

*Actions and Displays in this color are optional steps and may not be prompted.

Enter Clerk ID and press OK	Swipe Card:
Swipe or Enter Card Number and press OK	Connecting, receiving, receipt prints

Terminal Reports	
Action	Display
From Home Menu Choose Altus	F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports
Press F4 for Reports	Clerk ID:
Enter Clerk ID and press OK	F1 = Terminal Reports; F2 = Clerk Reports; F3 = Clerk Maintenance
Press F1 for Terminal Reports	F1 = Today; F2 = Yesterday
Choose the day from which to run the report	Connecting, receiving, receipt prints

Clerk Reports	
Action	Display
From Home Menu Choose Altus	F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports
Press F4 for Reports	Clerk ID:
Enter Clerk ID and press OK	F1 = Terminal Reports; F2 = Clerk Reports; F3 = Clerk Maintenance
Press F2 for Clerk Reports	F1 = Today; F2 = Yesterday
Choose the day from which to run the report	Connecting, receiving, receipt prints

Clerk Maintenance – (Clerk Validation On)	
Action	Display
From Home Menu Choose Altus	F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports
Press F4 for Reports	Clerk ID:
Enter Clerk ID and press OK	F1 = Terminal Reports; F2 = Clerk Reports; F3 = Clerk Maintenance
Press F4 for Clerk Maintenance	F1 = Add ID; F2 = Delete ID; F3 = Display ID; F4 = List IDs
Choose the function you would like to perform (SEE BELOW)	
Add Clerk	
Press F1 for Add ID	Clerk ID:
Enter Clerk ID and press OK	Clerk Name
Enter the Name of the clerk using the number on the keypad and ALPHA to change the number to letters.	Level (1 – 5)
Choose the level for the permission available to that clerk; (Pre-defined at clerk validation set-up)	Connecting, receiving, receipt prints
Delete Clerk	
Press F2 for Delete ID	Clerk ID:
Enter Clerk ID and press OK	Connecting, receiving, receipt prints
Display Clerk	
Press F3 for Display ID	Clerk ID:
Enter Clerk ID and press OK	Connecting, receiving, receipt prints
List Clerks	
Press F4 for List IDs	Connecting, receiving, receipt prints

ADJUSTMENTS

Void	
Action	Display
From Home Menu Choose Altus	F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports
Press ▼ 1 time F3 for Void	Clerk ID:
Enter Clerk ID and press OK	Swipe Card Acct:
Swipe or Enter the Card Number and press OK	Auth Code :
Enter Auth Code of the sale from the receipt and press OK	Connect, Approved Receipt Prints

Transfer	
Action	Display
From Home Menu Choose Altus	F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports
Press ▼ 2 times F1 for Transfer	Clerk ID:
Enter Clerk ID and press OK	Swipe Old Card Acct:
Swipe or Enter the Card Number of the old card and press OK	Swipe New Card Acct:
Swipe or Enter the Card Number of the new card and press OK	Connect, Approved Receipt Prints

Post Auth	
Action	Display
From Home Menu Choose Altus	F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports
Press ▼ 2 times F1 for Transfer	Clerk ID:
Enter Clerk ID and press OK	Swipe Card Acct:
Swipe or Enter the Card Number and press OK	Auth Code:
Enter the Auth Code and press OK	Connect, Approved Receipt Prints

REPORTS

Inquiry (Program Specific)	
Action	Display
From Home Menu Choose Altus	F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports
Press F3 for Inquiry	Electronic Gift = F1; <i>Retl Merch Credit = F2; Club = F3 ETC</i>
Press the "F" that corresponds with the type of reward being used for the purchase.	<i>Profiles display:</i>
If a merchant has more than 1 profile for any type of program it would be here - Press the "F" that corresponds with the profile type.	Clerk ID:
Enter Clerk ID and press OK	Swipe Card:
Swipe or Enter Card Number and press OK	Amount :
Enter Amount of the sale and press OK	Connect, Approved Receipt Prints

Inquiry (Summary)	
Action	Display
From Home Menu Choose Altus	F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports
Press F3 for Inquiry	Electronic Gift = F1; <i>Retl Merch Credit = F2; Club = F3 ETC</i>
Press the "F" that corresponds with Summary	Clerk ID:

Press ▼ 1 time F1 for Add Value	Electronic Gift = F1; <i>Retl Merch Credit = F2; Club = F3 ETC</i>
Press the "F" that corresponds with the type of value being issued.	<i>Profiles display:</i>
If a merchant has more than 1 profile for any type of program it would be here - Press the "F" that corresponds with the profile type.	Clerk ID:
Enter Clerk ID and press OK	Swipe Card:
Swipe or Enter the Card Number and press OK	Amount :
Enter Amount of the sale and press OK	Connect, Approved Receipt Prints

POINTS/LOYALTY

Add Points	
Action	Display
From Home Menu Choose Altus	F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports
Press ▼ 1 time F4 for Add Points	<i>Profiles display:</i>
If a merchant has more than 1 profile for any type of program it would be here - Press the "F" that corresponds with the profile type.	Clerk ID:
Enter Clerk ID and press OK	Swipe Card Acct:
Swipe or Enter the Card Number and press OK	Amount :
Enter Amount of the sale (Whole Dollars) and press OK	Connect, Approved Receipt Prints

Redeem Rewards	
Action	Display
From Home Menu Choose Altus	F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports
Press F2 for Purchase	Electronic Gift = F1; <i>Retl Merch Credit = F2; Club = F3 ETC</i>
Press the "F" that corresponds with the program type being used for the purchase.	<i>Profiles display:</i>
If a merchant has more than 1 profile for any type of program it would be here - Press the "F" that corresponds with the profile type.	Clerk ID:
Enter Clerk ID and press OK	Swipe Card:
Swipe or Enter Card Number and press OK	Amount :
Enter Amount of the sale and press OK	Connect, Approved Receipt Prints

Discount Transactions	
Action	Display
From Home Menu Choose Altus	F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports
Press ▼ 2 times F2 for Discount	<i>Profiles display:</i>
If a merchant has more than 1 profile for any type of program it would be here - Press the "F" that corresponds with the profile type.	Clerk ID:
Enter Clerk ID and press OK	Swipe Card Acct:
Swipe or Enter the Card Number and press OK	Amount :
Enter Amount of the sale and press OK	Connect, Approved Receipt Prints

STORED VALUE

Issuance	
Action	Display
From Home Menu Choose Altus	F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports
Press F1 for Issuance	Electronic Gift = F1; <i>Retl Merch Credit = F2; Club = F3 ETC</i>
Press the "F" that corresponds with the type of value being issued.	<i>Profiles display:</i>
If a merchant has more than 1 profile for any type of program it would be here - Press the "F" that corresponds with the profile type.	Clerk ID:
Enter Clerk ID and press OK	Swipe Card:
Swipe or Enter Card Number and press OK	Amount :
Enter Amount of the sale and press OK	Connect, Approved Receipt Prints

Purchase	
Action	Display
From Home Menu Choose Altus	F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports
Press F2 for Purchase	Electronic Gift = F1; <i>Retl Merch Credit = F2; Club = F3 ETC</i>
Press the "F" that corresponds with the program type being used for the purchase.	<i>Profiles display:</i>
If a merchant has more than 1 profile for any type of program it would be here - Press the "F" that corresponds with the profile type.	Clerk ID:
Enter Clerk ID and press OK	Swipe Card:
Swipe or Enter Card Number and press OK	Amount :
Enter Amount of the sale and press OK	Connect, Approved Receipt Prints

Group Issuance	
Action	Display
From Home Menu Choose Altus	F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports
Press ▼ 1 time F2 for Group Issuance	Electronic Gift = F1; <i>Retl Merch Credit = F2; Club = F3 ETC</i>
Press the "F" that corresponds with the type of value being issued.	<i>Profiles display:</i>
If a merchant has more than 1 profile for any type of program it would be here - Press the "F" that corresponds with the profile type.	Clerk ID:
Enter Clerk ID and press OK	Swipe First Card:
Swipe or Enter the Card Number of the 1st card in the series and press OK	Amount :
Enter Amount of the sale and press OK	Swipe Last Card:
Swipe or Enter Card Number of the last card in the series and press OK	Connect, Approved Receipt Prints

Add Value	
Action	Display
From Home Menu Choose Altus	F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports