

Bluebird EZPay POS 3.0.0

User Guide 1.3

Revision 1.3



F E D E R A L
R E S E R V E



F I N A N C I A L
S E R V I C E S

Federal Reserve Bank of Kansas City

FS – US Treasury

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Revision History

This is the first release of the Bluebird Point of Sale Terminal and software. Version history and updates will be listed here along with major changes or notes about the revision.

Revision	Date	Changes
3.0.0	1/30/20	Software Version 3.0.0: Launch

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1. Overview

Bluebird terminals are point of sale terminals that accept EagleCash or EZpay stored value cards for payments. The SVC program supports two POS terminal models:

- CT280 with an optional PIN Pad
- MT280 with battery pack and docking station

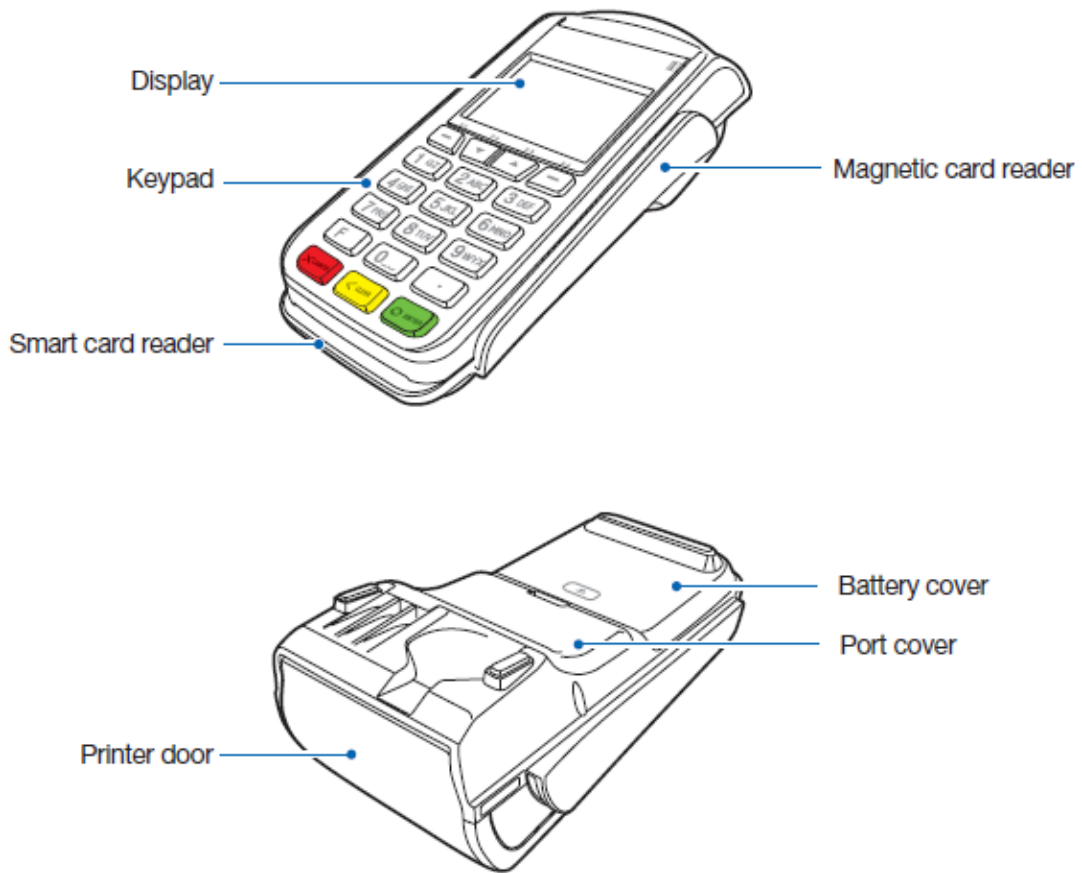
Current software version of 3.0.0 supports:

- 16 GB Micro SD Card to house:
 - Configuration
 - Transactions
- SAM Card
- MPCOS Entry (1KBytes) cards used as Customer Cards
- EMV (8KBytes) cards used as Customer Cards/Deposit Cards/ECAS cards

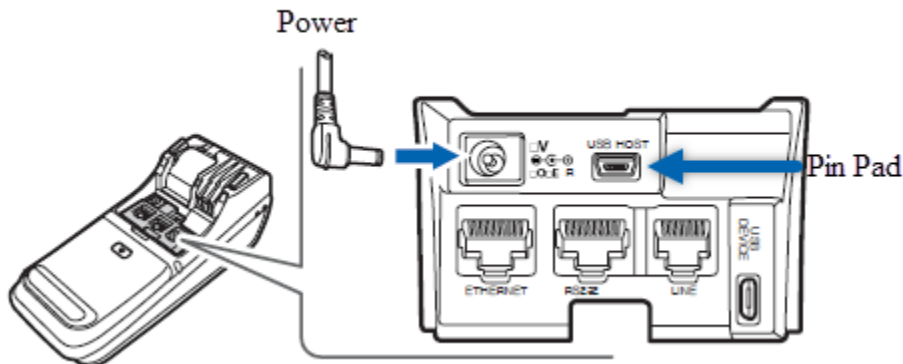
In order for a Bluebird terminal to work, it must have a SAM Card, Micro SD card with the 3.0.0 version software, and configuration file downloaded to its memory.

2. Assembling the Terminals

2.1. Assembling the CT280



- 1) Remove port cover and make necessary power, PIN pad, and batching connections.



- 2) If a PIN Pad will be used, insert PIN Pad into the slot labeled **USB HOST**.
- 3) On EZpay terminals insert the phone line into the slot labeled **LINE**.
- 4) Insert the power cable into the slot labeled **9v POWER** and plug the power pack into an electrical outlet.
- 5) When CPS is used to collect transactions from the terminal, insert the serial cable into the **center** slot labeled **RS232**.

2.2. PIN Pad Operation

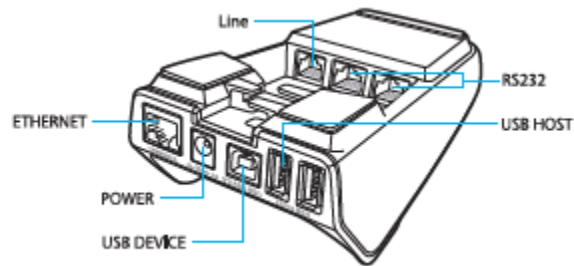
The PIN Pad only works with the CT280 terminal. The PIN Pad will automatically be recognized by the CT280 once plugged in.

The PIN Pad upon sale will display the card holder's current balance and prompt for PIN entry at time of sale.

2.3. Assembling the MT280



- 1) Connect power and other connection to MT280 Cradle.



- a) On EZpay terminals insert the phone line into the slot labeled **LINE**.
- b) Insert the power cable into the slot labeled **9v** and plug the power pack into an electrical outlet.
- c) When CPS is used to collect transactions from the terminal, insert the serial cable into the **center** slot labeled **RS232** on bottom of docking station.

- 2) Place MT280 on Cradle.

NOTE: *MT280 must be on Cradle to charge the battery as well as any batching functions.*

2.4. Battery Pack for MT280 Terminal

- 1) Access the battery from the back of the terminal by sliding the rear cover toward the bottom of the MT280. Insert the battery pack and make sure the battery pack seats squarely in place with battery terminals positioned in the upper left corner.
- 2) To remove the battery pack lift battery from bottom edge of battery pack.
- 3) The main screen has a Battery Life Indicator on the top left side to show you the approximate percentage of life left in the battery pack.
- 4) To charge the battery, apply power to the docking station and place the MT280 on top of it. Make sure the terminal sits snugly on the docking station. You must also make sure that the battery light, on the front of the terminal is lit.

