

TRANSACTION REPORTS

Individual reports are available for Redeems, Issues, and Credits transactions. Press the blue triangle under the desired transaction type, then press **2** for a report. Also, a report of TenderCard transactions (along with credit/debit transactions) will print out when pressing the **TERM REPT** key.

Pressing the **CLOSE** key clears all transactions.

Detailed reporting, including daily and monthly reports showing individual transactions and card balances, are available online at <http://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

- NOTES -

How to use TenderCard™ with the Talento POS Terminal



All Tendercard™ transactions start by pressing **7**, then pressing the blue triangle ▲ under the desired transaction type.

Pressing the arrow button → will display more transaction types.

****All transactions start by pressing the 7 key****

GIFT ISSUE/ACTIVATE (ADD VALUE)

1. Press the 7 key
2. Press the blue triangle under GIFT ISSUE
3. Press 1 for ISSUE CARD
4. Swipe card or enter card #
5. Enter dollar amount to be added to card
6. Merchant receipt prints, press Enter to print Customer Receipt

GIFT REDEEM/SALE (SUBTRACT VALUE)

1. Press the 7 key
2. Press the blue triangle under GIFT SALE
3. Press 1 for REDEEM CARD
4. Swipe card or enter card #
5. Enter dollar amount to be subtracted from card
6. Merchant receipt prints, press Enter to print Customer Receipt

****If there are insufficient funds, a receipt will print showing the available balance.**

GIFT BALANCE INQUIRY

1. Press the 7 key
2. Press the blue triangle under GIFT BALANC
3. Press 1 for BALANCE INQUIRY
4. Swipe card or enter card #
5. Receipt prints showing balance

GIFT CREDIT (ADD VALUE TO EXISTING CARD)

1. Press the 7 key
2. Press the Arrow →
3. Press the blue triangle under GIFT CREDIT
4. Press 1 for CREDIT GIFT CARD
5. Swipe card or enter card #
6. Enter dollar amount to be added to card
7. Merchant receipt prints, press Enter to print Customer Receipt

LOYALTY ADD POINTS

1. Press the 7 key
2. Press the Arrow →
3. Press the blue triangle under POINTS MENU
4. Press 1 for ADD POINTS
5. Swipe card or enter card #
6. Enter amount of points to add to card (as if it was a dollar amount; i.e. 15 points = 1500)
7. Only one receipt prints

LOYALTY USE POINTS

1. Press the 7 key
2. Press the Arrow →
3. Press the blue triangle under POINTS MENU
4. Press 2 for USE POINTS
5. Enter amount of points to subtract from card (as if it was a dollar amount; i.e. 15 points = 1500)
6. Only one receipt prints

****If there are insufficient funds, a receipt will print showing the available balance.**

Note: Loyalty balance inquiries and loyalty reports are not available via this POS terminal.

These functions are available online at

<http://myaccount.imatts.com>.

A user ID and password is required; contact TenderCard™