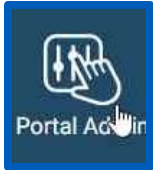


Portal Admin Orientation

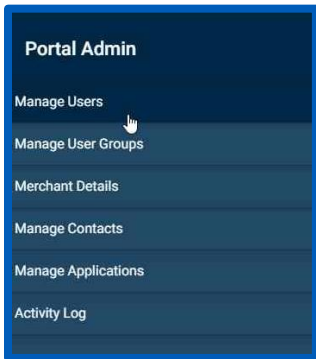
Initiated By: Administrator / Users

Used To: Orientation of Portal Admin

Click on the **Portal Admin** icon



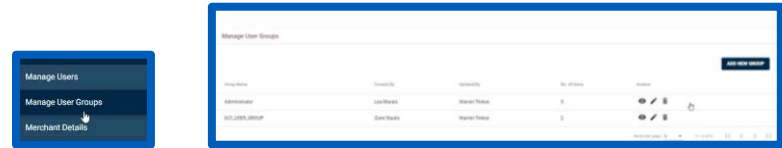
1. You will now be able to see all the functions in that category



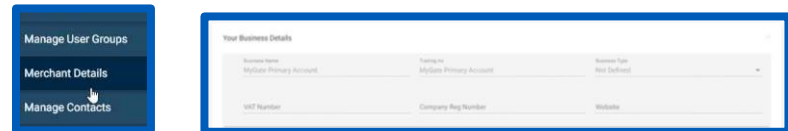
2. By clicking on **Manage Users**, you will be able to see all the Users assigned to your Organization, as well as the permissions assigned to them. This is also where you can **Add** new **Users**



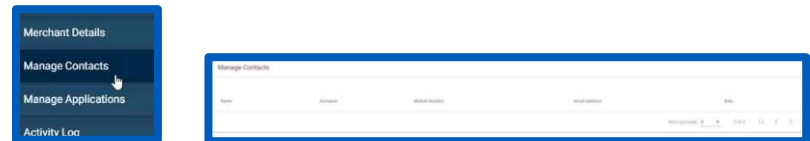
3. By clicking on **Manage User Groups**, you will be able to see all the User Groups in your Organization, as well as the permissions assigned to them. This is also where you can Add new User Groups



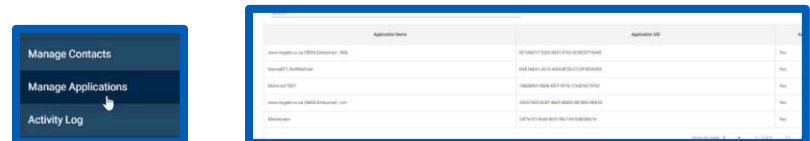
4. By clicking on **Merchant Details**, you will be able to see your Organizations Merchant Details as recorded



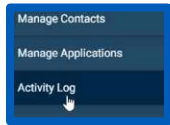
5. By clicking on **Manage Contacts**, you will be able to see all the Contacts from your Organization that is registered



6. By clicking on **Manage Applications**, you will be able to see all the Applications that is registered for your Organization



- 7. By clicking on Activity Log, you will be able to see all the activity by Users in your Organization



Date Performed	User	Auth. ID	Action	Description
2023-09-02 10:28:18	David Wilson	40526481212-484-8176634983281616	407362	Clear David Wilson has initiated a refund of amount \$22 for transaction with invoice # 12345678
2023-09-02 10:28:18	David Wilson	40526481212-484-8176634983281616	425256	Clear David Wilson has been tagged in
2023-09-02 10:28:18	David Wilson	40526481212-484-8176634983281616	425256	Clear David Wilson has been tagged in
2023-09-02 10:28:18	Stanley Whithead	40526481212-484-8176634983281616	425256	Clear Stanley Whithead has been tagged in
2023-09-02 10:47:28	Warren Tucker	40526481212-484-8176634983281616	425256	Clear Warren Tucker has been tagged in
2023-09-02 11:27:28	Stanley Whithead	40526481212-484-8176634983281616	425256	Clear Stanley Whithead has been tagged in
2023-09-02 10:28:18	David Wilson	40526481212-484-8176634983281616	425256	Clear David Wilson has been tagged in
2023-09-02 10:28:18	David Wilson	40526481212-484-8176634983281616	425256	Clear David Wilson has been tagged in