2.5. Booting up the Terminals

- 1) For the CT280, apply power to the terminal by plugging the power pack into an electrical outlet.
- 2) For the MT280, install the battery, press and hold the **Enter** key until the terminal beeps, then release the button. Place back on Cradle to maintain battery charge.

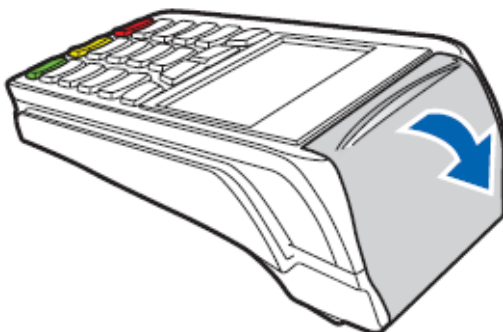
2.6. Powering Down the Terminals

- 1) For the CT280, unplug the power pack from the electrical outlet.

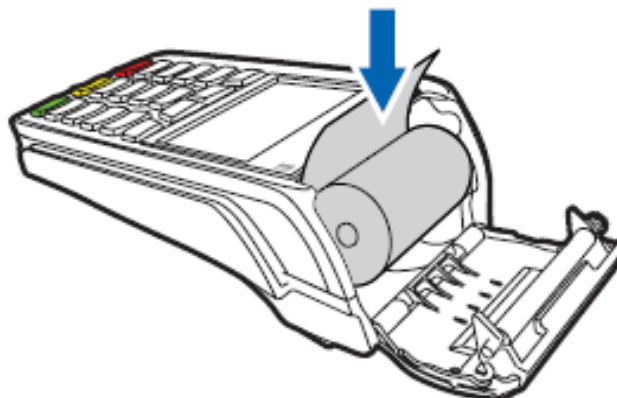
- 2) For the MT280, open battery cover and remove battery.
 - a) MT280 can be put to sleep by holding the red Cancel button down for several seconds.
 - b) To wake the MT280 up press and release the Enter button.
 - c) As long as the battery remains in the MT280 the power is on and the terminal will continue to use the battery.

2.7. Loading Receipt Paper

- 1) Open printer door.



- 2) Loosen the leading edge of receipt paper.
- 3) Place receipt paper into printer with leading edge extended beyond the paper output slit.



- 4) Close the printer door.

3. Terminal User Interface

3.1. Terminal Controls

Navigation of the CT280 is done by manipulating functions on the keypad below the screen. The MT280 functions with the physical keypad and touch screen functionality.

- 1) CT280 Controls
 - a) Numeric key pad is used for numeric and character entries on the terminal. For example: pressing the 2 key once will enter “2”, press twice to enter “A”, three times to enter “B”. etc.
 - b) Function and up and down direction keys are used to navigate the selection of menu items.
 - c) F1 and F4 are used for left and right directional navigation respectively.
 - d) F2 and F3 are used for down and up directional navigation respectively.



- 2) MT280
 - a) Numeric key pad is used for numeric and character entries on the terminal. For example: pressing the 2 key once will enter “2”, press twice to enter “A”, three times to enter “B”. etc.
 - b) A 4-way directional key pad is used to navigate the selection of menu items as well as touch screen capability.

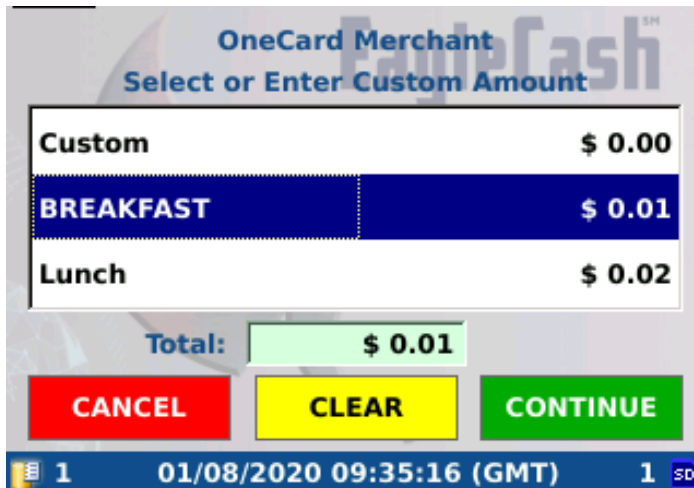


3.2. Main Menu and Sale Screens

The main menu on the CT280 and MT280 terminals is shown below. Depending on your terminal system configuration, the main menu will display EZpay or EagleCash. Functionality will be the same for both EZpay and EagleCash unless otherwise specified.



- 3) Press the green enter button or insert payment card to begin sale.
- 4) To scroll through the menu options use the up and down arrows on the CT280 or the 4 way direction key on the MT280.

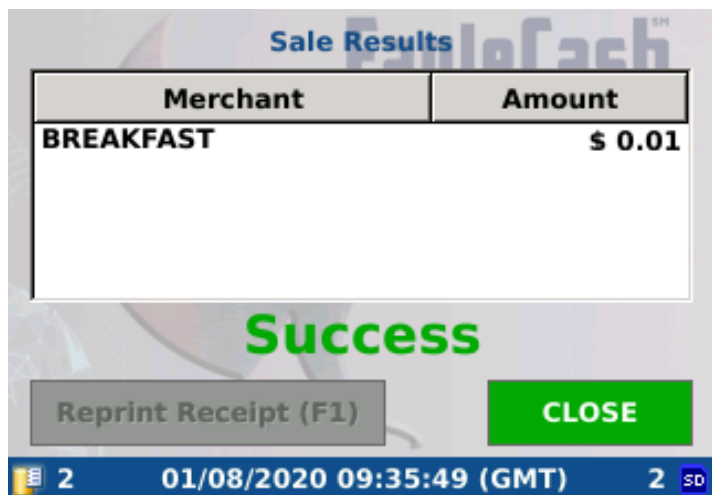


- 5) Select fixed amount or enter custom amount on the key pad.
 - a) Select **CANCEL** to cancel the sale entirely.
 - b) Select **CLEAR** to clear custom amount.
 - c) Select **CONTINUE** to proceed with the sale.

- 6) Terminal will prompt to Insert Card to Complete Sale.
- 7) Once the card is inserted into the card slot the card balance will display and prompt for PIN.
- 8) Input PIN on key pad or PIN pad.
- 9) Select **Enter**.



- 10) The sale is now complete and the terminal will display a summary of the purchase and print a receipt.
- 11) Remove Card.



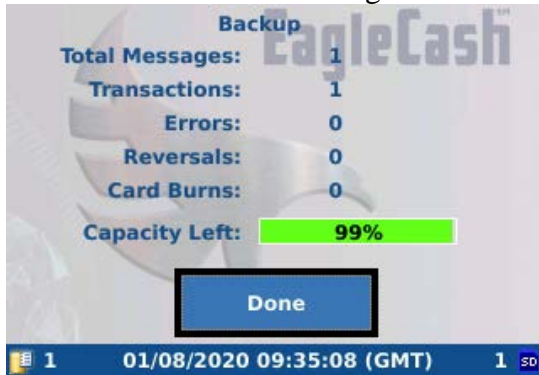
3.3. Queue and Backup Screens

The Queue and Backup screens display data that currently resides on the terminal. This information will refresh when the terminal is batched. The **Capacity Left** displays the percentage of storage left on the SD card.

- 1) Access the Queue from the Main Menu
 - a) CT280 Press the F1 key on the keypad
 - b) MT280 Touch the bottom left corner of screen



- 2) Access the Backup from the Main Menu
 - a) CT280 Press the F4 key on the keypad
 - b) MT280 Touch the bottom right corner of screen



3.4. Admin Menu

The Admin Menu allows you to perform all non-sale user functions of the terminal.

