USER MANUAL

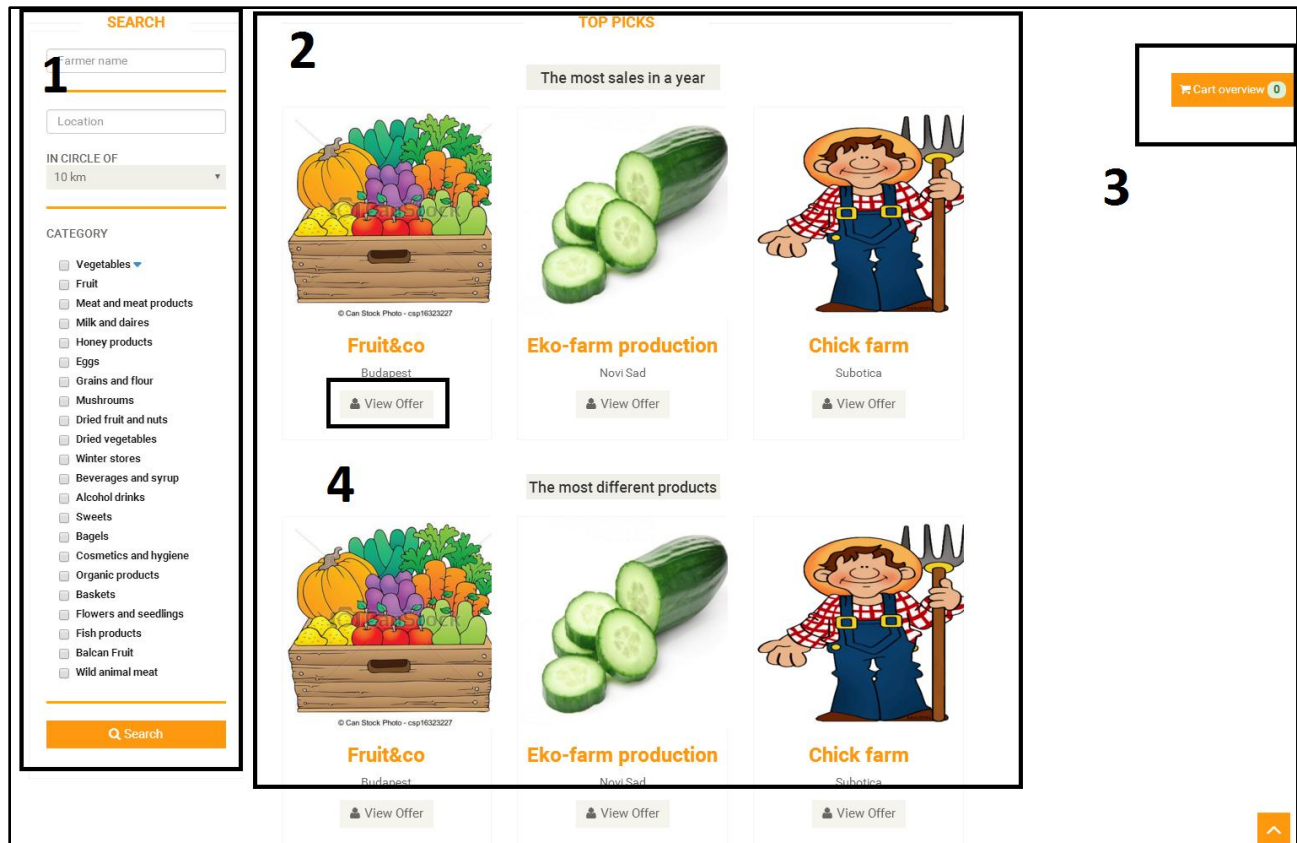Once you access the PAYS root address www.pays-system.com the main page will open as showed on the following picture. You can browse the shop, put products in the cart (read bellow what cart presents), but to place an order and use PAYS, you need to be logged in.
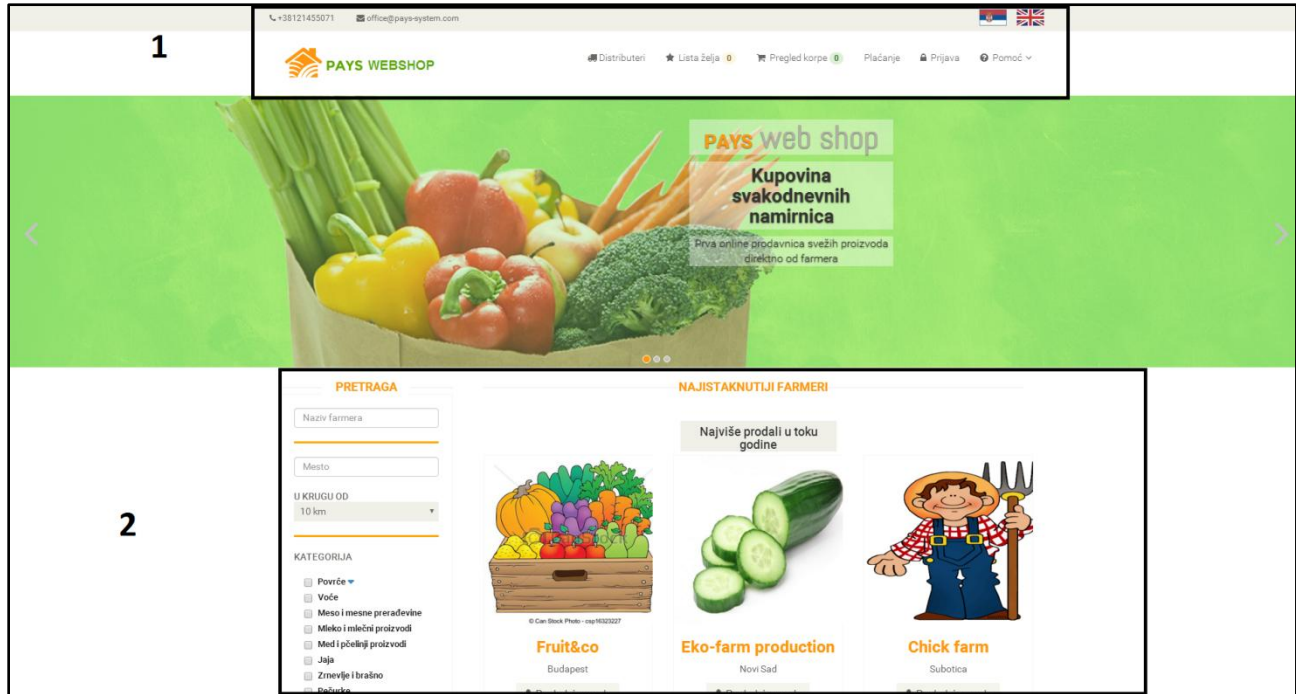
1 – Main navigation bar. Here you will find quick access links for login page, cart, wish list, info details, etc…

