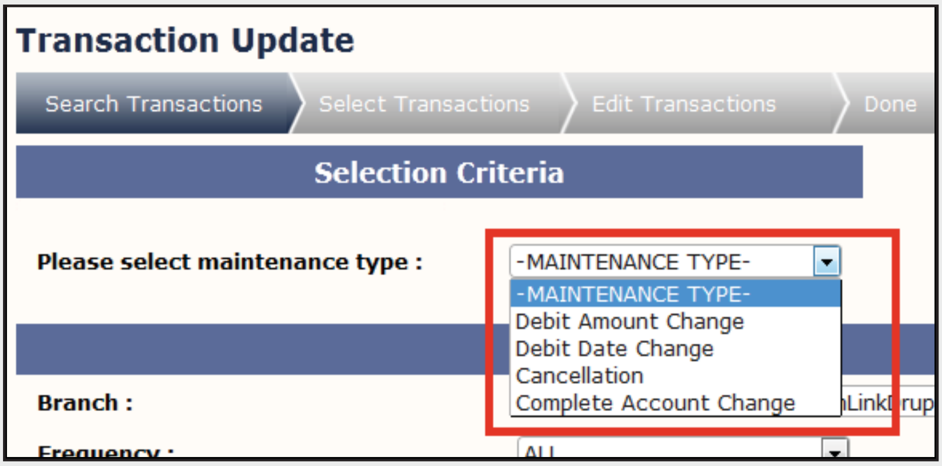
BATCHLINK Transaction Update Process

1. Select the "Transaction Update" option.

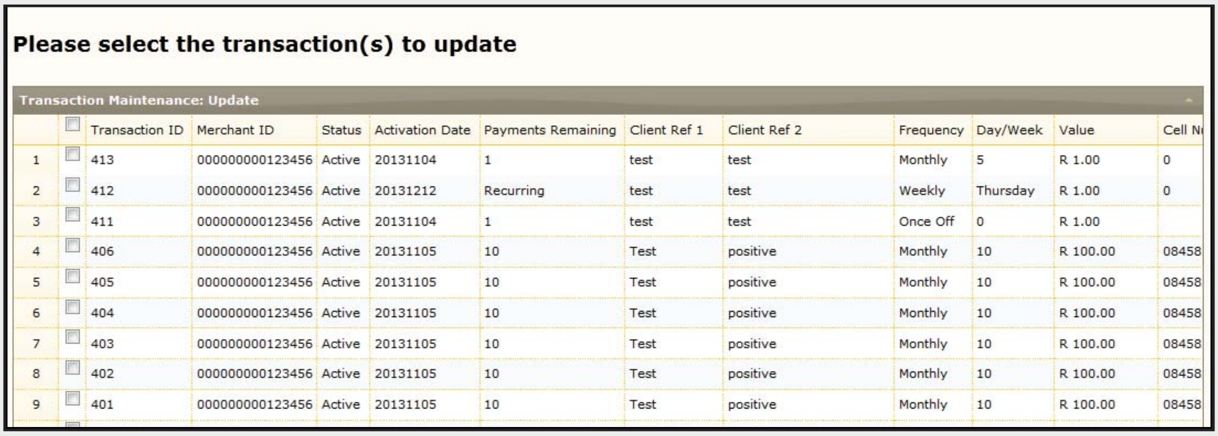
2. Select maintenance option.



3. Populate the Search criteria fields. These fields allow you to refine your search for the Debit order you wish to update.

BATCHLINK Transaction Update Process

4. Your results will now be displayed in a grid format. You have the option to select singular or mass Debits.
   Once you have selected your desired transactions, click the "submit" option to proceed to apply your maintenance.

