



Tipping and multi-operator mode - User Manual

myPOS Europe Ltd.

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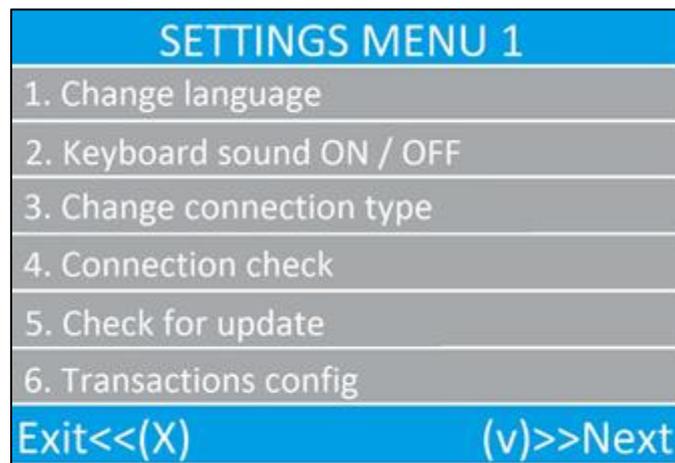
INTRODUCTION

With myPOS Tipping functionality you are able to accept tips when a client pays you by a card. The tips for each transaction are printed on the receipt. Later you can always check the total tipping amount from Transaction menu 2 > Reconciliation Reports > Total. Each tip is also seen in the transaction details in your myPOS account.

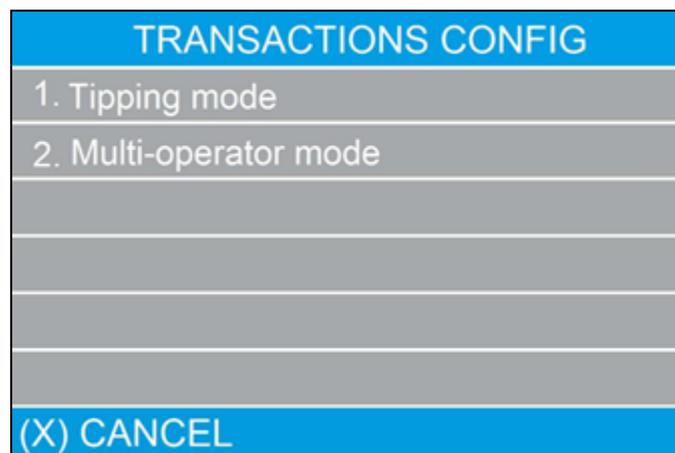
Multi-operator is useful when you have more than one employee using the same device per shift. If you enable it, you can easily allocate the transactions per employee.

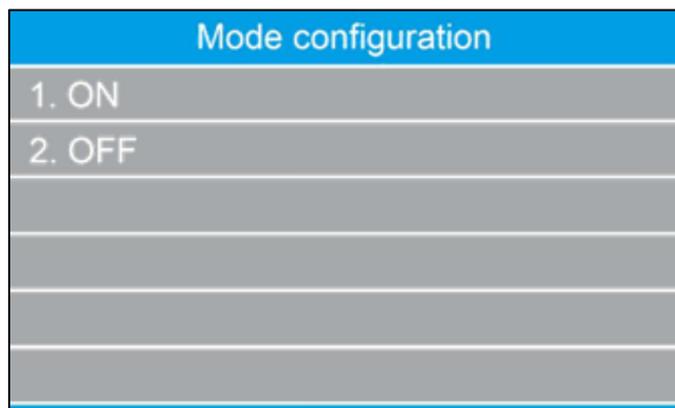
TURNING TIPPING AND MULTI-OPERATOR MODES ON

1. At **SETTINGS MENU 1** you have to select Transaction config as option 6. Transaction config menu gives access to Tipping and Multi operator mode configuration.