- Wish list – is a quick access product list (clipboard). Wish list – is a quick access product list (clipboard). Because of *one-farmer's product in the cart* limitation, the wish list enables you to store all wanted products in your own clipboard. Once you finish the following order, or empty the cart, you can move desired products from the wish list to the cart, without the need to browser again through the system.
- Cart – is an order holder. You can place all products from one farmer in the cart, review your order, calculate transport costs and proceed to the payment.

2- Main content area holds both suggested farmers by PAYS system and panel for defining product search. Main content area is shown in the following picture.

1

Farmer name

Location

IN CIRCLE OF

10 km ▼

CATEGORY

☐ Vegetables ▼
☐ Fruit
☐ Meat and meat products
☐ Milk and daires
☐ Honey products
☐ Eggs
☐ Grains and flour
☐ Mushrooms
☐ Dried fruit and nuts
☐ Dried vegetables
☐ Winter stores
☐ Beverages and syrup
☐ Alcohol drinks
☐ Sweets
☐ Bagels
☐ Cosmetics and hygiene
☐ Organic products
☐ Baskets
☐ Flowers and seedlings
☐ Fish products
☐ Balcan Fruit
☐ Wild animal meat

🔍 Search

2 TOP PICKS

The most sales in a year

Fruit&co
Budapest
👤 View Offer

Eko-farm production
Novi Sad
👤 View Offer

Chick farm
Subotica
👤 View Offer

🛒 Cart overview 0

3

4 The most different products

Fruit&co
Budapest
👤 View Offer

Eko-farm production
Novi Sad
👤 View Offer

Chick farm
Subotica
👤 View Offer

Main content area comprises of two panels:

1 – Search panel where you can define your search criteria. You can search all farmers by their name and/or location, or you can browse them through the system based on administrator-defined categories.

- For example, if you require just strawberries, you would check "Fruits" from the Category subsection, and then in the main screen check Strawberries (amount you need and maximum price you would like). System will then look up and return all farmers satisfying your product search.

2 – PAYS suggested farmers are the top three farmers in the following categories:

- The most sales in a year,
- The most different products and
- The most orders.