The Admin Menu allows access to:

- Diagnostics
- Setup
- Batch
- Network
- Reports

To access the Admin Menu:

- 1) While the terminal is displaying the Main Menu press “**F, 1, 3, 9**” on the key pad.
- 2) The terminal will prompt for the Admin Password.
- 3) Enter Admin Password.



- 4) Select **I Agree** to the IS User Agreement by pressing the **Enter** on the key pad.



3.5. Diagnostics Menu

The Diagnostics Menu provides System information about the terminal. The Diagnostics Menu is where you will navigate to find:

- Device ID number
- SAM and SD Card status
- Operating System Version
- Application Version
- Network Connectivity
- Transaction Counts
- Hot List Status
- Modem Information

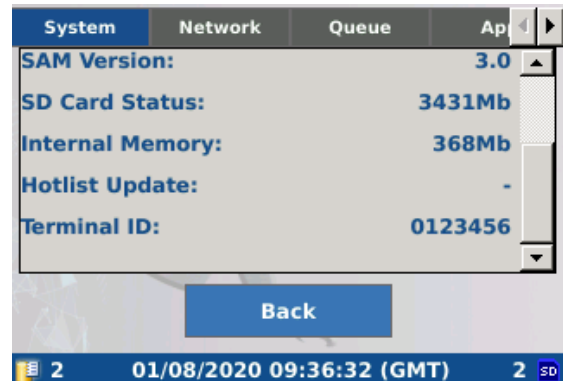
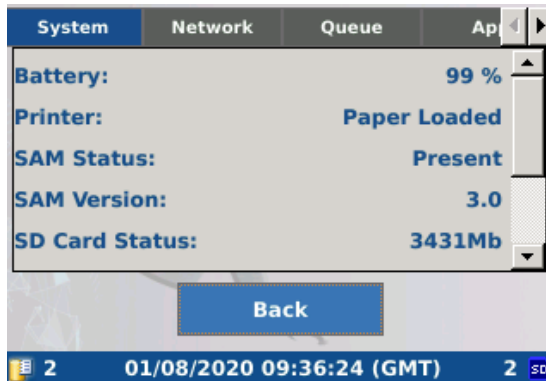
To Access the Diagnostics Menu:

- 1) Navigate to the [Admin Menu](#).
- 2) Select **Diagnostics**.



- 3) Press Enter.

Navigate the Diagnostics with the Function and Directional keys on the key pad.
 The **System Tab** displays the status of terminal hardware as well as the Device ID and Hot List.



The **Network Tab** displays connectivity.



The **Queue Tab** displays transaction information currently in the terminal's memory.



The **Application Tab** displays software version information.



4. Terminal Configuration

4.1. Download Configuration File

The Bluebird CT280 and MT280 terminals require a configuration file to process sales. Your terminal should arrive with a configuration file preinstalled. However, if a new configuration file is needed you can download a new configuration file through FRBB Acquirer or from a CPS.

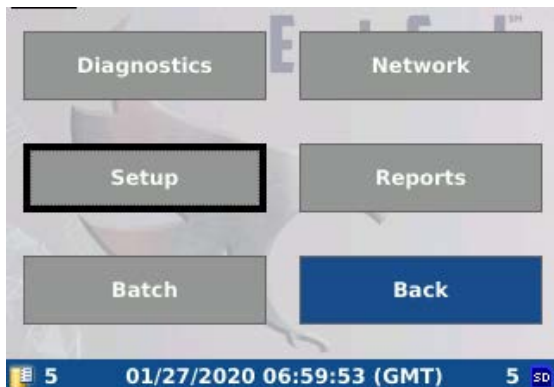
4.2. Download Configuration File from Acquirer – EZpay

To download a configuration file to a terminal from Acquirer, you need a telephone cord, land line phone connection, the device ID of the **Config** file that contains settings for the physical terminal you want to download. Before you can download a **Config** file you must contact customer service to initiate the process. Once a configuration file is uploaded to FRBB Acquirer you will be supplied with a new device ID number. **DO NOT attempt to change the device ID without contacting Customer Service.**

Perform the following steps to download a configuration file from **FRBB Acquirer** to the terminal.

- 1) Connect the phone cord to the **Line** input on the terminal and the land line phone connection.
- 2) Navigate to the [Admin Menu](#)

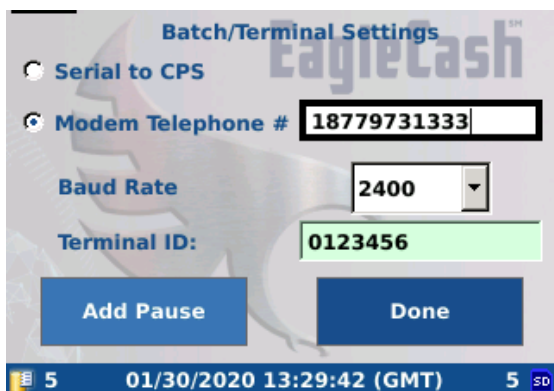
3) Select Setup.



4) Select Batch/Terminal

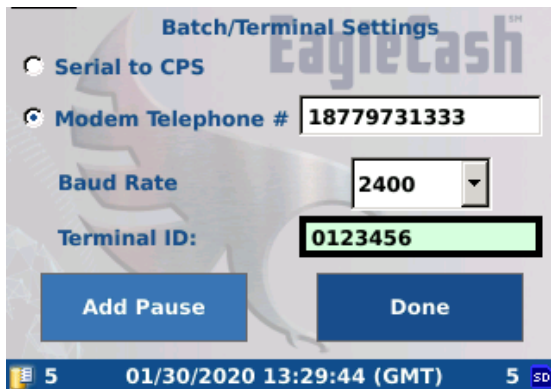


5) Ensure **Modem Telephone #** is selected.



- 6) Select the **Modem Telephone #** text box the FRBB Acquirer phone number **18779731333**.
 - a. If your phone system requires you dial a number prior to dialing out dial those digits first the select the **Add Pause**, press **Enter**, and key in the Acquirer phone number.
- 7) Select the **Terminal ID:** text box.
- 8) Press **Clear** on the key pad to clear the old ID.

9) Enter the device ID supplied by Customer Service in the **Terminal ID:** field.



10) Select **Done** in the bottom right.

11) Use the **Back** selection on the screen or press **Cancel** on the keypad to return to the main menu.

12) To **Get Config**, perform the following steps on the terminal.

13) Navigate to the [Admin Menu](#).

14) Select **Batch**.



15) Select **Get Config**.



16) The terminal will download the new Config file.

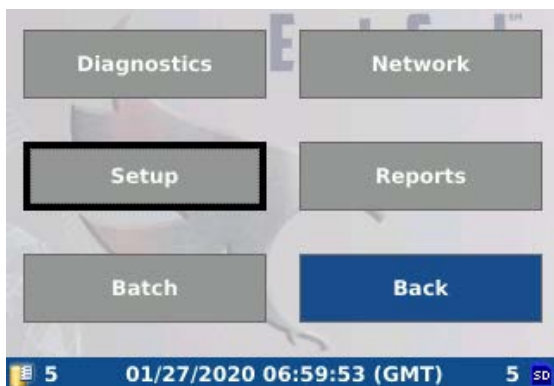
- 17) The terminal will display **Get Config Header**.
- 18) The terminal will display **Config Sync Successful** when complete.
- 19) To ensure the device ID has changed navigate to the [Diagnostics](#) Menu under **System** and confirm the **Terminal ID:** field matches the new device ID.

4.3. Download Configuration File from CPS – EagleCash

To download a configuration file to a terminal from Card Processing Station (CPS), you need a laptop with the CPS application installed, a **Config** file that contains settings for the physical terminal you want to download to, and a USB to Serial cable connected to the laptop and terminal.