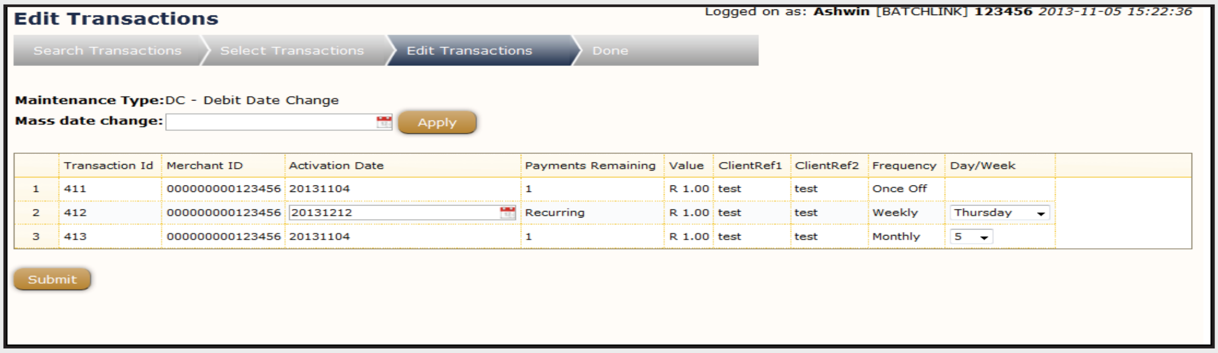


Please select the transaction(s) to update

Transaction Maintenance: Update

		Transaction ID	Merchant ID	Status	Activation Date	Payments Remaining	Client Ref 1	Client Ref 2	Frequency	Day/Week	Value	Cell N
1		413	000000000123456	Active	20131104	1	test	test	Monthly	5	R 1.00	0
2		412	000000000123456	Active	20131212	Recurring	test	test	Weekly	Thursday	R 1.00	0
3		411	000000000123456	Active	20131104	1	test	test	Once Off	0	R 1.00	
4		406	000000000123456	Active	20131105	10	Test	positive	Monthly	10	R 100.00	08458
5		405	000000000123456	Active	20131105	10	Test	positive	Monthly	10	R 100.00	08458
6		404	000000000123456	Active	20131105	10	Test	positive	Monthly	10	R 100.00	08458
7		403	000000000123456	Active	20131105	10	Test	positive	Monthly	10	R 100.00	08458
8		402	000000000123456	Active	20131105	10	Test	positive	Monthly	10	R 100.00	08458
9		401	000000000123456	Active	20131105	10	Test	positive	Monthly	10	R 100.00	08458

5. You will now be able to update the debit according to the maintenance option selected in step 2.



Edit Transactions

Logged on as: **Ashwin** [BATCHLINK] **123456** *2013-11-05 15:22:36*

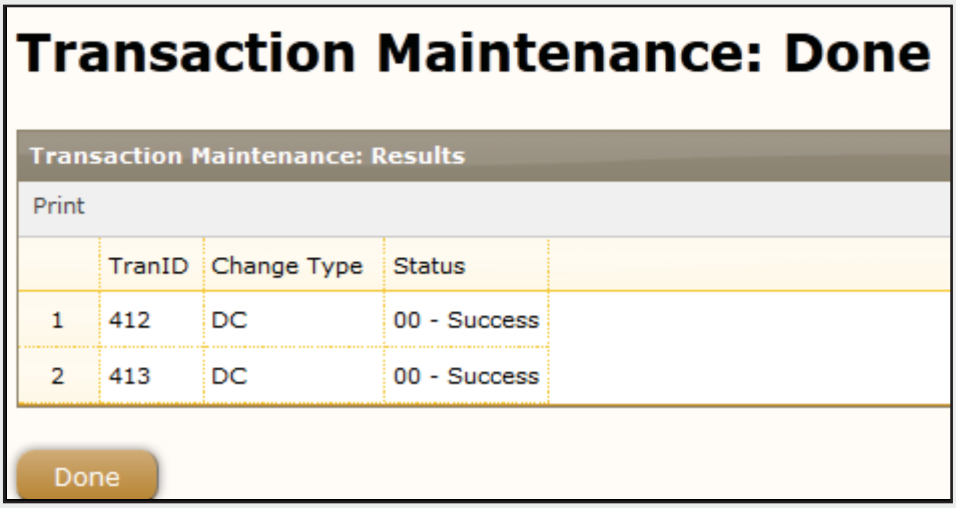
Search Transactions › Select Transactions › Edit Transactions › Done

Maintenance Type: DC - Debit Date Change
Mass date change: Apply

	Transaction Id	Merchant ID	Activation Date	Payments Remaining	Value	ClientRef1	ClientRef2	Frequency	Day/Week
1	411	000000000123456	20131104	1	R 1.00	test	test	Once Off	
2	412	000000000123456	20131212	Recurring	R 1.00	test	test	Weekly	Thursday
3	413	000000000123456	20131104	1	R 1.00	test	test	Monthly	5

Submit

6. Transaction maintenance is now complete.



Transaction Maintenance: Done

Transaction Maintenance: Results

Print

	TranID	Change Type	Status
1	412	DC	00 - Success
2	413	DC	00 - Success

Done