This way, you can quick access the most proven farmers. To view farmer's offer, details and reviews press button: View offer (4).

Any time you are logged in, and scrolled from the top of the page there is a quick access link on the right border of the screen enabling you to access and manage your cart at any time (3).

If you select Log in from the top navigation bar, the following page will open.
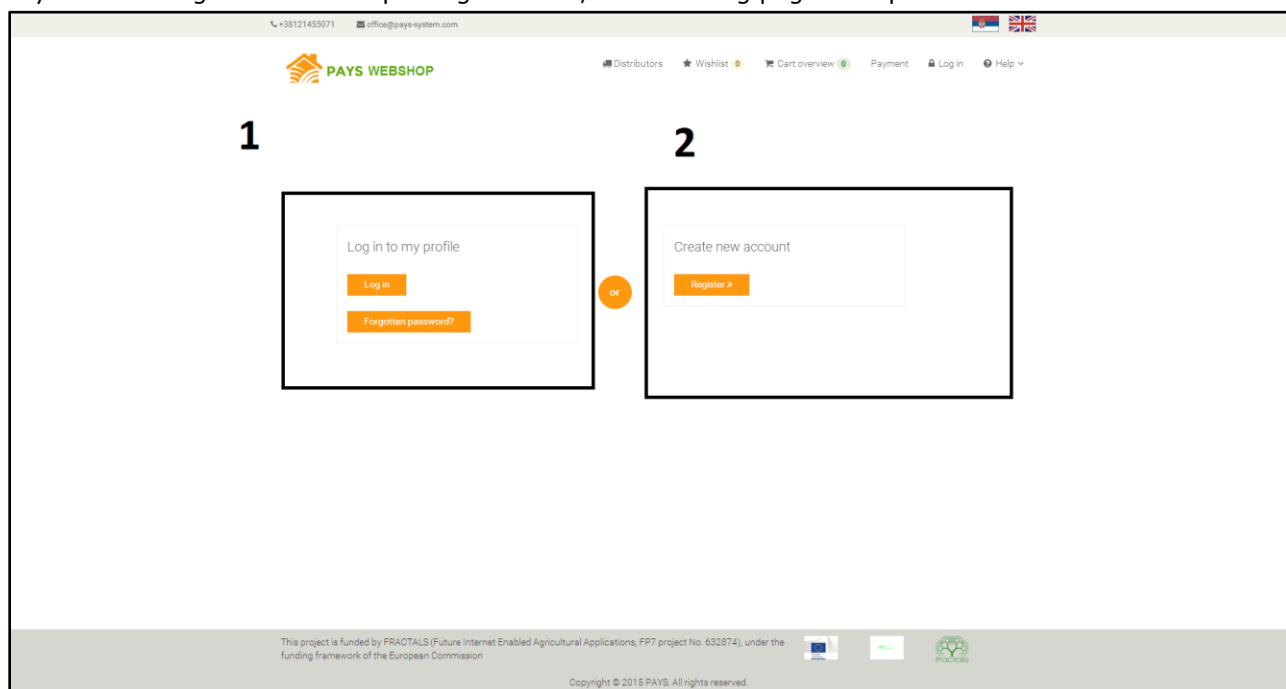
1 – If you are existing user you can access the log in page or reset password.

2- If you want to register and create new account for PAYS services.

Click on Register button will open registration page where you need to select account type you want to create (first picture below). If you are not business user (distributer, farmer) select buyer and the registration form will open (the second picture below).

PAYS WEBSHOP

Distributors   ★ Wishlist 0   🛒 Cart overview 0   Payment   🔒 Log in   ❓ Help ⌄

Create new account

Account type

Create new account

Account type

Buyer ▾

* - Required fields

E-Mail address *

Password *

Confirm password *

Username *

Name *

Surname *

Street and number *

Postal code *

City *

Telephone number *

Once you completed the registration process, notification will popup notifying you that the account is created and that you will receive activation mail. Following a link in activation mail, will activate your account, and from that point you are eligible to log in to PAYS system.

If you follow the Log in link, the page from the picture below will open allowing you to fill your e-mail and password. If credentials are correct, you will be redirect to PAYS homepage, but logged in as user (Note: now there is a My profile link in Top navigation bar which allows you to access your personal details, update them, and access all orders you placed).

