

## REPORTS/BATCH CLOSE

Press [FUNC]. Press **6** for **BATCH**. This will allow you to print reports for each TenderCard transaction type as well as a TenderCard Batch Report. After pressing the **BATCH** key, scroll to "TC Gn" by pressing the **VOID** key. You will then have the following options:

1. Issue Report
  2. Sale Report
  3. Return Report
  4. Force Report
  5. Batch Report (Prints totals for all transaction types at once)
  6. Batch Close \*(This will clear all TenderCard transactions)\*
- The batch report will add Sales, Issues, and Force transactions, and will subtract Returns (credits) to arrive at the Total. The report will print Add/Use Points transactions, but not count them towards the Total.

**Detailed reporting, including daily and monthly reports showing individual Gift & Loyalty transactions, 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 Nurit 3010 and 3020 POS Terminal



### Accessing the TenderCard™ Program

All TenderCard™ transactions on the Nurit 3000 series terminal begin by accessing the TenderCard Menu Screen. **Press the ENTER/PAYMENT key until you see "TENDERCARD" at the top of the screen.**

At this point the program will display "SWIPE CARD".

1. Swipe the gift card as you would a credit card, or enter the card number manually.
2. Press the ENTER button.
3. Choose the type of transaction by entering the number corresponding to the transaction, or use the FORCED ▼ button to highlight the desired transaction.

### GIFT ISSUE/ACTIVATE (ADD VALUE)

1. Press ENTER until TENDERCARD is at the top of the screen
2. Swipe card or enter card number, press ENTER
3. Press ENTER or press **1** for **ISSUE**
4. Enter dollar amount to be added to card, press ENTER
5. Press ENTER to confirm, or ESC to cancel
6. Wait for Approval; Receipt prints
7. Press ESC to return to main screen, or press ENTER to print duplicate receipt

### GIFT REDEEM/SALE (SUBTRACT VALUE)

1. Press ENTER until TENDERCARD is at the top of the screen
2. Swipe card or enter card number, press ENTER
3. Press **2** for **SALE**
4. Enter dollar amount to be subtracted from card
5. Press ENTER to confirm, or ESC to cancel
6. Wait for Approval; Receipt prints
7. Press ESC to return to main screen, or press ENTER to print duplicate receipt

\*\*If there are insufficient funds, a receipt will print with the current balance.

**RESTAURANT MODE:** A tip and total line will print on the receipt. **Tip adjustments are *not* supported; tips must be rung in as a separate sale.**

### GIFT CREDIT/RETURN (ADD VALUE TO EXISTING)

1. Press ENTER until TENDERCARD is at the top of the screen
2. Swipe card or enter card number, press ENTER
3. Press **3** for **RETURN**
4. Enter authorization code from original receipt
5. Enter dollar amount to be added back onto card
6. Press ENTER to confirm, or ESC to cancel
7. Wait for Approval; Receipt prints
8. Press ESC to return to main screen, or press ENTER to print duplicate receipt

### GIFT FORCE (OFFLINE TRANSACTION)

1. Press ENTER until TENDERCARD is at the top of the screen
2. Swipe card or enter card number, press ENTER
3. Press **4** for **FORCE**
4. Enter dollar amount
5. Press ENTER to confirm, or ESC to cancel
6. Enter authorization code from TenderCard, press ENTER
7. Receipt prints
8. Press ESC to return to main screen, or press ENTER to print duplicate receipt

### GIFT BALANCE INQUIRY

1. Press ENTER until TENDERCARD is at the top of the screen
2. Swipe card or enter card number, press ENTER
3. Press **5** for **BALANCE**
4. Balance displays on screen; Receipt prints
5. Press ESC to return to main screen, or press ENTER to print duplicate receipt

### LOYALTY ACTIVATE/ADD POINTS

1. Press ENTER until TENDERCARD is at the top of the screen
2. Swipe card or enter card number, press ENTER
3. Press **6** for **ADD POINTS**
4. Enter amount of points to be added to card, press ENTER
5. Press ENTER to confirm, ESC to cancel
6. Wait for Approval; Receipts prints
7. Press ESC to return to main screen, or press ENTER to print duplicate receipt

### LOYALTY REDEEM/USE POINTS

1. Press ENTER until TENDERCARD is at the top of the screen
2. Swipe card or enter card number, press ENTER
3. Press **7** for **USE POINTS**
4. Enter amount of points to be subtracted from card, press ENTER
5. Press ENTER to confirm, ESC to cancel
6. Wait for Approval; Receipt prints
7. Press ESC to return to main screen, or press ENTER to print duplicate receipt

\*\*If there are insufficient funds, a receipt will print with the current points balance.

LOYALTY CARD balance inquiries are not currently available via this POS terminal. This function, as well as detailed reporting, including daily and monthly reports showing individual transactions, are available online at

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

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contact TenderCard.