Perform the following steps to download a configuration file from **CPS** to the terminal.

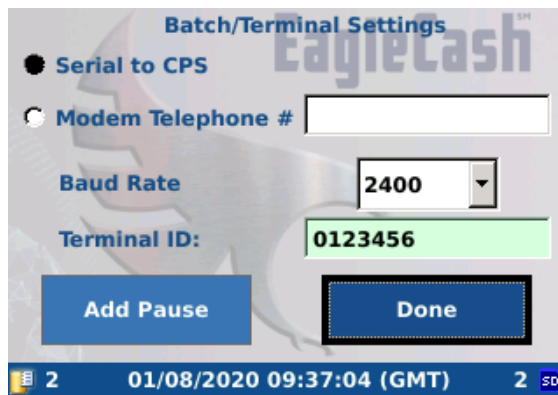
- 1) Connect the USB end of the serial cable to the CPS laptop and serial end to the RS232 slot on the terminal.
- 2) Navigate to the [Admin Menu](#) on the terminal.
- 3) Select **Setup**.



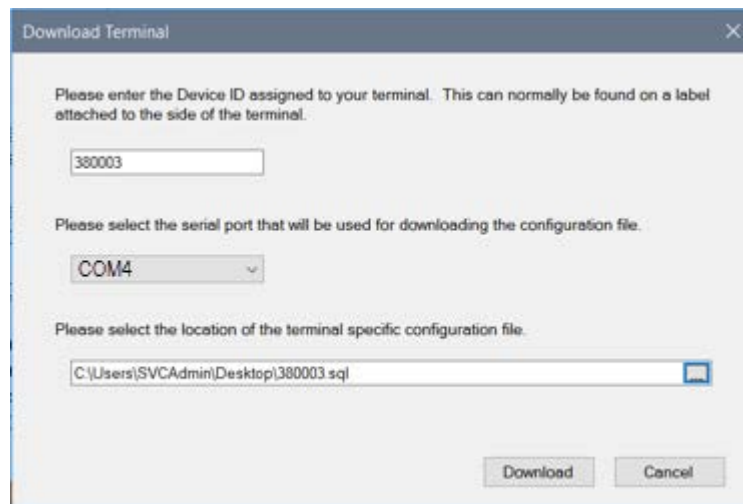
- 4) Select **Batch/Terminal**.



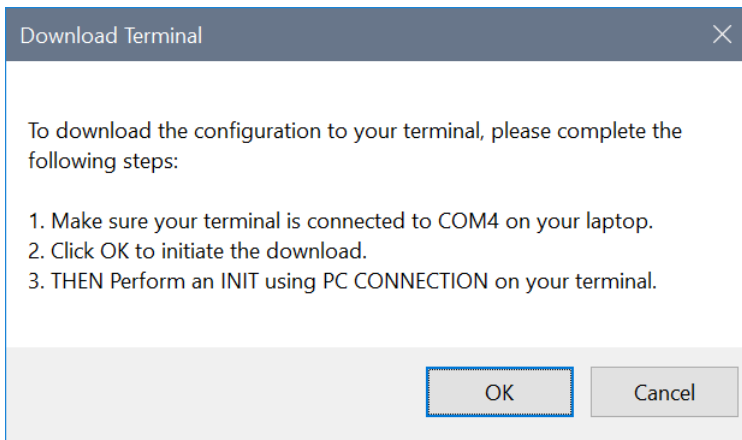
- 5) Ensure **Serial to CPS** is selected as the option.



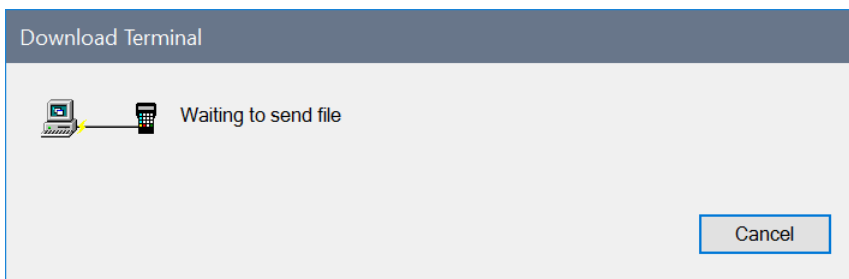
- 6) Select **Done** in the bottom right.
- 7) Use the **Back** selection on the screen or press **Cancel** key on the keypad to return to the main menu.
- 8) On the laptop execute **CPS** and from the menu bar, click on **Tools | Download Terminal**.
NOTE: *CPS Terminology and function has not changed from Equinox/Hypercom terminals.*
NOTE: *For Further instruction on CPS See EagleCash SOP Chapter 5 Laptop.*
- 9) On the **Download Terminal** screen, enter the following information and click on **Download**.
 - Device ID of the terminal to be updated.
 - COM Port assigned to the USB to Serial cable.
 - Location of the configuration file.



10) Review the steps on the **Download Terminal** screen and click on **OK**.



11) The following screen will display until the **Get Config** steps are completed on the terminal.



12) To **Get Config**, perform the following steps on the terminal.

- a) Navigate to the [Admin Menu](#).
- b) Select **Batch**.
- c) Select **Get Config**.



13) The terminal displays **Creating CPS File**.

14) The terminal will display **Synchronization Successful**.

- 15) To ensure the device ID has changed navigate to the [Diagnostics](#) Menu under **System** and confirm the **Terminal ID:** field matches the new device ID. If Terminal ID: does not match new device ID the config failed and must be reattempted.

5. Batch Terminal

At the end of your shift or at the end of each business day, you must perform the **Batch** function on the terminal. Batch settings indicate the method the terminal will batch/settle the transaction file in its memory.

Two batch methods are available:

- Batch to the FRBB Acquirer server via dialup. (EZpay)
- Batch to a laptop running CPS via USB to Serial Connection. (EagleCash)

Batching a terminal does the following:

- Transfer transactions in the terminal's memory to FRBB Acquirer server or to the CPS database on a laptop.
- Get the latest HotList file from FRBB Acquirer server or CPS.
- Print the Detail Report.
- Print the Summary Report.
- Empty the transaction journal file and the SD card.
- Generate an info-only transaction that contains the HotList creation date and the number of entries in the HotList file that was just downloaded to the terminal's memory.

5.1. Configure Batch Settings

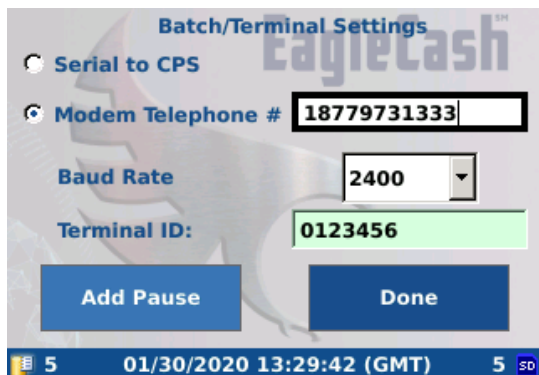
- 1) Navigate to the [Admin Menu](#) on the terminal.
- 2) Select Setup.



3) Select Batch/Terminal



4) Select **Serial to CPS** for CPS Batch or **Modem Telephone #** for Acquirer.



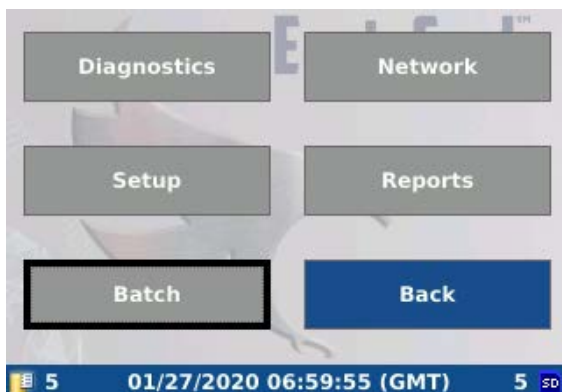
- a) If using **Modem Telephone #**
 - (i) Enter the FRBB Acquirer phone number **18779731333**.
 - (ii) If your phone system requires you dial a number prior to dialing out dial those digits first the select the **Add Pause**, press **Enter**, and key in the Acquirer phone number.
- 5) Select **Done**.

