Sunshine Laundry

Washer02

862096042511647

PAY WITH

SnapScan

PAY BY USING YOUR CELL PHONE

Scan the QR - Only scan once per machine. Authenticate payment. Wait for the 'IN USE' light to come on. Press the start button.

Insert logo here

LAUNDRY

Washer02

862096042511647

PAY WITH

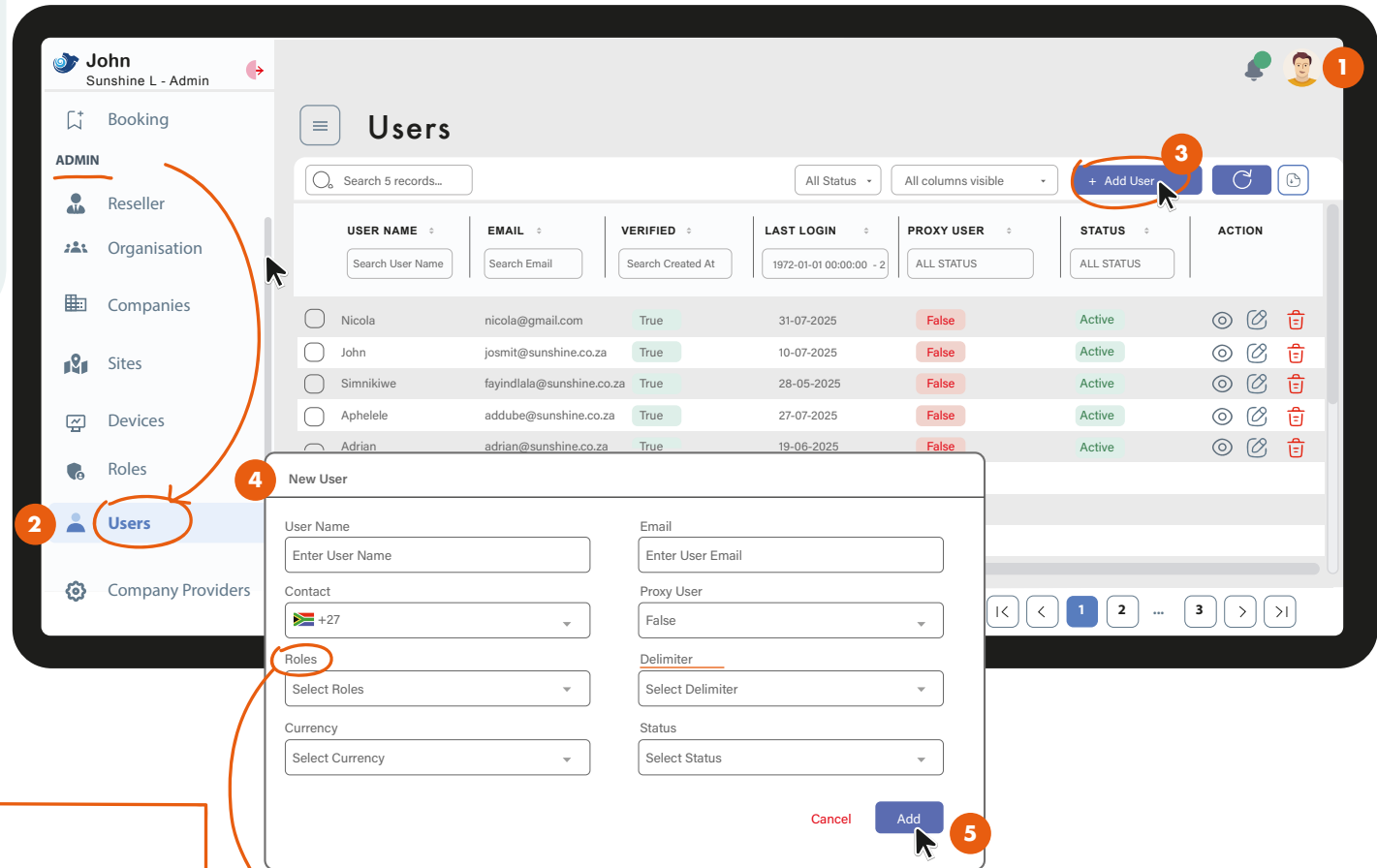
zapper

Paste barcode here

R15

HOW TO REGISTER A PAYWAY USER

- 1 Log in to  Payway 3
- 2 Scroll down on the left panel to the 'ADMIN' section and click on 'Users'
- 3 Click on the '+ Add User' tab. A window will pop up
- 4 Populate all fields
- 5 Click 'Add'.



PLEASE NOTE

- Once created, a system-generated password will be sent to the new User's email.
- The user must use their email address and this password to login in to PayWay at <https://payway3.iqt.co.za/login>
- PAYWAY will request for the account to be verified via a second email sent to the user.
- The user can reset to their own preferred password by clicking on 'Forgot Password'.

Roles

- Every User requires a Role – this allows specific rights on Payway and can be used by multiple users.
- The Organization Admin (Laundry Owner/ Manager) is responsible for determining the Role or creating the User Role. There are pre-determined roles to select from.

HOW TO ADD A NEW LAUNDRY CARD USER

- 1 Log in to >>> Payway 3
- 2 Scroll down on the left panel to the 'MIFARE' section and click on 'Users'
- 3 Click on the '+ Add User' tab. A window will pop up
- 4 Populate all fields
- 5 Click 'Add'.