2. In order to turn ON or OFF one of the features, just choose it and switch to ON/OFF:





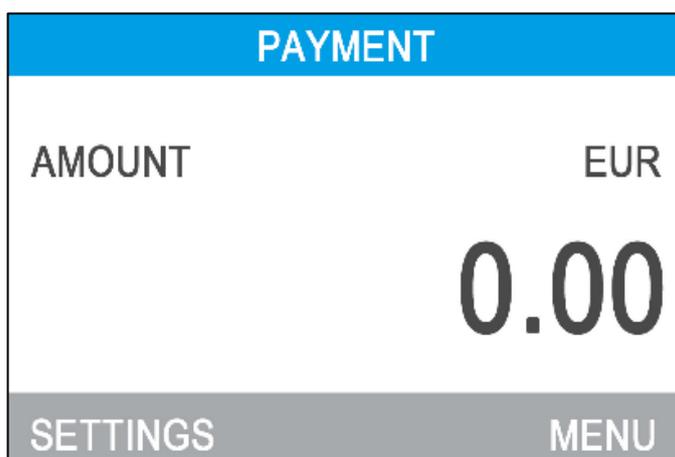
PAYMENT TRANSACTION

1. If Multi-operator mode is turned ON, myPOS device will require OPERATOR CODE when you make a PAYMENT:

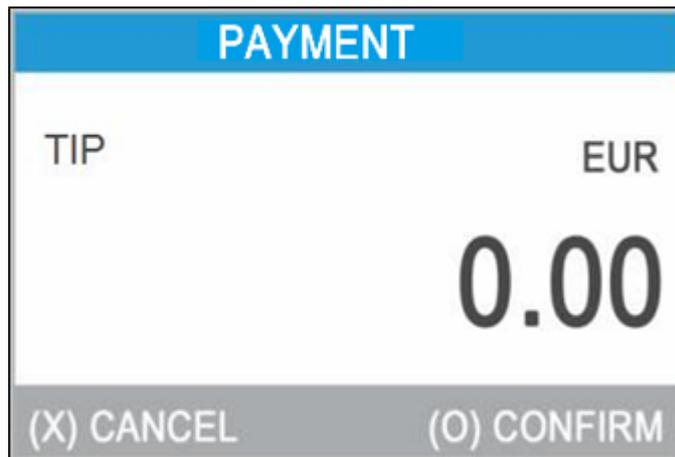


Please enter the code of the operator. The code must be up to 4 digits long.

2. Enter and confirm the amount of the payment:



3. If Tipping mode is turned ON myPOS device will ask for a tip amount:



CANCEL button cancels the Tip.

4. If tip amount is entered the client must confirm again both amounts:



5. PAYMENT transaction will continue as usual. The processed amount will be for the whole amount – amount + tip.

TIPPING AND MULTI-OPERATOR MODE RECEIPT

```
.....
MYPOS  *DSTRIKTHOUSE
.....

WIEN                AUSTRIA
OPERNGASSE 23
TERMINAL ID:        90001293
MERCHANT ID: 000000008149819
DATE:              TIME:14:01:15
07/06/2015

                MASTERCARD

CARD №: XXXX-XXXX-XXXX-9010
HUBER/LINDA
CARD READ

                PURCHASE

AMOUNT            25.00 EUR
TIP               5.00 EUR

TOTAL            30.00 EUR

VERIFIED BY PIN
NO SIGNATURE REQUIRED

TRANSACTION:      APPROVED
STAN:             000018
Auth. code:       B85058
RRN:              615215211996
AID:              A0000000041010
OPERATOR CODE:    1234

                RETAIN RECEIPT
.....
                THANK YOU!
.....
```

The tipping receipt is similar to a standard myPOS receipt. The only difference is that there is an additional row called TIP and another called OPERATOR CODE. The TIP shows the tipping amount for the transaction, while the OPERATOR CODE indicates the employee who was responsible for this transaction.

TOTAL REPORT FROM myPOS DEVICE

			
MYPOS *DSTRKTHOUSE			
CITY WIEN		AUSTRIA	
23 OPERNGASSE			
TERMINAL ID:	90001517		
31/05/16 13:18 - 31/05/16 16:29			
GRAND TOTALS			
SALES	15	745.33	EUR
REFUNDS	1	-19.50	EUR
TOTAL	16	725.83	EUR
TIP	12	62.50	EUR
OPERATOR CODE 0001			
SALES	4	178.25	EUR
TIP	3	14.00	EUR
OPERATOR CODE 0002			
SALES	5	241.61	EUR
TIP	4	20.50	EUR
OPERATOR CODE 0008			
SALES	2	85.19	EUR
REFUNDS	1	19.50	EUR
TIP	1	8.00	EUR
OPERATOR CODE 0009			
SALES	4	220.78	EUR
TIP	4	19.50	EUR

You can print a report showing all transactions per shift. This can be done by selecting **TRANSACTIONS MENU 2 > RECONCILIATION REPORTS > TOTAL**. For your convenience, you can make a report in the end of each shift. Each new report will begin after the old has been printed. For example – if you have never printed a total report, it will show you a summary of all the transactions that had been processed on your device. The next time you make the report it will show you only the transactions that occurred in the period between both reports.

The total report shows you the outlet where the device is assigned, the period in which the transactions have occurred and totals of all transactions in the period. If you assigned multi operator codes, the transactions are shown per operator. Transactions where multi-operator mode as not used, will be printed below as a NO OPERATOR transactions.