5.2. Batch to the Acquirer server - EZpay

NOTE: An MT280 terminal must be on the docking station and the docking station must have power and phone line connected to it.

Perform the following steps to **Batch** to the Acquirer server.

- 1) Ensure the device is [Configured](#) to dial to the Acquirer server.
- 2) Navigate to the [Admin Menu](#) on the terminal.
- 3) Select **Batch**.



- 4) Select **Send Transactions**.



- 5) The terminal displays **Creating CPS File**.

- 6) The terminal displays **CPS sync was Successful.**



- 7) The terminal will print **Detail** and **Summary Reports** upon completion of Batch.
- 8) If reprint of the **Detail** and **Summary Reports** is required press F1 on the key pad on the CT280 or select **Reprint Receipt** on the screen on the MT280.
- 9) Press **Enter** on the keypad to conclude the batch.

Note: *The batch is not complete until you close the **CPS sync was successful** screen. If the batch was successful you must press **Enter** on the key pad to conclude the batch. If batch was unsuccessful check the connections and re-batch terminal.*

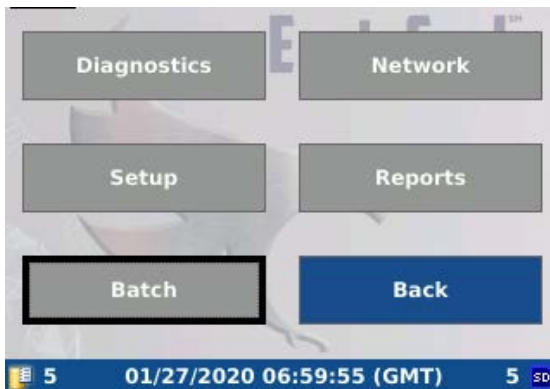
5.3. Batch to CPS

NOTE: *An MT280 terminal must be on the docking station and the docking station must have power and serial cable connected to it.*

Perform the following steps to batch to CPS.

- 1) At the laptop, execute CPS.
 - a) Click on the **Collection Transactions** icon.
 - b) Review the message displayed then, click on **OK**.
- 2) At the terminal.
 - a) Ensure the device is [Configured](#) batch to CPS.
 - b) Navigate to the [Admin Menu](#).

c) Select **Batch**.



d) Select **Send Transactions**.



e) Terminal displays **Creating CPS File**.

f) The terminal displays **CPS sync was Successful**.



- g) The terminal will print **Detail** and **Summary Reports** upon completion of Batch.
- h) If reprint of the **Detail** and **Summary Reports** is required press F1 on the key pad on the CT280 or select **Reprint Receipt** on the screen on the MT280.
- i) Press **Enter** on the keypad to conclude the batch.

Note: *The batch is not complete until you close the **CPS sync was successful** screen. If the batch was successful you must press **Enter** on the key pad to conclude the batch. If batch was unsuccessful check the connections and re-batch terminal.*

6. Configure Cashier Settings

Cashier settings determine whether a cashier number is required for each transaction. When enabled, the terminal prompts the merchant for a cashier number upon insertion of the customer card.

6.1. Enable/Disable Cashier Support

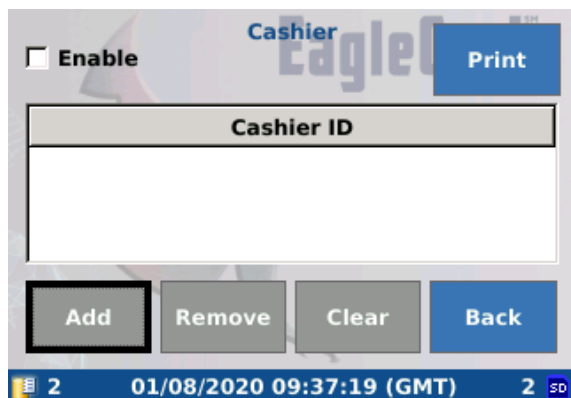
- 1) Navigate to the [Admin Menu](#).
- 2) Select **Setup**.



- 3) Select **Cashiers**.



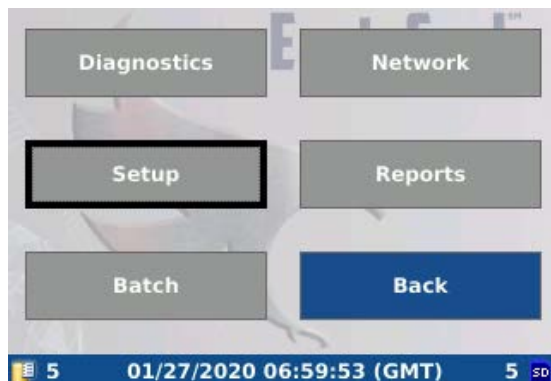
- 4) Locate the **Enable** option in the upper left corner.
 - a) If the check box is not filled in **Cashiers are disabled**. **To enable:** highlight the box and press the **Enter** key.
 - b) If the check box is filled in **Cashiers are enabled**. **To disable:** highlight the box and press the **Enter** key.



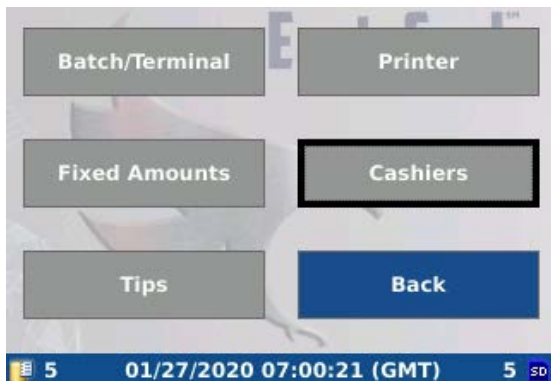
6.2. Cashier Numbers

You must add cashier numbers to the terminal’s memory prior to using the terminal with cashier enabled. You must [enable](#) cashier support in the previous section before adding cashier numbers. The device will allow you to add cashiers without enabling them.

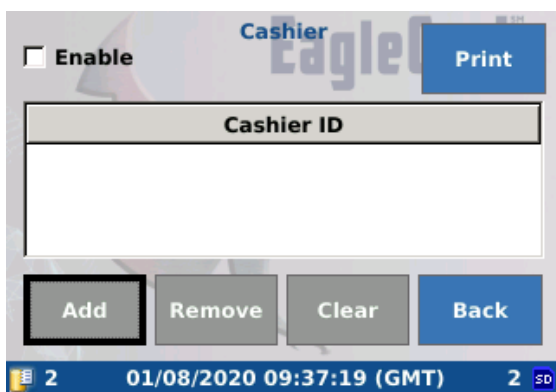
- 1) Navigate to the [Admin Menu](#).
- 2) Select **Setup**.



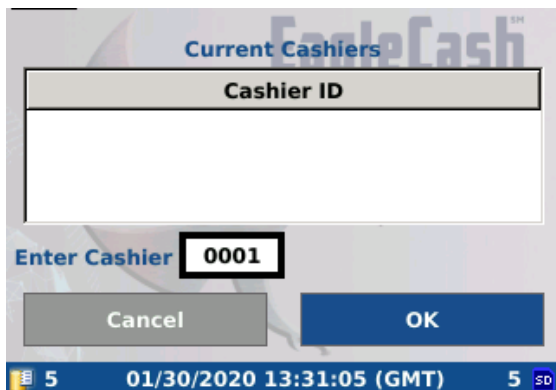
3) Select **Cashier**.