The screenshot shows the Payway 3 'Users' management page. The left sidebar contains a 'MIFARE' section with options: Cardholders, Sites, Products, Transaction, and Users. The 'Users' option is highlighted with a red circle and labeled '2'. The main area displays a table of users with columns: ID, USER NAME, CREATED AT, SUPER USER, STATUS, and ACTION. A '+ Add User' button is circled in red and labeled '3'. A 'New User' modal window is open, showing fields for 'User Name' (with a placeholder 'Enter User Name') and 'Status' (with a dropdown 'Select Status'). The 'Add' button in the modal is labeled '5'. The user 'John' is logged in as 'Sunshine L - Admin'.

ID	USER NAME	CREATED AT	SUPER USER	STATUS	ACTION
252	Body Corporate	2025-04-16 11:55:11	False	Active	[Icons]
64	Sam	2025-04-16 12:05:09	False	Active	[Icons]
212	John	2022-05-12 11:17:09	False	Active	[Icons]
78	Manager	2022-05-12 11:27:09	False	Active	[Icons]
56	Manager 2	2024-09-12 10:42:56	False	Active	[Icons]

HOW TO ADD + EDIT A VIRTUAL CARD USER

Once you have purchased virtual wallets, your quota will be available in the PayWay dashboard.

PART 1

ADD A VIRTUAL CARD CUSTOMER

- 1 Log in to >>> Payway 3
- 2 Scroll down on the left panel to the 'CUSTOMER' section and click 'Customers'
- 3 Click on the '+ Add Record' tab. A window will pop up
- 4 Populate all fields
- 5 Click 'Add'.

The screenshot displays the Payway 3 dashboard interface. On the left, a sidebar menu shows the 'CUSTOMER' section with 'Customers' highlighted. The main area shows a table of existing customers with columns for Organisation, Company, First Name, Last Name, Email, Verified, Blocked, and Action. A '+ Add Record' button is circled in red. A 'New Customer' form is open, showing fields for First Name, Last Name, Contact Number, Email, Consent Number, Daily Booking Limit, Blocked, Proxy User, Customer Identification, Consent Email, Reserved Booking Limit, and Verified. The 'Add' button is circled in red.

ORGANISATION	COMPANY	FIRST NAME	LAST NAME	EMAIL	VERIFIED	BLOCKED	ACTION
Sunshine	Dorp	Mary	Bosman	bosman@gmail.com	True	False	 
Sunshine	Dorp	Joanne	Smit	jossmit@sunshine.co.za	True	False	 
Sunshine	Dorp	Yema	Fayindlala	fayindlala@gmail.com	True	False	 
Sunshine	Dorp				False	False	 
Sunshine	Dorp				False	False	 

New Customer

First Name: Nicola
Last Name: Nkosi
Contact Number: +27
Email: nicolankosi@gmail.com
Consent Number: False
Daily Booking Limit: 2
Blocked: False
Proxy User: Sunshine Dorp
Customer Identification: 16985
Consent Email: False
Reserved Booking Limit: 10
Verified: True

Cancel Add

PART 2 - STEP 1

EDIT A
VIRTUAL
CARDHOLDER

Step 1 entails copying the customer's Mifare Card Number:

- 1 Click the 'view' icon of the new customer
- 2 Customer Details will appear
- 3 Select and copy the Mifare Card Number.

John
Sunshine L - Admin

Customers

Search 5 records... 9 column(s) visible + Add Record

ORGANISATION	COMPANY	FIRST NAME	LAST NAME	EMAIL	VERIFIED	BLOCKED	ACTION
Sunshine	Dorp	Nicola	Nkosi	nicolankosi@gmail.com	True	False	

2 Customer Details

Customer Id:	16985	First Name:	Nicola
Last Name:	Nkosi	Resellers Name:	Sunshine
Organisation Name:	Sunshine	Company Name:	Dorp Apartments
Email:	nicolankosi@gmail.com:	Contact Number:	+2783876543
Customer Identification:	E02-1-7	Email Sent Amount:	1
Daily Booking Limit:	2	Reserved Booking Limit:	4
Consent Email:	True	Consent Number:	True
Verified:	True	Blocked:	False
Proxy User Id:	1968	Proxy User Name:	Shanley Proxy User
Proxy User Status:	Active	Missed Booking:	0
Mifare Card Number:	SL1972HAR		

Total Entries: 6

PART 2 - STEP 2

EDIT A VIRTUAL CARDHOLDER

Use Step 1 to locate and copy the customer's Mifare Card Number. Then follow these steps.

- 4 Scroll on the left menu panel to the 'MIFARE' section and click 'Cardholders'
- 5 Use the search function under 'CARD NO.' to find the cardholder's entry
- 6 Click on the 'edit' icon. A window will pop up
- 7 Edit fields as required
- 8 Click update.

Customers

Search 5 records... Sunshine Laundry 10 column(s) visible + Add Record

USER	CARD NO.	FIRST NAME	LAST NAME	USER NUMBER	WALLET	STATUS	ACTION
Search User	Search Card No. SL1972HAR	Search First Name	Search Last Name	Search user number	Search wallet	Select ALL	
☐ Sunshine	Dorp	Nicola	Nkosi	nicolankosi@gmail.com	True	Active	

7 Edit Cardholder

Card No: SL1972HAR First Name: Nicola

Last Name: Nkosi Proxy User: Sunshine Dorp

User Number: nicolankosi@gmail.com Contact Number: +27 83 765432

Sites: DORP STUDENT APARTMENTS Negative Credit Allowed: False

Throttle Multiple Requests: True Balance Accumulative: False

Cost Centre: customer:16943 Topup Value: 200.00

Topup Recurrence: True Status: Active

Cancel Update