After you access the farmer page you will be able to view farmer's advertising material, general information, product offer and reviews. The picture below shows farmer's profile page.
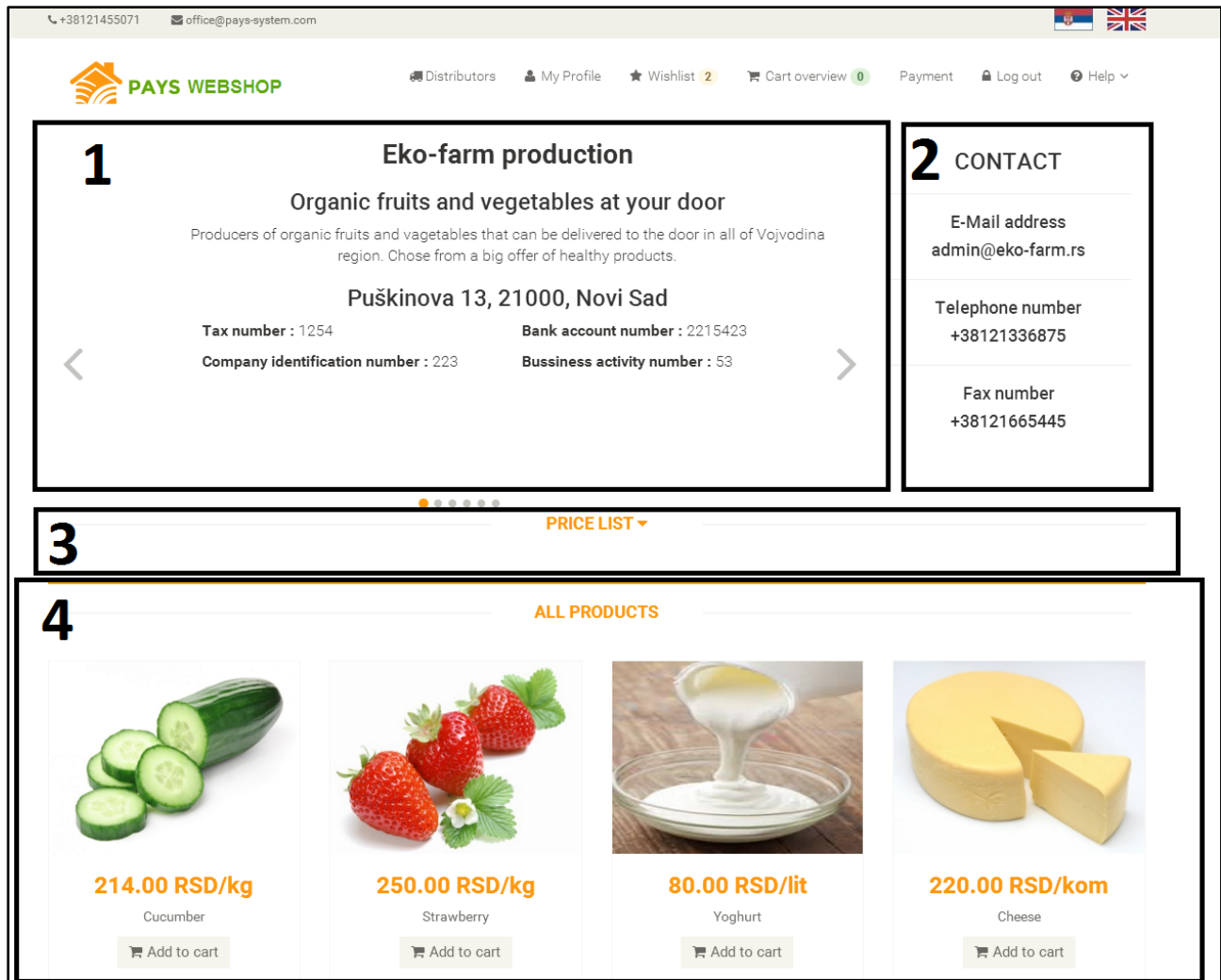
1 – Advertising carrousel. Every farmer's detailed information will be present here as one of the pictures. By rotating carrousel, advertising pictures for that farmer will be presented.

2 – Contact information.

3 – Price list is by default collapsed (hidden). By pressing the chevron next to the "Price list" label, table will load.

- Price list is a matrix showing kg per km transport cost.

4 – Product offer. Note that below this panel you will be able to find reviews about this farmer left by previous customers.

Once you selected all the products from the farmer that you want and placed them into the cart, you can finish the order, alter it, or empty the cart and start over. The cart window will look similar to the following picture.