4) To add a Cashier select **Add**.



5) Enter a 4 digit Cashier number. **Note:** if you do not use 4 digits the terminal will not allow you to add a cashier number.

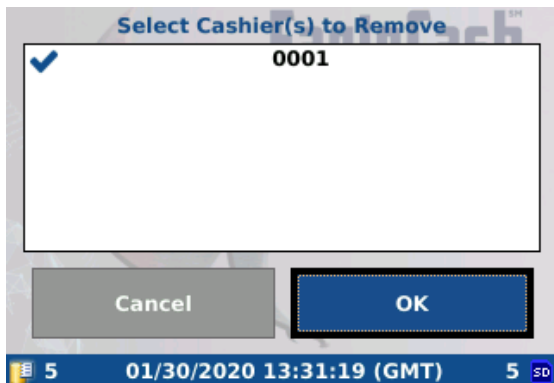


6) Select **OK**.

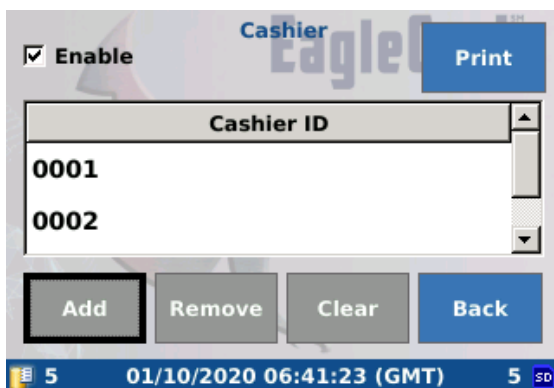
7) To remove a Cashier select **Remove**.

8) Highlight the Cashier number you wish to remove from the list.

9) Select **OK**.



Note: Cashier numbers are visible from the Cashier menu. To print a list of Cashier numbers simply select **Print** in the upper right corner of the Cashier menu.

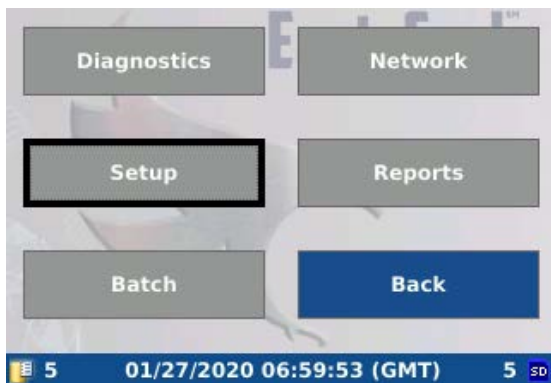


7. Configure Fixed Amounts

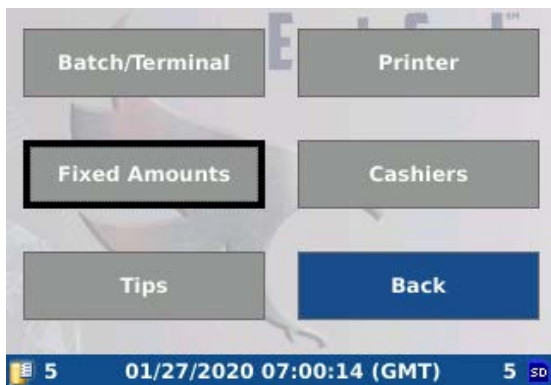
A terminal can support up to 15 fixed amounts. Fixed amounts can be configured in Merchant Explorer and saved to a **Config** file. When this **Config** file is downloaded to the intended terminal ID, the terminal’s memory will be populated with fixed amounts from the **Config** file. Fixed amounts can also be managed at the terminal.

7.1. Change Fixed Amounts

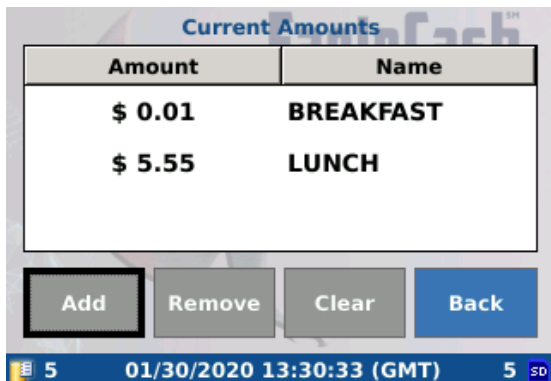
- 1) Navigate to the [Admin Menu](#).
- 2) Select **Setup**.



- 3) Select **Fixed Amounts**.



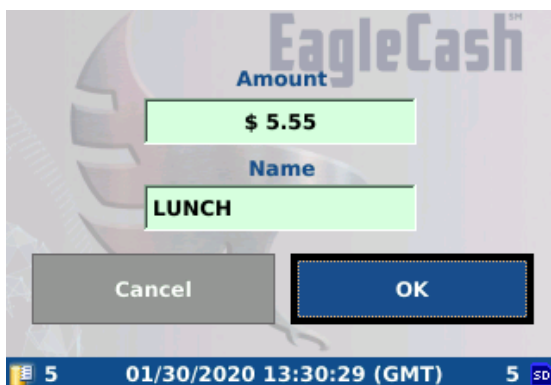
4) To add an amount select **Add**.



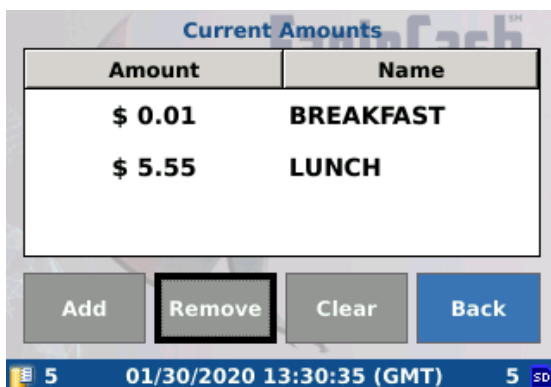
5) Enter amount in **Amount** text box.

6) Enter name in **Name** text box. *Example:* Breakfast, Candy Bar, Haircut, etc.

7) Select **OK**.



8) To remove an amount select **Remove**.



9) Highlight the amount(s) to be removed. A check will appear next to the selected amount(s).

10) Select **OK**.

11) To remove all Amounts select **Clear**.

- 12) Device will prompt to remove all amounts.
- 13) Select **Yes**.



7.2. Print Fixed Amounts Table

- 1) Navigate to the [Admin Menu](#).
- 2) Select **Reports**.
- 3) Select **Amounts**.
- 4) Fixed Amounts will print.

This will print a list of 15 fixed amounts. Entries with zero amounts do not display on the terminal for selection by the cashier. If all 15 entries have zero amounts, then **Fixed Amounts** is not used by the terminal.

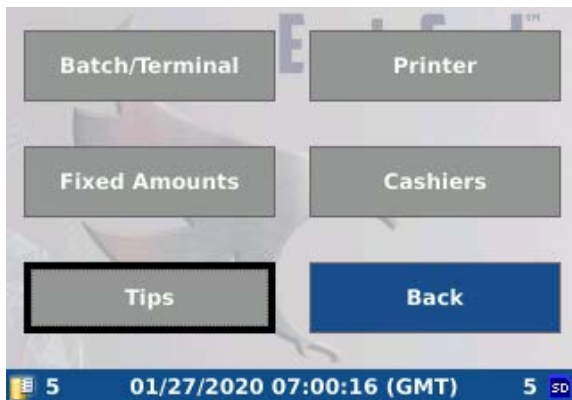
8. Configure Tips Settings

When Tips are enabled, the terminal will prompt the cardholder for a tip amount after the sale amount is entered. With Tips enabled but no percentages are configured the customer will be prompted to enter a custom amount only. When Tips is not enabled, the cardholder will not be prompted to enter a tip amount.

