

## EFTPOS TERMINALS: A QUICK GUIDE

### START OF SHIFT/LOGGING INTO TERMINAL

#### Screen display

DRIVER ID: KEY NUMBER & ENTER
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- 1) Key in the driver ID you use and press “enter”

#### Screen display

DIALLING PLEASE WAIT PROCESSING NOW PLEASE WAIT ONLINE LOGON ACCEPTED
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#### Screen may also display

14:18	12 Jan 2009
LOGON REQUIRED PRESS ENTER	

- 2) If the above screen is shown, press “enter”

#### Screen display (terminal is now ready for use)

TAXIEPAY		14:18
	TAXI-0001	
	SWIPE CARD	
MENU	FEED	SHIFT

### END OF SHIFT REPORT

- 1) From swipe card screen select the right button “Shift”
  - a) Press “enter” to confirm end of shift
  - b) End of shift report will print

### MENU OPTIONS

- 1) From swipe card screen select the left button “Menu Options”
- 2) Press “1” for cash receipt
  - a) Key in fare amount and press “enter”
  - b) Enter other charges and press “enter”
  - c) Press “enter” if all charges are correct
  - d) Press “enter” to print receipt for customer
- 3) Press “2” for duplicate receipt
  - a) Receipt is printed
- 4) Select “3” to void transaction (only last credit (not CHQ or SAV) will be voided)
  - a) Enter the driver ID you use and press “enter”
  - b) Press “enter” to confirm transaction amount
  - c) Swipe customer card
  - d) Press “enter” to confirm you want to void transaction
  - e) Receipt will print
  - f) Customer signs receipt
  - g) Press “enter” to confirm signature ok
  - h) Press “enter” to print receipt for customer or “clear” to go back



## EFTPOS TERMINALS: A QUICK GUIDE

### PROCESSING AN EFTPOS TRANSACTION

#### Screen display

TAXIEPAY		14:18
	TAXI-0001	
	SWIPE CARD	
MENU	FEED	SHIFT

- 1) Swipe customer credit card
- 2) Enter pick-up/drop-off zones if prompted

0	Hospital	5	City
1	Home	6	Suburbs
2	Office	7	Airport
3	Restaurant	8	Train/Bus
4	Hotel	9	Tourist

#### Screen display

FARE	\$0.00
KEY FARE AMT & ENTER	

- 3) Enter the fare amount & press “enter”

#### Screen display

FARE	\$10.00
OTHER CHARGES	\$0.00
OTHER CHARGES & ENTER	

- 4) Enter other charges & press “enter”

#### Screen display

FARE	\$10.00	Note: terminal automatically adds service fee and GST
OTHER CHARGES	\$0.00	
SERVICE	\$1.10	
TOTAL	\$11.10	
Press ENTER/CLEAR		

- 5) Press “enter” if charges are correct or “clear” to go back.

#### Screen display

SALE	\$11.10
SELECT ACCOUNT	
CHQ SAV CRD	

- 6) Select card type by choosing left, middle or right button

#### Screen display

[CARD TYPE]	SALE
	\$11.10
ENTER PIN	

Note: for CHQ & SAV customer enters pin.  
For CRD (Credit) go to step 7) below.

On successfully entering a valid pin, screen reads APPROVED and receipt is printed.

**CHQ/SAV transaction is now complete.**

- 7) No pin required for CRD (credit), press “enter”
  - a) Screen reads PROCESSING NOW
  - b) If transaction is approved, receipt will print
  - c) Customer signs receipt

#### Screen display

SIGNATURE OK?	Note: automatically accepts after 4 seconds
PRESS YES/NO	

- 8) Press the right button “Yes”

#### Screen display

PRINT RECEIPT FOR CUSTOMER?
PRESS ENTER/CLEAR

- 9) Press “enter” to print customer copy or “clear” to return to swipe card screen

**CRD transaction is now complete.**