Item   **Price per item**   **Item amount**   **Total price**

	Item	Price per item	Item amount	Total price	
1	Strawberry	250.00 RSD / kg	+ [3] –	**750 RSD**	✕

2

Predefined location: [▼]

Enter address

City: [▼]   Postal code: [ ]

Street: [ ]   Number: [ ]

Floor: [ ]   Appartment: [ ]

[Calculate transport price]   0 (RSD)

3

Cart overview	750 RSD
☑ Delivery (If not checked, farmer will consider you will pick up your order)	0 RSD
Total	750 RSD

[Update cart] [Empty cart]

1 –Products you placed into the cart. Every item will have the following:

- Image of the product (either actual image provided by the farmer, or predefined one),
- Product name,
- Price per item,
- Amount placed in the cart (you can alter this amount by pressing "+" and "-" buttons next to the input field. You can also enter amount directly in input field.),
- Total price (Based on amount and price per item) and
- Remove link.
  - Note: if you decrease amount to zero, item will be automatically removed from the cart.

2 – Delivery location. Every order needs to have associated address of delivery based on which transport costs are calculated. You can choose one of your previously entered addresses, select a predefined address ("pick-up kiosk") or fill in an address.

- "Pick-up kiosk" is a concept which enables you to pick an order from a defined location when you are available to. Since you may not know exact time when products can be delivered to you, you can just select "Pick-up kiosk" closest to you, and pick up an order at your own discretion.

3 –Cart overview providing overview of all costs based on current cart state.

Once you selected delivery method/address, you can proceed to the payment. Page showed below will allow you to check details of order one more time and fill in date and time for order delivery. You also have the ability to fill in some additional details such as "*Intercom doesn't work, ring a bell*", etc.

1 – Order information comprises of "*Who*", "*Where*" and "*When*" sections.

2 –Value overview and additional comment sections.

Once you filled in all the details and you are prepared to place and order and have money reserved from your bank account select Payment.

- Note that once you finish the Payment process the total amount will only be reserved. Amount is charged only after you acknowledge validity and quality of the order using Android application in the moment of delivery.

Payment button will redirect you to payment processor pages where you can once again review all items you are ordering. Payment processor pages are shown on the pictures below.

1 – Information on the distributor of PAYS service,
2 – All items you are paying for.

Once you filled all required data and finished payment process (reservation of funds) you will be redirected back to PAYS homepage. You can now access and track order from *My profile* page. To access the page, follow the link in the top navigation bar.

"My profile" page will look like the picture below.

1 – Navigation in "My profile" page allows you to access the following:

- Personal data (Open by default once you enter the page) and
- Your orders.

2 – Your personal information. You can change some of them and save them.

By following the "Orders" link, you will be presented with the list of all placed orders. The example of the order list is showed in the following picture.

Svaka narudžbina na listi je prikazana sa sledećim elementima:
Every order in the list is presented with the following:

- Broj narudžbine (ako iz nekog razloga trebate kontaktirati naš korisnički servis, koristite ga kao referencu),
- Order ID (if, for some reason you need to contact our Help center, use this as a reference),
- Naziv firme od koje vršite narudžbinu,
- Company name from which you ordered the products,
- Broj proizvoda
- Number of products,
- Ukupna cena i valuta,
- Total price and currency,
- Status narudžbine,
- Status of the order and
- Aktivni linkovi
  - *Details* will give you a full overview of order details and
  - *Leave a review* will enable you to review a farmer after the order has been completed.

The review panel which opens after the click on the link will look like the following picture.

Id ▼	Company name	Products number	Total Price	Status	Actions	
119	Chick farm	2	665 RSD	Delivered	☑ Details	★ Leave review

Leave review

Maximum 250 characters for review   Your rating: ★★★★★

Please enter your review's text...

And the Details panel will be like the following one.

Id ▼	Company name	Products number	Total Price	Status	Actions	
119	Chick farm	2	665 RSD	Delivered	☑ Details	★ Leave review

Details

Farmer data		Delivery		Products	
Company name	Chick farm	Delivery Date	2016-02-25	Chicken eggs	1.00 komad
		Delivery Time		Chicken	1.50 kilogram
E-Mail address	admin@chickfarm.com	From	10:58		
Telephone number	024/565-566	To	12:58		
Address	Dositejeva 5	Comment			
City	24000, Subotica				

The earlier mentioned Wish list can be accessed through the top navigation menu. The products can only be placed in the Wish list once the cart has other farmer's products, meaning that if the cart is empty, on the farmer's page you will only have the option of placing products in the Cart overview.

The Wish list is showed in the following picture.
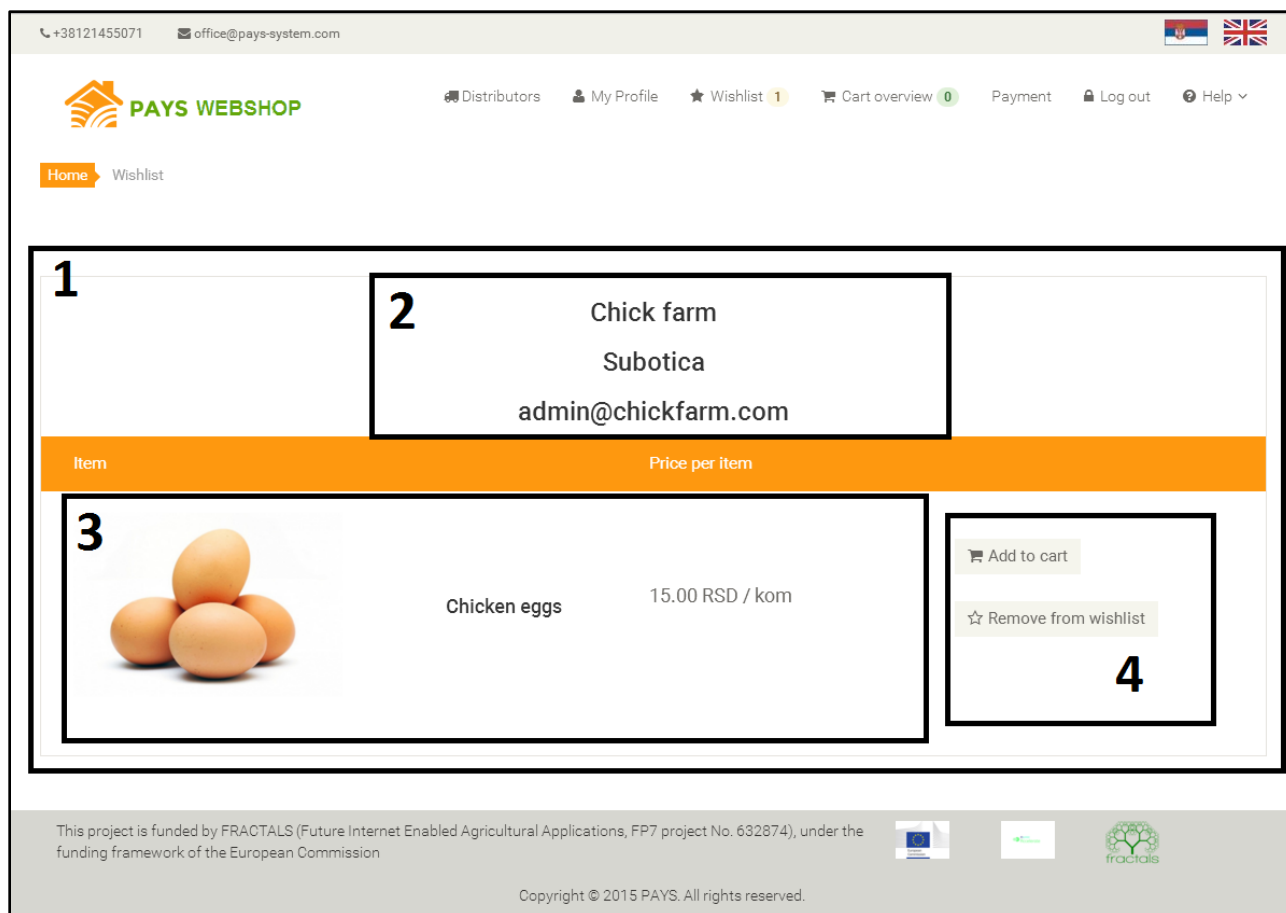
The Wish list will consist of repeated panels marked as (1) in the upper picture. Every panel holds products of a unique farmer you placed in the Wish list – i.e. if you placed *Strawberries* from *Farmer A* and *Tomato* from *Farmer B* into the Wish list there would be two panels, one underneath the other.

Every farmer panel will have identification data (2) and a list of products you selected. Every item in the list will hold:

- Basic product information
  - Product image,
  - Product name,
  - Price per item.
- Active buttons
  - Transfer products to the Cart (this can only be done once the current order is placed or the cart has been emptied)
  - Remove from Wish list.

If by any means, you run into difficulties using PAYS system, feel free to contact us by using contact details in the Info page.