

STORE TRANSACTION	
DISPLAY	ACTION
<b>Payment App</b> 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight <b>Store &amp; Forward</b> and press <b>[ENTER]</b> .
<b>Store &amp; Forward</b> 1. Store 2. Forward 3. S&F Mode	Press <b>[ENTER]</b> for <b>Store</b> .
<b>Store</b> Swipe Card [ENTER] or [CANCEL]	Slide the card through the card reader or key the card number and press <b>[ENTER]</b> .
<b>Store</b> Enter Amount \$0.00 [ENTER] or [CANCEL]	Key the sale amount and press <b>[ENTER]</b> .
<b>Approved</b>	Receipt will print. <i>Auth code starts with P and is not valid until Forwarded.</i>
<b>Customer Copy?</b> 1. Yes 2. No	Press <b>[ENTER]</b> for <b>Yes</b> .

FORWARD ALL	
DISPLAY	ACTION
<b>Payment App</b> 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight <b>Store &amp; Forward</b> and press <b>[ENTER]</b> .
<b>Store &amp; Forward</b> 1. Store 2. Forward 3. S&F Mode	Press the down arrow to highlight <b>Forward</b> and press <b>[ENTER]</b> .
<b>Forward</b> 1. Forward All 2. Forward One 3. Forward Decline	Press <b>[ENTER]</b> for <b>Forward All</b> .
<b>Processing...</b>	Receipt will print. <i>Auth code will change to valid one.</i>
<b>Forward</b> Approved: X Declined: X [ENTER] for OK	Press <b>[ENTER]</b> .

FORWARD ONE	
DISPLAY	ACTION
<b>Payment App</b> 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight <b>Store &amp; Forward</b> and press <b>[ENTER]</b> .
<b>Store &amp; Forward</b> 1. Store 2. Forward 3. S&F Mode	Press the down arrow to highlight <b>Forward</b> and press <b>[ENTER]</b> .
<b>Forward</b> 1. Forward All 2. Forward One 3. Forward Decline	Press the down arrow to highlight <b>Forward One</b> and press <b>[ENTER]</b> .
<b>Forward</b> Transaction ID [ENTER] or [CANCEL]	Key the transaction ID from receipt and press <b>[ENTER]</b> .
<b>Verify Transaction</b> Trn ID X \$XX.XX XX/XX/XX XX:XX Card #: XXXXxxxx [ENTER] or [CANCEL]	Press <b>[ENTER]</b> .
<b>Approved</b> Auth code XXXXXX	Receipt will print. <i>Auth code will change to valid one.</i>

FORWARD DECLINE	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight <b>Store &amp; Forward</b> and press <b>[ENTER]</b> .
Store & Forward 1. Store 2. Forward 3. S&F Mode	Press the down arrow to highlight <b>Forward</b> and press <b>[ENTER]</b> .
Forward 1. Forward All 2. Forward One 3. Forward Decline	Press the down arrow to highlight <b>Forward Decline</b> and press <b>[ENTER]</b> .
Forward Approved: X Declined: X [ENTER] for OK	Press <b>[ENTER]</b> .

ENABLE S&F	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight <b>Admin</b> and press <b>[ENTER]</b> .
Admin 1. App Setup 2. Network Mngt 3. User Manager	Press <b>[ENTER]</b> for <b>App Setup</b> .
User ID Supervisor & Up [ENTER] or [CANCEL]	Key in the manager user ID and press <b>[ENTER]</b> .
Password [ENTER] or [CANCEL]	Key in the password and press <b>[ENTER]</b> .
App Setup 1. Demo Mode 2. Host Setup 3. Transaction Setup	Press the down arrow to highlight <b>Transaction Setup</b> and press <b>[ENTER]</b> .
Transaction Setup 1. Trans Params 2. Enable Trans 3. Enable Options	Press the down arrow to highlight <b>Enable Trans</b> and press <b>[ENTER]</b> .
Enable Trans 1. Credit 2. Debit 3. EBT	Press the down arrow to highlight <b>Store &amp; Forward</b> and press <b>[ENTER]</b> .
Store & Forward 1. Enable S&F	Press <b>[ENTER]</b> for <b>Enable S&amp;F</b> .
Enable S&F 1. ON 2. OFF 3. Clerk Pswd	Press <b>[ENTER]</b> for <b>ON</b> .

