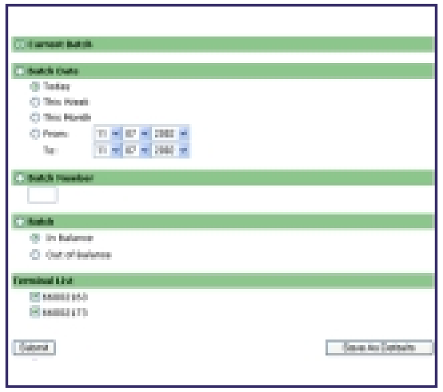
TO VIEW A BATCH:

1. Go to the left navigation bar and click the purple button that reads, **"VIEW"**
2. Click on the sub-button under VIEW that reads, **"BATCHES"**
3. Select your primary search criteria by clicking the respective boxes beside:
    - Current Batch
    - Batch Date
    - Batch Number
    - Batch
    - Terminal List
4. Based on the search criteria selected in #3, indicate secondary search criteria by clicking on the radio dials under the selected categories.
5. Click **"Submit"** button.

Example below shows the user selecting Current Batch as the primary search criteria.



Moneris SOLUTIONS

eSELECTplus

Quick Reference Guide

Your Moneris Merchant Number is:

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FINANCIAL TRANSACTIONS

VIRTUAL TERMINAL

For merchants who accept orders via mail or telephone and require on-the-spot authorization for individual transactions.

Transaction Type	Virtual Terminal
Pre Auth	Click on **TERMINAL** button Click on subbutton **Pre Auth** Complete the transaction information and any desired Order Details Click **Process**
Capture	Click on **TERMINAL** button Click subbutton **Capture** Enter the Order ID of the transaction Click **Locate Order** Click in the box beside the desired transaction to confirm this is the desired transaction Click **Process Grouped Transactions**
Purchase	Click on **TERMINAL** button Click on subbutton **Purchase** Complete the transaction information and any desired Order Details Click **Process Grouped Transactions**
Void	Click on **TERMINAL** button Click on subbutton **Void** Complete the transaction information and any desired Order Details Click **Locate Order** Click in the box beside the desired transaction to confirm this is the desired transaction Click **Process Grouped Transactions**
Refund	Click on **TERMINAL** button Click on subbutton **Refund** Enter the Order ID of the transaction Click **Locate Order** Click in the box beside the desired transaction to confirm this is the desired transaction Click **Process Grouped Transactions** **- OR -** 1. Complete the **Independent Refund** section, enter credit card to be refunded, expiry date and total amount to be refunded 2. Click **Process**

ADMIN FUNCTIONS

Function	Instructions
Add User	Click on the **ADMIN** button Click on sub-button under ADMIN that reads **ADD USER** Complete all fields under User Data, Preferred Language, Security Level Press **SAVE PROFILE** button
Modify User	Click on the **ADMIN** button Click on sub-button under ADMIN that reads **MODIFY USER** Enter a partial or full username or last name Click **Modify User** Click **MODIFY** beside the desired user Make the desired changes Click **Save Profile**
Delete User	Click on the **ADMIN** button Click on sub-button under ADMIN that reads **MODIFY USER** Enter a partial or full username or last name Click **MODIFY USER** Click **MODIFY** beside the desired user Click **Delete User** Click **Confirm**
Audit Logs	Click on the **ADMIN** button Click on sub-button under ADMIN that reads **AUDIT LOGS** Identify the user you wish to review by clicking in the box beside their his/her username. Click **SUBMIT** button.
Notification	Click on the **ADMIN** button Click on the sub-button under ADMIN that reads **NOTIFICATION** Type the email addresses of the customers you wish to add to your distribution list for promotions and more! Click **Save Contacts**
Store Info	Click on the **ADMIN** button Click on the sub-button under ADMIN that reads **STORE INFO** Review information under Receipt Information and Batch Close. Modify information as desired and click **SAVE INFO** button

REPORTING

TO VIEW A TRANSACTION OR A SERIES OF TRANSACTIONS:

1. Go to the left navigation bar and click the purple button that reads, **“VIEW”**
2. Click on the sub-button under VIEW that reads, **“TRANSACTIONS”**
3. Select your primary search criteria by clicking the respective boxes beside:
   - Transaction Date
   - Transaction Type
   - Transaction Result
   - Card Type
   - Other Criteria
4. Based on the search criteria selected in #3, indicate secondary search criteria by clicking on the radio dials under the selected categories.
5. Click “**Query Transactions”** button.

Example below shows the user selecting Transaction Date as the primary search criteria and Today as the secondary criteria.