

TRANSACTION REPORTS

Detail Report

1. From main TenderCard menu, press **F1** for **Gift Menu**
2. Press **F4** for **NEXT**
3. Press **F3** for **SPECIAL FUNCTIONS**.
4. Press **F2** for **PRINT DETAIL RPT**
 - ◆ This will print a list of all gift and loyalty transactions in the terminal except for Balance Inquiry, Close Card, and failed transactions.

Totals Only

1. From main TenderCard menu, press **F1** for **Gift Menu**
2. Press **F4** for **NEXT**
3. Press **F3** for **SPECIAL FUNCTIONS**.
4. Press **F3** for **PRINT TOTALS RPT**
 - ◆ This will print a list of all gift and loyalty transactions in the terminal except for Balance Inquiry, Close Card, and failed transactions.

The reports will add Issue and Redeem transactions, and subtract Credit transactions to arrive at the **Net Total**.

The reports will also print Add/Use Points totals, but not count them towards the Totals.

BATCH CLOSE

1. From main TenderCard menu, press **F3** for **Admin**
2. Enter Admin password, press Enter
3. Press **F4** for **NEXT** two times.
4. Press **F1** for **DELETE BATCH**

Both a **Detail** report and a **Totals** report prints, and all transactions in the batch are deleted.

Detailed reporting, including daily and monthly reports and card activity, are available online at <https://myaccount.imatts.com>. A user ID and password is required; contact TenderCard™.



If further help is needed, contact the
TenderCard Helpdesk at
1-800-383-8280, Ext. 2

How to Use TenderCard™ with the OmeroX Lite Terminal



To access the TenderCard menu, press the **F** key corresponding to **TENDERCARD** at the terminal's main menu idle prompt.

Press F1 for GIFT MENU

GIFT ISSUE/ACTIVATE (ADD VALUE)

1. Press **F1** for **ISSUE/ACTIVATE**.
Enter password and/or clerk/server ID if prompted.
2. Swipe card or enter card number
3. Enter dollar amount to add to card, press enter
4. Enter Invoice # if prompted, press enter
5. Merchant receipt prints; Customer receipt prints.
Press **Cancel** after first receipt if 2nd receipt is not desired.

GIFT REDEEM/SALE (SUBTRACT VALUE)

1. Press **F2** for **REDEEM/SALE**.
Enter password and/or clerk/server ID if prompted.
 2. Swipe card or enter card number
 3. Enter dollar amount to subtract from card, press enter
 4. Enter Invoice # if prompted, press enter
 5. Merchant receipt prints; Customer receipt prints.
Press **Cancel** after first receipt if 2nd receipt is not desired.
- ◆ If there are insufficient funds, a receipt will print with the card's available balance.
 - ◆ If terminal is in restaurant mode, a tip line will print on the receipt. However, Tip Adjustments are *not* supported. Tips must be rung in as a separate sale.

GIFT BALANCE INQUIRY

1. Press **F3** for **BALANCE INQUIRY**.
Enter password and/or clerk/server ID if prompted
2. Swipe card or enter card number
3. Merchant receipt prints; Customer receipt prints.
Press **Cancel** after first receipt if 2nd receipt is not desired.

PRESS F4 (NEXT) FOR MORE FUNCTIONS

GIFT CREDIT (ADD VALUE TO EXISTING CARD)

1. Press **F1** for **CREDIT**. Enter password and/or clerk/server ID if prompted.
2. Swipe card or enter card number
3. Enter dollar amount to add to card, press enter
4. Enter Invoice # if prompted, press enter
5. Merchant receipt prints; Customer receipt prints.
Press **Cancel** after first receipt if 2nd receipt is not desired.

CLOSE GIFT CARD (VOID CARD)

This function will deplete funds and deactivate a gift card.

1. Press **F3** for **CLOSE CARD**.
Enter password and/or clerk/server ID if prompted
2. Swipe card or enter card number
3. Merchant receipt prints; Customer receipt prints.
Press **Cancel** after first receipt if 2nd receipt is not desired.

Press F2 for LOYALTY MENU

LOYALTY ACTIVATE/ADD POINTS

1. Press **F1** for **ADD POINTS**.
Enter password and/or clerk/server ID if prompted.
2. Swipe card or enter card number
3. Enter points to add to card (*whole numbers only*), press enter
4. Merchant receipt prints; Customer receipt prints.
Press **Cancel** after first receipt if 2nd receipt is not desired.

LOYALTY REDEEM/USE POINTS

1. Press **F1** for **USE POINTS**.
Enter password and/or clerk/server ID if prompted.
2. Swipe card or enter card number
3. Enter points to add to card (*whole numbers only*), press enter
4. Merchant receipt prints; Customer receipt prints.
Press **Cancel** after first receipt if 2nd receipt is not desired.

LOYALTY BALANCE INQUIRY

1. Press **F3** for **BALANCE INQUIRY**.
Enter password and/or clerk/server ID if prompted
 2. Swipe card or enter card number
 3. Merchant receipt prints; Customer receipt prints.
Press **Cancel** after first receipt if 2nd receipt is not desired.
- ◆ If there are insufficient funds, a receipt will print with the card's available points balance

CLOSE LOYALTY CARD (VOID CARD)

This function will deplete points and deactivate a loyalty card.

1. Press **F4** for **CLOSE CARD**.
Enter password and/or clerk/server ID if prompted.
2. Swipe card or enter card number
3. Merchant receipt prints; Customer receipt prints.
Press **Cancel** after first receipt if 2nd receipt is not desired.

REPRINT LAST RECEIPT (GIFT OR LOYALTY)

1. From main TenderCard menu, press **F1** for **Gift Menu**
2. Press **F4** for **NEXT**
3. Press **F3** for **SPECIAL FUNCTIONS**.
4. Press **F1** for **REPRINT**.
5. Swipe card or enter card number
6. One receipt from the last TenderCard transaction (whether it was Gift or Loyalty) prints