LOGGING IN

The screen will ask for the

Client ID, Location ID, Terminal ID,

Employee ID, and Employee

Password. The **Client ID** is the

ISO's number. The **Location ID** is

the number associated to each

merchant. The **Terminal ID** is the

number for the terminal in MMA. It

is set up as a web terminal. The

Employee ID and **Password** are

also set in MMA.

*** Once logged into the app, it will only prompt for the terminal password and employee info after it times out ***

TRANSACTION TYPES:

Gift

Account Number: This is the same as the card number. The card number can be keyed in, swiped through a mag reader, or scanned with your mobile device's camera. To activate the scanner, click the button to the right of the **Account Number** box that looks like a barcode.

Balance: Any money stored on the entered account number will populate in this box.

Transaction: This drop down menu will allow you to select either **Gift Issuance** or **Gift Redemption.**

Amount: This space is where you will enter either the amount you desire to issue or redeem, based on the transaction type selected.

Once you have completed the steps above, click **"Run Transaction".**

The following window will contain the transaction details. There will be an option to **Dismiss** or **Print Receipt.** Dismiss will return you to the transaction screen, and the Print Receipt button will allow you to save a PDF file to email the receipt or if

there is a printer associated with your wireless device, the option to print directly, will be available.

Loyalty

Account Number: This is the same as the card number. The card number can be keyed in, swiped through a mag reader, or scanned with your mobile device's camera. To activate the scanner, click the button to the right of the Account Number box that looks like a barcode.

Balance: Any existing **Loyalty Points** associated with this account number will populate in this box.

Amount: This space is where you will enter the amount of points you desire to issue or redeem, based on the transaction type selected.

Once you have completed the steps above, click **"Run Transaction."**

The following window will contain the transaction details. There will be an option to **Dismiss** or **Print Receipt.** Dismiss will return you to the transaction screen, and the Print Receipt button will allow you to save a PDF file to email the receipt, or if there is a printer associated with your wireless device, the option to print directly, will be available.

Promo:

Account Number: This is the same as the card number. The card number can be keyed in, swiped through a mag reader, or scanned with your mobile device's camera. To activate the scanner, click the button to the right of the **Account Number** box that looks like a barcode.

Balance: This space displays the balance of the **Promotional Currency** that is selected below, next to the T**ransaction box.** Promo programs can have multiple currency types.

Transaction: This drop down menu will allow you to select either **Promo Issuance** or **Promo Redemption.**

Promotion: This is where you select the currency type you wish to use. Examples could be punches, points, free soda, or any other term you desire to have in your program.

Amount: This is where you enter how much of the promotional currency that you desire to issue or redeem.

The final step is to click **"Run Transaction".**

The following window will contain the transaction details. There will be an option to **Dismiss** or **Print Receipt.** Dismiss will return you to the transaction screen, and the Print Receipt button will allow you to save a PDF file to email the receipt, or if there is a printer associated with your wireless device, the option to print directly will be available.

Void:

Account Number: This is the same as the card number. The card number can be keyed in, swiped through a mag reader, or scanned with your mobile device's camera. To activate the scanner, click the button to the right of the Account Number box that looks like a barcode.

Transaction ID: Enter the **Transaction ID** of the desired transaction in this space. The **Transaction ID** can be found on the receipt.

Approval Code: Enter the approval code associated with the desired transaction in this space. The approval code can be found on the receipt.

The final step is to click "VOID".

The following window will contain the transaction details. There will be an option to **Dismiss** or **Print Receipt. Dismiss** will return you to the transaction screen, and the **Print Receipt** button will allow you to save a PDF file to email the receipt, or if there is a printer associated with your wireless device, the option to print directly will be available.

Scanning a barcode:
In the top right corner of the screen, there is an icon that looks like lines from a barcode. Clicking on this will open the barcode scanning function. It is best to orient the card in the same direction as the device. So, if the device is up and down, hold the card that way. If the device is held long ways, hold the card long ways as well.

Logging out:
Clicking on the stacked three dots next to the barcode scan button will expose the log out option. The app will time out and log out automatically.

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