



QUICK REFERENCE GUIDE FOR LOYALTY CARDS

ACTIVATE CATUITY SYSTEM

OPERATOR ACTION

Press **MENU**
Press **↓ APPS**
Press **2 Catuity System**
Press **ENTER**

TERMINAL DISPLAY

MAIN MENU
DISPLAY APPS
DISPLAY MENU
..

*THIS STEP MUST BE DONE PRIOR TO ANY OTHER STEP, ONCE YOU ARE AT THE MAIN GIFT CARD MENU YOU CAN FOLLOW THE STEPS BELOW.

REPRINT LAST TRANSACTION

(THIS WILL REPRINT THE LAST TRANSACTION RAN ON THE TERMINAL)

OPERATOR ACTION

Press **9 Admin**
Press **3 Reprint**

TERMINAL DISPLAY

MENU
REPRINT LAST

ISSUE NEW LOYALTY CARD

OPERATOR ACTION

Press **5 Card Management**
Press **7 Issue New LOY Card**
Swipe Card

TERMINAL DISPLAY

DISPLAY MENU
NEW LOY CARD
PRESENT CARD

*THIS STEP IS ONLY REQUIRED ONCE, THIS SHOULD BE THE VERY FIRST TRANSACTION RAN ON THE CARD - ONCE THE CARD IS ACTIVATED/ISSUED THIS STEP CAN NOT BE PERFORMED AGAIN ON THE SAME CARD.

SUBTOTALS

OPERATOR ACTION

Press **9 Admin Menu**
Press **2 Subtotals**
Press **ENTER**

TERMINAL DISPLAY

MENU
SUBTOTALS
PRINT

ADDING A PURCHASE TO A LOYALTY CARD

OPERATOR ACTION

Press **1 Purchase**
Press **5 Cash or 6 Credit**
Enter \$ Transaction Amount
Press Enter to Confirm \$ Amount
Swipe Card

TERMINAL DISPLAY

MENU
PAYMENT TYPE
PURCHASE AMOUNT
..
PRESENT CARD

TO SETTLE MANUALLY

OPERATOR ACTION

Press **9 Admin Menu**
Press **1 Settle**
Press **ENTER**

Press **ENTER**

TERMINAL DISPLAY

MENU
SETTLEMENT PRESS ENTER
DIALING/SENDING/
RECEIVING/PRINTING/
SUCCESSFUL SETTLEMENT

BALANCE INQUIRY ON A LOYALTY CARD

OPERATOR ACTION

Press **3 Inquiry Menu**
Swipe Card

TERMINAL DISPLAY

MENU
PRESENT CARD

SIGN OFF

OPERATOR ACTION

Press **9 Admin Menu**
Press **9 Sign Off**
Press **ENTER**

TERMINAL DISPLAY

MENU
SIGN OFF

LOYALTY PROGRAM INFORMATION AND NOTES:

(PLEASE USE THIS AREA TO INDICATE WHICH PROGRAM YOU ARE RUNNING, WHAT THE PROGRAM DETAILS ARE, AND ANY NOTES ON THE PROGRAM THAT YOU MAY NEED.)

FREQUENT VISITOR/FREQUENT PURCHASE PROGRAM

EX: BUY 10 AND GET 11TH FREE.

BUY _____ AND GET _____ FREE.

DOLLAR VALUE DISCOUNT

EX: SPEND \$100 & RECEIVE \$10 OFF CURRENT OR NEXT PURCHASE.

SPEND \$ _____ AND RECEIVE \$ _____ OFF _____ PURCHASE.

PERCENTAGE VALUE DISCOUNT

EX: SPEND \$50 AND RECEIVE A 5% DISCOUNT OFF CURRENT OR NEXT PURCHASE.

SPEND \$ _____ AND RECEIVE \$ _____ % DISCOUNT OFF _____ PURCHASE.

The EMS Help Desk Is Available 24 Hours Every Day:

1-800-615-1330

Please Have Your EMS Merchant # Ready. # _____