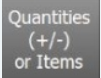



# CUSTOMER-FACING TRANSACTIONS




## ENTERING ITEMS (ALTERNATIVES TO SCANNING)

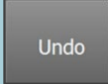

### MANUAL ENTRY – UPC/SKU/Description

- › Select .
- › Enter UPC, SKU or description in “Item” field .
- › Select desired item from list in popup window.
- › Continue to process transaction.


### USE HOT KEYS

- › Hot keys allow entry of multiples of the same item.
- › Select desired number HOT KEY.  

- › Select item.
- › Continue to process transaction.

### CORRECT AN ERROR


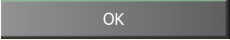
- › Select  to clear last item.
- OR
- › Select  to clear transaction/screen.

### SCAN ITEM NOT IN SYSTEM




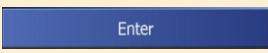
- › Scan item.
- › Select department from list in popup window.
- › Enter price (if no price appears).
- › Select .
- › Continue to process transaction.

## PROCESSING PAYMENT


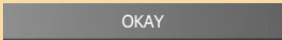

### PRICE CHECK

- › Select .
- › Enter item.
- › Select .

### CASH PAYMENT

- › Enter item(s) and/or fuel.
- › Select .
- › Select  on loyalty message.
- › Enter dollar amount received.
- › Select . Provide change if necessary.
- › Select  on points message.

### CARD PAYMENT – Debit, Credit, Fleet, Gift Card

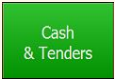
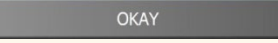


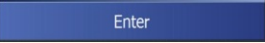
- › Enter item(s) and/or fuel.
- › Select .
- › Select  on loyalty message.
- › Customer follow pin pad prompts.
- › “Transaction Complete” will display.
- › Select  on points message.

# CUSTOMER-FACING TRANSACTIONS

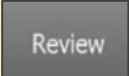
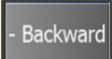



## PROCESSING PAYMENT

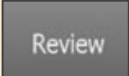
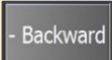

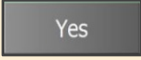
### SPLIT PAYMENT

- › Process cash and gift cards first, then proceed with credit, debit or fleet card. (Example: cash & debit)
- › Process cash first: select .
- › Select  on loyalty msg.
- › Enter dollar amount received. Select .
- › Process debit next: select . Follow prompts.
- › Select  on points message.

### REPRINT RECEIPT – Current Shift

- › Select .
- › Select  to find transaction.
- › When transaction is found, select PRINTER ICON .
- › Select receipt language.








### VOID TRANSACTION – Current Shift

- › Select .
- › Select  to find transaction.
- › When transaction is found, select .
- › Select  to confirm void.
- › Original payment by:
  - Card – customer follow pin pad prompts (original card must be used).
  - Cash – transaction complete.

**\*After voiding fuel, amount is held at screen bottom right. To resell, select the held amount.**

## SITE MANAGEMENT

### REPRINT RECEIPT – Outside Current Shift






- › From Cashier screen select .
- › Select .
- › Select .
- › Enter password.
- › Select shift from list.
- › Select  or  to find transaction.
- › Select .
- › Select .

# CUSTOMER-FACING TRANSACTIONS



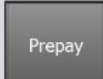
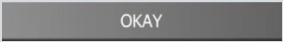

## SELLING FUEL

### AUTHORIZE A PUMP

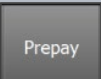

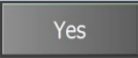
- › Pump is idle. 
- › Customer lifts nozzle. Select flashing PUMP key. 
- › Pump is authorized. 
- › Customer selects fuel grade. Pump key turns green. 
- › Customer replaces nozzle. Pump key turns purple and beeps twice. "Pay Inside" and sale amount are displayed. 
- › Select purple PUMP key to process payment.

\*Authorization process is the same for pay at pump and pay inside.

### PREPAID FUEL SALE


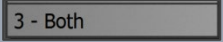
- › Select  .
- › Select desired PUMP key.
- › Select fuel grade.
- › Enter dollar amount of fuel.
- › Select method of payment.
- › Select  .
- › Process payment. 
- › Pump will display amount and a yellow outline.
- › Customer lifts nozzle. Select flashing PUMP key.
- › Pump key will display gold (authorized) and then green (fueling).
- › If pump displays purple with dollar amount, change is due to customer.

### CANCEL PREPAID FUEL SALE

- › Select  . 
- › Select prepaid PUMP key.
- › Select  on void message. Pump returns to normal state.

\* If paid in cash, return "Change Due". If paid by card, system will cancel sale (no card necessary).

### STACKED FUEL SALES – Same Pump




- › Pump key will display purple with two dollar amounts. Select PUMP key. 
- › Select  on popup window message.
- › Process payment.

# CUSTOMER-FACING TRANSACTIONS




## SELLING FUEL

### HALT A PUMP


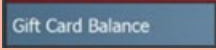
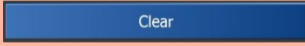
- › Select  .
- › Select desired PUMP key. An H will appear. 
- › When ready to unhalt, select  .
- › Select halted PUMP key.
- › Pump key returns to normal state.

### PUMP ERROR

- › Pump displays yellow. 
- › Customer must replace nozzle before error can be cleared.
- › Select yellow flashing PUMP key.
- › Process payment if due.
- › Pump key returns to normal state.

## PROCESSING MOBIL-SPECIFIC TRANSACTIONS

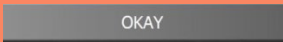
### CHECK CARD BALANCE – Gift Card

- › Select  .
- › Select desired “Card Balance”. 
- › Swipe card.
- › Balance displays. Receipt will print.
- › Select  .

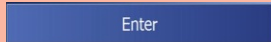
### PURCHASE – PRICE PRIVILEGES Card

and

### PURCHASE/ACTIVATE – Gift Card

- › Select desired card push key.
- › Swipe Gift Card/PRICE PRIVILEGES card being purchased.
- › Select payment method.
  - \* PRICE PRIVILEGES cards can only be purchased with Loyalty points and are not supported for on-pad.
- › Select  .
- › Continue to process transaction.
  - \* Customer must activate PRICE PRIVILEGES card online. It is also not supported for on-pad.

### LOYALTY EARN – PC Optimum

- › Enter item(s) and/or fuel.
- › Swipe loyalty card.
- › Add the Phone # or Membership #.
- › Card number will appear in Sales Area.
- › Select payment method.
- › Continue to process transaction.
- › Select  on points message.