DELETE S&F	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight <b>End of Day</b> and press <b>[ENTER]</b> .
User ID Supervisor & Up [ENTER] or [CANCEL]	Key in the manager user ID and press <b>[ENTER]</b> .
Password [ENTER] or [CANCEL]	Key in the password and press <b>[ENTER]</b> .
End of Day 1. Settlement 2. Report Menu 3. View Trans	Press the down arrow to highlight <b>View Trans</b> and press <b>[ENTER]</b> .
View Trans 1. Batch 2. S&F Pending 3. S&F Declined	Press the down arrow to highlight <b>S&amp;F Declined</b> and press <b>[ENTER]</b> .
X/X XX/XX/XX XX:XX Forward Declined B# X T# X \$XX.XX XXXXXxxxx [Keyed]	Press <b>[CLEAR]</b> .  Use arrows to scroll through transactions.
Void Trans? 1. Yes 2. No	Press <b>[ENTER]</b> for <b>Yes</b> . For transactions in current open batch.
X/X XX/XX/XX XX:XX Forward Declined B# X T# X \$XX.XX XXXXXxxxx [Keyed]	Press <b>[F1]</b> and then <b>[CLEAR]</b> .  Use arrows to scroll through transactions.
Delete Trans 1. Yes 2. No	Press <b>[ENTER]</b> for <b>Yes</b> . For transactions not in current batch.
Forward Declined Transaction is Deleted [ENTER] for OK	Press <b>[ENTER]</b> .

S&F MODE	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight <b>Store &amp; Forward</b> and press [ENTER].
Store & Forward 1. Store 2. Forward 3. S&F Mode	Press the down arrow to highlight <b>S&amp;F Mode</b> and press [ENTER].
S&F Mode 1. Online 2. Offline	Press [ENTER] for <b>Online</b> to see all the options.
S&F Mode 1. Online 2. Offline	Press the down arrow to highlight <b>Offline</b> and press [ENTER]. <i>S&amp;F Mode only.</i>

S&F PENDING REPORT	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight <b>End of Day</b> and press [ENTER].
User ID Supervisor & Up [ENTER] or [CANCEL]	Key in the manager user ID and press [ENTER].
Password [ENTER] or [CANCEL]	Key in the password and press [ENTER].
End of Day 1. Settlement 2. Report Menu 3. View Trans	Press the down arrow to highlight <b>Report Menu</b> and press [ENTER].
Report Menu 1. Batch Report 2. S&F Report 3. History Report	Press the down arrow to highlight <b>S&amp;F Report</b> and press [ENTER].
S&F Report 1. S&F Pending 2. S&F Declined	Press [ENTER] for <b>S&amp;F Pending</b> .
Report Type 1. Detail 2. Condensed 3. Totals Only	Press the down arrow and then [ENTER] to choose appropriate option.
Group By 1. Date/Time 2. Payment Type 3. Card Type	Press the down arrow and then [ENTER] to choose appropriate option.

S&F DECLINED REPORT	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight <b>End of Day</b> and press [ENTER].
User ID Supervisor & Up [ENTER] or [CANCEL]	Key in the manager user ID and press [ENTER].
Password [ENTER] or [CANCEL]	Key in the password and press [ENTER].
End of Day 1. Settlement 2. Report Menu 3. View Trans	Press the down arrow to highlight <b>Report Menu</b> and press [ENTER].
Report Menu 1. Batch Report 2. S&F Report 3. History Report	Press the down arrow to highlight <b>S&amp;F Report</b> and press [ENTER].
S&F Report 1. S&F Pending 2. S&F Declined	Press the down arrow to highlight <b>S&amp;F Declined</b> and press [ENTER].
Report Type 1. Detail 2. Condensed 3. Totals Only	Press the down arrow and then [ENTER] to choose appropriate option.
Group By 1. Date/Time 2. Payment Type 3. Card Type	Press the down arrow and then [ENTER] to choose appropriate option.