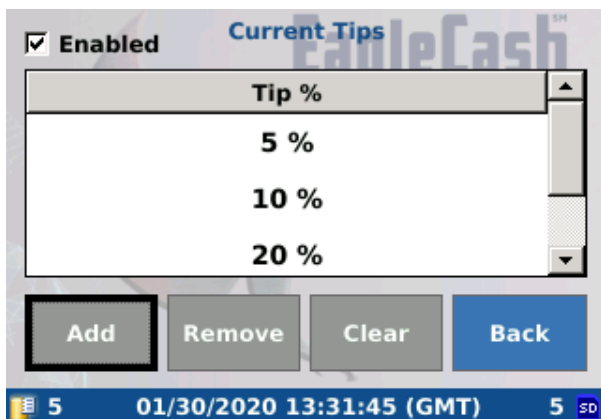
8.1. Enable/Disable Tips

- 1) Navigate to the [Admin Menu](#).
- 2) Select **Setup**.

- 3) Select **Tips**.



- 4) Locate the **Enable** option in the upper left corner.

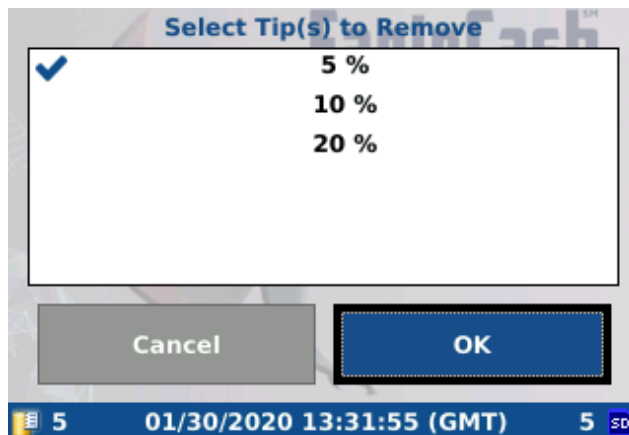


- a) If the check box is not filled in **Tips are disabled**. **To enable:** highlight the box and press the **Enter** key.
- b) If the check box is filled in **Tips are enabled**. **To disable:** highlight the box and press the **Enter** key.

8.2. Configure Tip Percentages

- 1) From the Tip Menu.
- 2) Select **Add** to add tip percentage.
- 3) Enter percentage in **Tip %** text box.
- 4) Select **OK**.

- 5) To remove a tip percentage select **Remove**.
- 6) Highlight the percentage to be removed. A check will appear next to the selected percentage.



- 7) Select **OK**.
- 8) To remove all tips select **Clear**.
- 9) Device will prompt to remove all tips.
- 10) Select **Yes**.

9. Sales

9.1. Terminal with No Cashier Login, No Tips, and No Fixed Amounts

- 1) Insert customer card.
- 2) Terminal displays the card's balance on its display. Terminal also displays the card's balance on the PIN Pad.
- 3) Terminal prompts for a Sale Amount.
 - a) Enter sale amount without the decimal.

Example: To enter \$187.99, press 18799; terminal shows \$187.99 on its display.
 - b) Press the **Enter** key to confirm the sale amount.
 - c) After the sale amount is confirmed, terminal displays the total amount and **Enter PIN if OK**.
- 4) Enter PIN.
 - a) Ask the customer to enter their PIN.
 - b) Customer confirms their PIN entry by pressing **Enter**.

- If PIN entered is correct, terminal deducts the card's balance with the sale amount and prints a receipt.
- If PIN entered is incorrect, terminal displays **Incorrect PIN** and prompts the customer to reenter their PIN.

Note: *Card will be locked after a total of 3 consecutive invalid PIN entries. This total includes attempts from devices other than POS; such as CPS and kiosk. A locked card is still active but will not allow further transactions. The PIN must be reset in order to use the card again.*

- Customer can clear out the PIN entered and reenter another PIN by pressing the **Clear** button.
 - Customer can cancel the sale amount by pressing the **Cancel** button on the PIN Pad.
- 5) After receipt is printed, terminal displays the card's balance on its display then prompts customer to remove their card.
 - 6) When sale is complete **Please Remove Card** will appear on the screen and the terminal will beep. Remove the card and the transaction will close.

9.2. Terminal with Cashier Login, Tips, and Fixed Amounts

Terminal must have Cashier Numbers, Tips and Fixed Amounts previously configured in order to present these functions. Cashier Numbers must be configured on the terminal.

Tips and Fixed Amounts may have been configured previously when the terminal was built and configured, or they may be configured on the terminal. Refer to the following sections for instructions on configuring these options on the terminal.

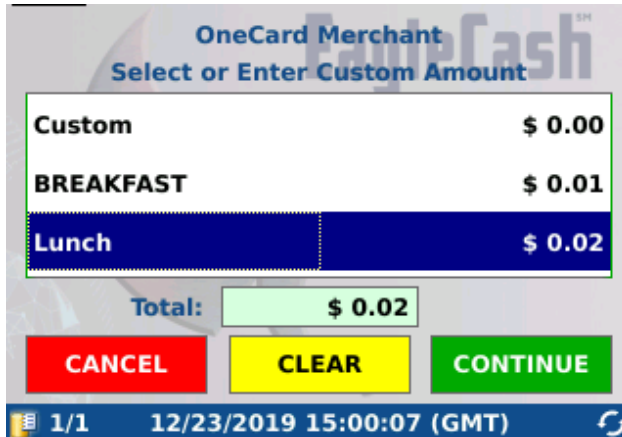
- Refer to [Configure Cashier Settings](#) to configure Cashier Numbers.
- Refer to [Configure Tips Settings](#) to configure Tips.
- Refer to [Configure Fixed Amounts](#) to configure Fixed Amounts.

To make a transaction at a terminal with Cashier, Tips and Fixed Amounts enabled, and with a PIN Pad that requires PIN for all transactions perform the following steps.

- 1) Insert customer card.
- 2) Terminal displays the card's balance on its display. Terminal also displays the card's balance on the PIN Pad.
- 3) Enter a cashier number using the terminal key pad and press the **Enter** key.
- 4) Terminal displays the fixed amounts. Fixed Amounts are shortcut keys for amounts that get used often at a terminal.

Example: A dining hall might have Breakfast for \$2.00, Lunch for \$3.00, Dinner for \$4.00, and Special \$3.50. Additionally, the dining hall might sell other popular items and fixed amounts can be assigned to these items as well.

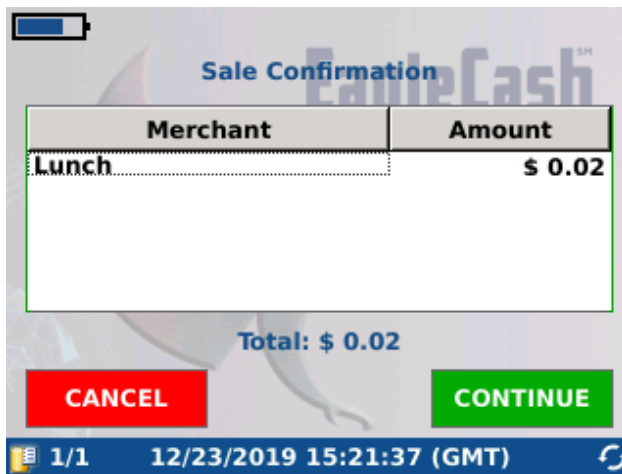
When a customer card is inserted, the terminal will display:



Up to 2 fixed amounts are displayed on a screen along with **CUSTOM** which you can use to enter an amount manually. You can scroll through the entire list of fixed amounts using the up and down arrows on the control pad below the screen. Typing any number on the keypad automatically starts populating the **CUSTOM** amount option regardless of fixed amount that was selected at the time.

To select **LUNCH** scroll down to highlight **LUNCH** and press the **Enter** key.

The terminal displays your selection. Press the **Enter** key to accept sale amount.



- 5) Enter tip amount.
 - a) Enter tip amount without the decimal or select Fixed Percentage.

Example: To enter \$1.99, press 199; the terminal shows \$1.99 on its display.
 - b) Press the **Enter** key to confirm the tip amount.
 - c) After the tip amount is confirmed, PIN Pad displays the total amount and **Enter PIN if OK**.
- 6) Enter PIN.

- a) Ask the customer to enter their PIN using the PIN Pad.
- b) Customer confirms their PIN entry by pressing the **Enter** key on the PIN Pad.
 - If PIN entered is correct, terminal deducts the card's balance with the sale amount and prints a receipt.
 - If PIN entered is incorrect, PIN Pad displays **Incorrect PIN** and prompts the customer to reenter their PIN.

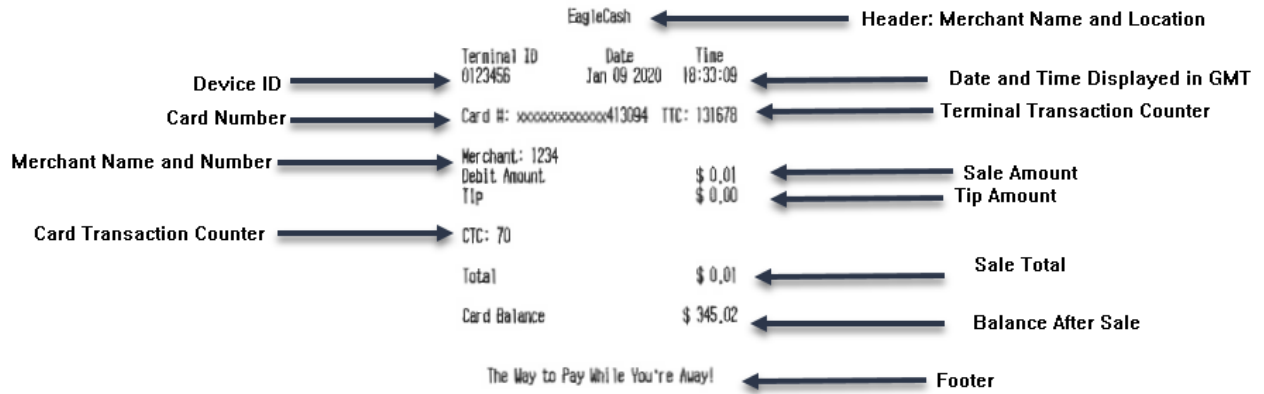
Note: *Card will be locked after a total of 3 consecutive invalid PIN entries. This total includes attempts from devices other than POS; such as CPS and kiosk. Once locked, the card cannot be used at any devices, except for PIN reset in Card Processing Station (CPS).*

- Customer can clear out the PIN entered and to reenter another PIN by pressing the **Clear** button on the PIN Pad.
 - Customer can cancel the sale amount by pressing the **Cancel** button on the PIN Pad.
- 7) After receipt is printed, terminal displays the card's balance on its display and on the PIN Pad, then prompts customer to remove their card.
 - 8) When **PLEASE REMOVE CARD** appears on the terminal display, please remove card after receipts are printed.

10. Receipts

10.1. Receipt Description

Below is a sample of a receipt with fields identified.



11. Reports

To generate reports:

- 1) Navigate to the [Admin Menu](#).
- 2) Select Reports.



- 3) Select the report you wish to run and the report will print.



11.1. Detail Report

The **Detail Report** includes:

- 1) Issuer ID.
- 2) Transactions for each day will be printed together, separately from other days.
- 3) Each transaction is printed with last 4 digits of Card Number, Transaction Time, Card Transaction Counter, and Total Amount.
- 4) For terminal with Cashier ON, total number of sales plus total sales will be printed for each cashier at the end of each day. For tip terminal, the tip total for each cashier will also be included.
- 5) For terminal with Cashier ON, total number of sales plus total sales will be printed for each cashier at the end of all days. For tip terminal, the tip total will also be included for each cashier.
- 6) Finally the grand total number of sales and total sales are printed. For tip terminal, the grand tip total will also be included.

```

EagleCash
Terminal ID      Date      Time
0123456         Jan 09 2020 18:26:22
    
```

DETAIL REPORT

ISSUER ID : 111001100111

```

                Jan 07 2020
00000413094 09:22:04      68  $ 0.01

                Jan 08 2020
00000413094 09:35:45      69  $ 0.01
00000413094 16:29:31      70  $ 0.01
    
```

```

                GRAND TOTALS
SALES      3
SALE      $ 0.03
TIP      $ 0.00 0%
TOTAL                                $ 0.03
    
```

PLEASE KEEP FOR YOUR RECORDS

11.2. Summary Report

- 1) The Summary Report includes:
- 2) Number of sales and total sales for each day. For tip terminal, the tip total will also be included.
- 3) For terminal with Cashier ON, total number of sales plus total sales will be printed for each cashier at the end of all days (Note: this cashier breakdown is not done for each day). For tip terminal, the tip total will also be included for each cashier.
- 4) The grand total number of sales and total sales are printed. For tip terminal, the grand tip total will also be included.

```

EagleCash
Terminal ID      Date      Time
0123456        Jan 09 2020 18:33:15

...

SUMMARY TOTALS BY DATE

      Jan 07 2020
SALES  1
SALE   $ 0.01
TIP    $ 0.00 0%
TOTAL                      $ 0.01

      Jan 08 2020
SALES  2
SALE   $ 0.02
TIP    $ 0.00 0%
TOTAL                      $ 0.02

OR

SUMMARY TOTALS BY CASHIER

      CASHIER :
SALES  3
SALE   $ 0.03
TIP    $ 0.00
TOTAL                      $ 0.03

      GRAND TOTALS
SALES  3
SALE   $ 0.03
TIP    $ 0.00 0%
TOTAL                      $ 0.03
    
```

PLEASE KEEP FOR YOUR RECORDS

11.3. Reprint Receipt

Running the Reprint Receipt will simply reprint the receipt from the last sale processed on the terminal.

11.4. Hotlist

Running the Hotlist report print a report displaying the date and time of the last Hotlist received to the terminal and the number of entries in the Hotlist.

```
EagleCash
Terminal ID      Date      Time
0123456        Jan 09 2020  18:33:22

HOTLIST REPORT

Date/Time:      01/01/70
                : 00:00:00

# Entries:      0
```

11.5. Amounts

Running the Amounts report will print a list of up to 15 Fixed Amounts set in the terminal and their value. If Fixed Amounts are not set the value for all 15 Fixed Amounts will display as \$ 0.00.

EagleCash
Terminal ID Date Time
0123456 Jan 09 2020 18:33:12

FIXED AMOUNTS REPORT

#	LABEL	AMOUNT
01	BREAKFAST	\$ 0,01
02	Lunch	\$ 0,02
03	*UNUSED*	\$ 0,00
04	*UNUSED*	\$ 0,00
05	*UNUSED*	\$ 0,00
06	*UNUSED*	\$ 0,00
07	*UNUSED*	\$ 0,00
08	*UNUSED*	\$ 0,00
09	*UNUSED*	\$ 0,00
10	*UNUSED*	\$ 0,00
11	*UNUSED*	\$ 0,00
12	*UNUSED*	\$ 0,00
13	*UNUSED*	\$ 0,00
14	*UNUSED*	\$ 0,00
15	*UNUSED*	\$ 0,00