



# Altus Merchant Portal Training

Version 3.2  
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## Features

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Altus's Merchant secure web pages include the following features:

- Merchant pages can only be accessed by users with a valid username and password. New users can be easily added through the web interface.
- All transactions included in the Altus platform are supported:
  - Balance inquiry
  - Issuance
  - Batch issuance
  - Add value
  - Card balance transfers
  - Redemptions
  - Card Block
  - Void
  - Discount/Rebate

Privileges can be configured for each of the transactions. For instance, access to the Void transaction can be limited to Managers, and Issuances to Hostesses.

- All program types are supported - Gift cards, Retail Merchandise cards, Employee Incentive cards, Single Authorization cards, Discount/Rebate cards, Loyalty, and Corporate Voucher cards, and CLUB cards can be issued and redeemed directly from the web site.
- Real-time reports can be generated by supplying all or part of the following criteria: store number, a specified date range and Program type. The following online reports are available:
  - Issuer Summary
  - Redemption Summary
  - Maintenance Fee Summary
  - Daily Transaction Summary
  - Clerk Transaction Summary
  - Corporate Reconciliation
  - Corporate Averages
  - Transaction Billing Report
  - Issuer Detail
  - Redemption Detail
  - Maintenance Fee Detail
  - Daily Transaction Detail
  - Post Authorization Detail

- New users can be added, while privilege levels can be modified or deleted for existing users at any time.
- Terminal clerk id information can be added, modified or deleted directly from the web site, making it easier to manage your clerks.
- Includes a list of error codes and provides a terminal guide for commonly used terminal types.

## Prerequisites

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In order to take full advantage of the features included, we recommend that Internet Explorer v6.0 or higher be installed. To download the latest version, please go to [www.microsoft.com/downloads](http://www.microsoft.com/downloads) .

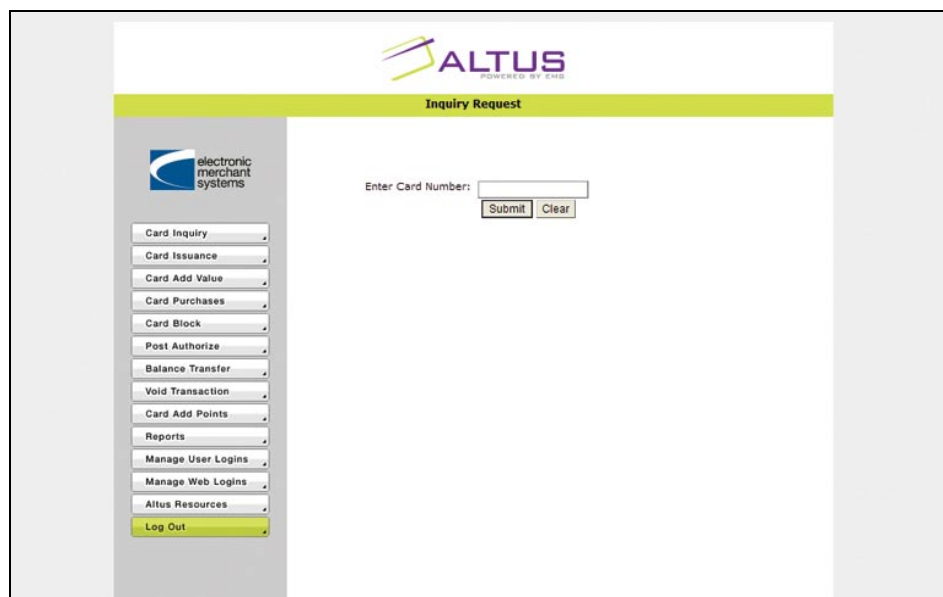
## Online Merchant Account Access

1. To access your online merchant account, go to [www.emsaltus.com](http://www.emsaltus.com).
2. The following page will display:



3. Enter your assigned Company Code, Login ID and Password. If you do not have this information, please contact our helpdesk at 800.615.1330.  
**IMPORTANT: The Login ID and Password fields are case-sensitive**
4. Click on the Enter button.

Upon successful login, the following screen will display:



To log out of the merchant web portal click the Log Out link on the left menu bar. You can log out at any time.

## Web Login Maintenance

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The Web Login page allows you to:

1. Add new logins
2. Modify existing web logins
3. Delete web logins

Corporate users can perform web login maintenance for any store. Store users can perform maintenance for their specific store only.

To access the Web Login Maintenance screen click the Manage Web Login link on the left menu bar. The following screen will display:

The screenshot shows the 'Web Login Maintenance' interface. At the top center is the ALTUS logo with the tagline 'POWERED BY EMB'. Below the logo is a green header bar with the text 'Web Login Maintenance'. On the left side, there is a vertical menu bar with the 'electronic merchant systems' logo at the top. The menu items include: Card Inquiry, Card Issuance, Card Add Value, Card Purchases, Card Block, Post Authorize, Balance Transfer, Void Transaction, Card Add Points, Reports, Manage User Logins, Manage Web Logins, Altus Resources, and Log Out (highlighted in green). The main content area contains three links: '<Add New Login>', '<List by Login>', and '<List by Name>'. Below these links is the heading 'Display, modify or delete a Web Login'. There are four input fields: 'Division:', 'Area:', 'Store:', and 'Login ID:'. At the bottom of the form are two buttons: 'Submit' and 'Reset'.

## Add New Login ID

1. Click on the <[Add New Login](#)> link. The Web Login page will display.
2. In the Web Login ID field, enter a new Login ID.
3. In the Description field, enter information relative to the login ID. This can be the name of the clerk.
4. Enter a password.
5. Re-enter the password.
6. Select user type – Corporate, Division, Area, or Store login.
7. If creating a login for a specific store, enter the store's Division/Area/Store information. **NOTE:** These fields will only be visible to corporate users.
8. Click on the boxes to select privileges you wish to assign to this user. The privileges available are:
  - a. Card Inquiry
  - b. Gift Card Block
  - c. Web Login Maintenance
  - d. Issuance/Add Value
  - e. Balance Transfer
  - f. Reports
  - g. Clerk ID Maintenance
  - h. Purchase
  - i. Void
  - j. Add EPB Points
9. Click on Submit

The screenshot displays the 'Add Web Login' interface. At the top, the Altus logo is visible. The form is titled 'Add Web Login' and contains the following elements:

- Fields:** Web Login ID, Description, Password, and Re-enter Password.
- User Type:** Radio buttons for Corporate Login, Division Login, Area Login, and Store Login.
- Company/Division/Area/Store:** Text boxes for Company (pre-filled with 'ur'), Division, Area, and Store.
- Web Privileges:** A list of checkboxes for various permissions, including:
  - \*Select All
  - Card Inquiry
  - Issue/Add Value
  - CVC
  - EGC
  - EIC
  - SAC
  - SCR
  - RMC
  - Purchase
  - Gift Card Block
  - Post Authorize
  - Balance Transfer
  - Void
  - Add EPB Points
  - Reports
  - Summary Reports Only
  - Clerk ID Maintenance
  - Web Login Maintenance
- Buttons:** Submit and Reset.
- Links:** [List Users](#) and [List Users By Name](#).

## Modifying or Deleting a Web Login

1. On the Manage Web Logins page, enter the login ID you wish to edit or delete. You can also view a list of the current login ID's by clicking on either the [<List by Name>](#) link or the [<List by Login>](#) link.
2. Click on the Login ID Link for the login you would like to edit  
The following page will display:

**ALTUS**  
POWERED BY CMC

**Web Login**

Web Login ID: 1515      Description: 1515  
Password: \*\*\*\*      Re-enter Password: \*\*\*\*

**User Type:**  
 Corporate Login    Division Login    Area Login    Store Login

Company: ur    Division: 01    Area:    Store:

**Web Privileges:**  
 \*Select All  
 Card Inquiry     Purchase  
 Issue/Add Value     Gift Card Block:  
     CVC  
     EGC  
     EIC  
     SAC  
     SCR  
     RMC  
 Post Authorize  
 Balance Transfer     Void  
 Add EPB Points     Reports:  
     Summary Reports Only  
 Clerk ID Maintenance     Web Login Maintenance

[List Users](#) | [List Users By Name](#)

3. To modify an existing login, edit the fields you wish to change and then click on the Submit button.
4. To delete a login, click on the Delete button.

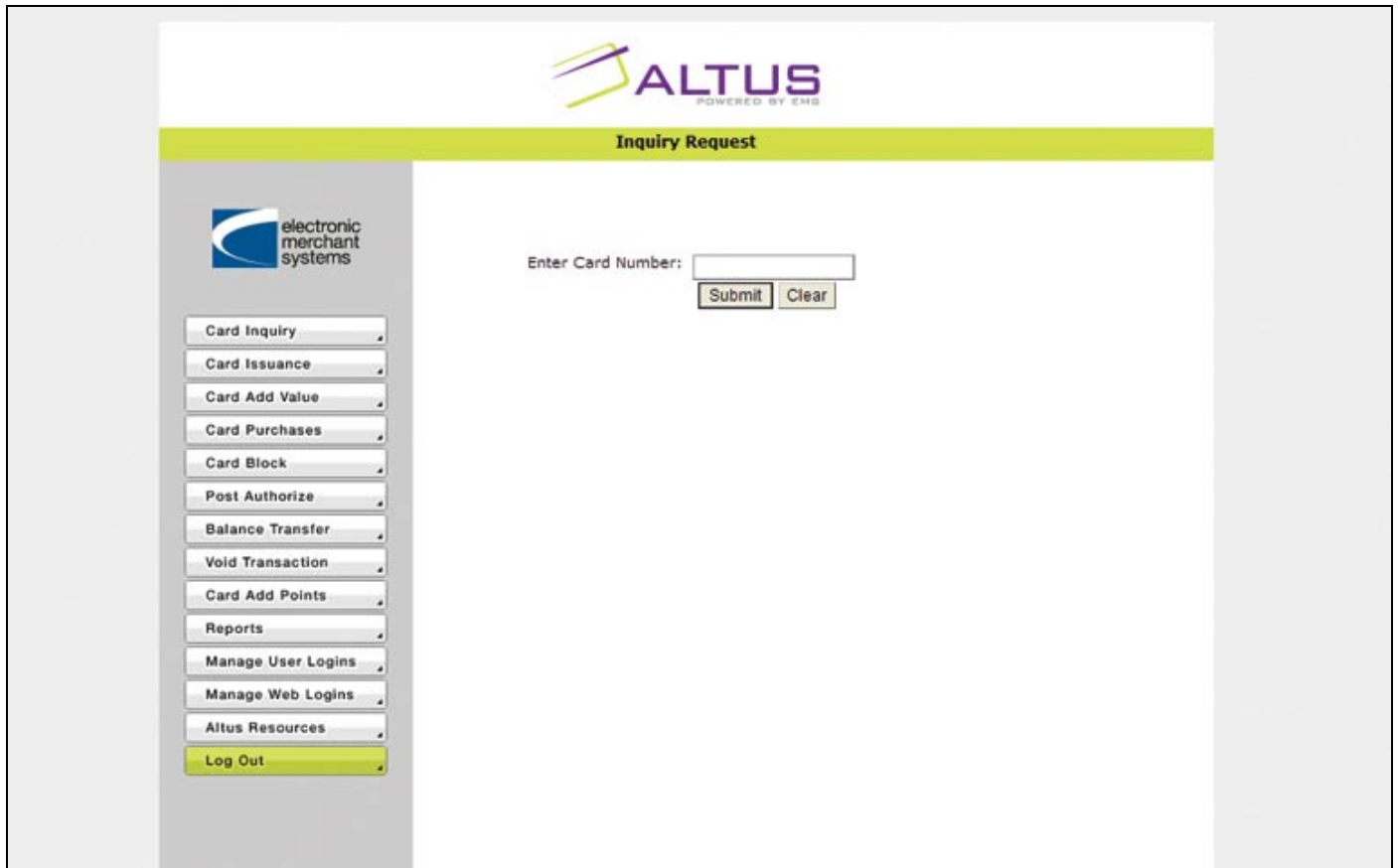
## Card Inquiry

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The Inquiry Request page allows you to verify the status of a card, its current balance and transaction history.

To perform an inquiry: Click on the Card Inquiry link on the left menu bar.

The following page will display:



The screenshot shows the 'Inquiry Request' page. At the top center is the ALTUS logo with 'POWERED BY EHS' underneath. Below the logo is a green horizontal bar containing the text 'Inquiry Request'. On the left side, there is a vertical menu bar with the 'electronic merchant systems' logo at the top. Below the logo is a list of menu items: Card Inquiry, Card Issuance, Card Add Value, Card Purchases, Card Block, Post Authorize, Balance Transfer, Void Transaction, Card Add Points, Reports, Manage User Logins, Manage Web Logins, Altus Resources, and Log Out. The 'Log Out' item is highlighted in green. The main content area contains the text 'Enter Card Number:' followed by a text input field and two buttons: 'Submit' and 'Clear'.

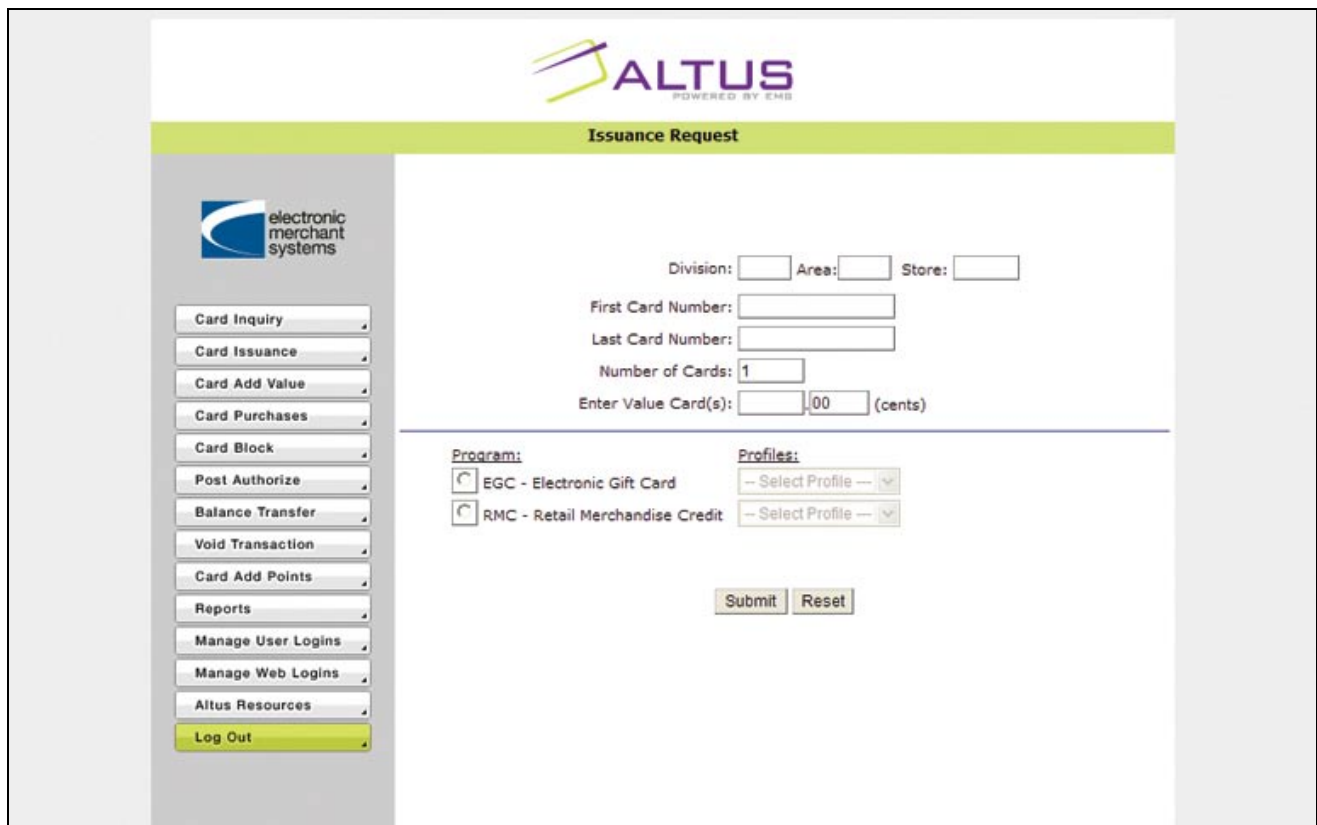
1. Enter the 13 digit card number.
2. Click on the Submit button.
3. A Inquiry Response page will display, providing the following information:
  - a. Issuance date
  - b. Available balance
  - c. Detailed card activity
  - d. Program information

## Card Issuance

The Card Issuance page allows users to issue either a single card or a batch of cards.

To issue a single card: Click on the Card Issuance link on the left menu bar

The following page will display:



The screenshot shows the 'Issuance Request' page in the Altus system. The page features a left-hand navigation menu with the 'electronic merchant systems' logo and a list of menu items including 'Card Inquiry', 'Card Issuance', 'Card Add Value', 'Card Purchases', 'Card Block', 'Post Authorize', 'Balance Transfer', 'Void Transaction', 'Card Add Points', 'Reports', 'Manage User Logins', 'Manage Web Logins', 'Altus Resources', and 'Log Out'. The main content area is titled 'Issuance Request' and contains the following fields and options:

- Division:  Area:  Store:
- First Card Number:
- Last Card Number:
- Number of Cards:
- Enter Value Card(s): .00 (cents)
- Program:  EGC - Electronic Gift Card  RMC - Retail Merchandise Credit
- Profiles:
- Submit  Reset

1. For corporate users, enter Division/Area/Store information. Store users will not be able to view these fields.
2. Enter the card number in the First Card Number field.
3. Enter the value of the card being issued.
4. Select the Program Type.
5. Select the Program Profile.
6. Click on the Submit button.
7. A confirmation page will appear, click on Process to process the transaction.

## To Issue a Batch of Cards:

Follow the process as described below.

The screenshot shows the 'Issuance Request' form in the ALTUS system. The form is titled 'Issuance Request' and is powered by EMB. On the left side, there is a navigation menu for 'electronic merchant systems' with options like Card Inquiry, Card Issuance, Card Add Value, Card Purchases, Card Block, Post Authorize, Balance Transfer, Void Transaction, Card Add Points, Reports, Manage User Logins, Manage Web Logins, Altus Resources, and Log Out. The main form area contains the following fields and options:

- Division:  Area:  Store:
- First Card Number:
- Last Card Number:
- Number of Cards:
- Enter Value Card(s): .00 (cents)
- Program:
  - EGC - Electronic Gift Card
  - RMC - Retail Merchandise Credit
- Profiles:
  - Select Profile --
  - Select Profile --
- Submit  Reset

1. For corporate users, enter Division/Area/Store information. Store users will not be able to view these fields.
2. Enter the first card number in the First Card Number field.
3. Enter the last card number in the Last Card Number field.
4. Enter the number of cards being issued in the batch.
5. Enter the value per card of the batch being issued.
6. Select the Program Type.
7. Select the Program Profile.
8. Click on the Submit button.
9. A confirmation page will appear, click on Process to process the transaction.

## Card Add Value

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The Add Value option allows you to add value to a card that has already been issued.

To add value to a card: Click on the Card Add Value link on the left menu bar.

The following page will display:

The screenshot shows the 'Add Value Request' form in the Altus system. At the top, the Altus logo is displayed with the text 'POWERED BY EHG'. Below the logo is a green header bar with the text 'Add Value Request'. On the left side, there is a vertical menu bar with the 'electronic merchant systems' logo at the top. The menu items are: Card Inquiry, Card Issuance, Card Add Value (highlighted), Card Purchases, Card Block, Post Authorize, Balance Transfer, Void Transaction, Card Add Points, Reports, Manage User Logins, Manage Web Logins, Altus Resources, and Log Out. The main content area contains the following fields: Division: [ ], Area: [ ], Store: [ ], Card Number: [ ], Add Amount: [ ] [ ] .00 (cents). Below these fields are two sections: 'Program:' with a radio button and the text 'EGC - Electronic Gift Card', and 'Profiles:' with a dropdown menu showing '-- Select Profile --'. At the bottom right of the form are 'Submit' and 'Reset' buttons.

1. For corporate users, enter the Division/Area/Store. Store users will not be able to view these fields.
2. Enter the card number.
3. Enter the amount that will be added to the card.
4. Select the Program Type.
5. Select the Program Profile.
6. Click on the Submit button.
7. A confirmation page will appear, click on Process to process the transaction.

## Card Purchase (Redemption)

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The Card Purchase option allows you to redeem a gift card for a purchase.

To do a purchase: Click on the Card Purchase link on the left menu bar.

The following page will display:

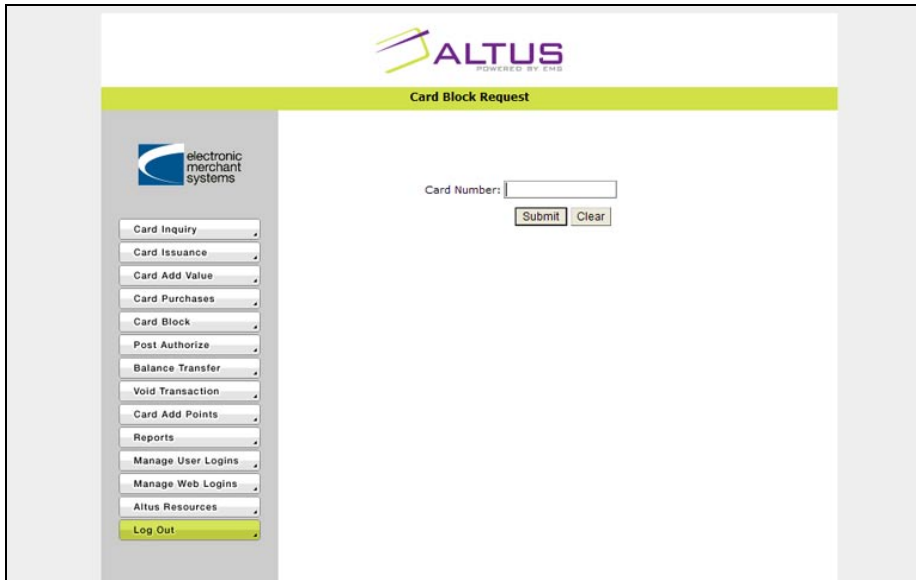
The screenshot shows the 'Purchase Request' form in the ALTUS system. The form is titled 'Purchase Request' and is powered by EMS. It features a left sidebar with a menu of options, including 'Card Purchases'. The main form area contains the following fields and buttons:

- Division:  Area:  Store:
- Card Number:
- Purchase Amount: .00 (cents)
- Submit  Reset

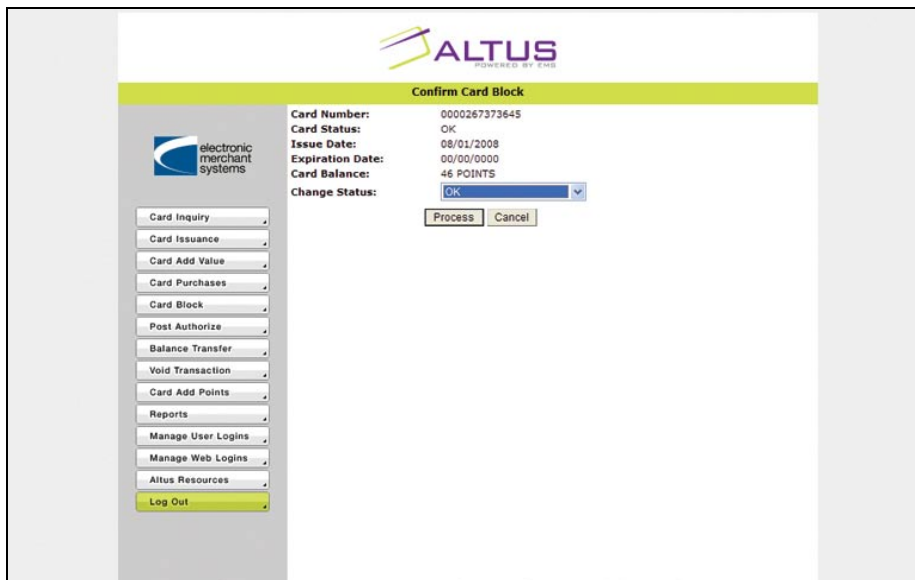
1. For corporate users, enter Division/Area/Store information. Store users will not be able to view these fields.
2. Enter the card number.
3. Enter the amount of the purchase.
4. Select the appropriate program type by clicking on the associated bullet.
5. Select the appropriate profile from the drop down menu.
6. Click on the Submit button.
7. A confirmation page will appear, click on Process to process the transaction.

## Card Block

The Card Block option allows you to prevent a specific card from being used. To block a card: Click the Card Block link on the left menu bar. The following page will display:



1. Input the card number.
2. Select the appropriate status from the Change Status drop down menu.
3. If blocking a multi-program card you can either check All Programs to block all programs or you can block a specific program by selecting the associated Program and Profile.
4. Click the Submit button.
5. The following confirmation page will appear:



6. If correct, click the Process button.
7. A confirmation page will appear confirming the change status transaction was successful.

## Balance Transfer

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The Balance Transfer option allows you to transfer card balances from one card to another.

To do a balance transfer: Click on the Balance Transfer link on the left menu bar.

The following page will display:

The screenshot shows the Altus Balance Transfer interface. At the top center is the Altus logo with the text "POWERED BY EMS". Below this is a green horizontal bar containing the text "Balance Transfer". On the left side, there is a vertical menu bar with the "electronic merchant systems" logo at the top. The menu items are: Card Inquiry, Card Issuance, Card Add Value, Card Purchases, Card Block, Post Authorize, Balance Transfer (highlighted in green), Void Transaction, Card Add Points, Reports, Manage User Logins, Manage Web Logins, Altus Resources, and Log Out. The main content area contains two input fields labeled "From Card Number:" and "To Card Number:", followed by "Submit" and "Reset" buttons.

1. Enter the card number that you will be transferring the balance from.
2. Enter the card number that you will be transferring the balance to.
3. Click the Submit button.
4. A confirmation page will appear, click on Process to process the transaction.

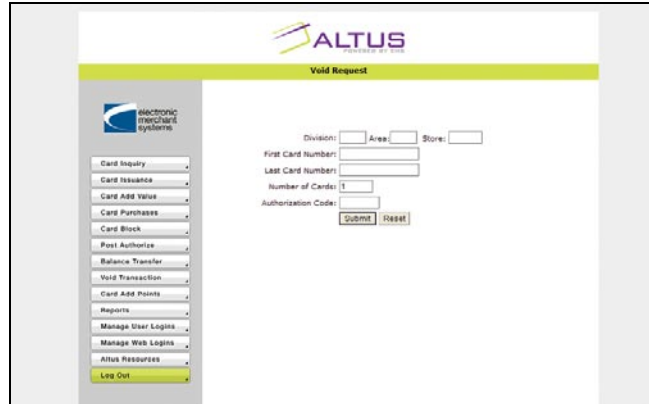
## Void

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The Void option allows you to void or reverse a transaction that has been completed. This can be done for a single card, or for a batch of cards.

To void a single card transaction: Click on the Void Transaction link on the left menu bar.

The following page will display:

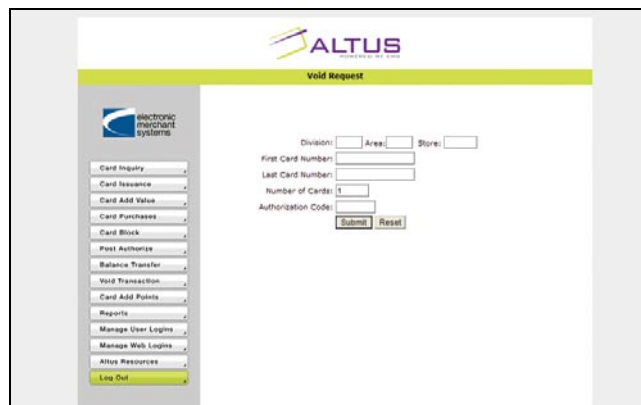


1. For corporate users, enter Division/Area/Store information. Store users will not be able to view these fields.
2. Enter the card number.
3. Enter the authorization code.
4. Click the Submit button.
5. A confirmation page will appear, click on Process to process the transaction.

## To Void a Batch of Cards:

---

Follow the process as described below.

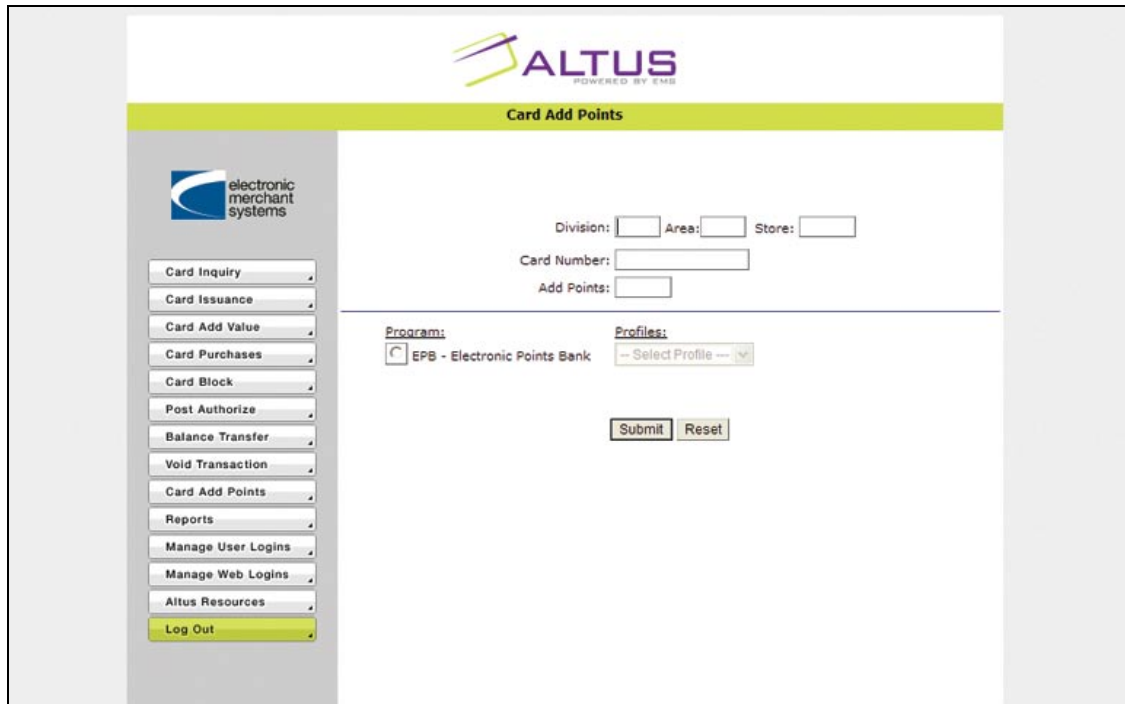


1. For corporate users, enter Division/Area/Store information. Store users will not be able to view these fields.
2. Enter the first card number in the First Card Number field.
3. Enter the last card number in the Last Card Number field.
4. Enter the number of cards being voided.
5. Enter the authorization code from the batch issuance.
6. Click the Submit button.
7. A confirmation page will appear, click on Process to process the transaction.

## Card Add Points

To add points to a card: Click the Card Add Points link on the left menu bar.

The following page will display:



The screenshot shows the Altus web interface for adding points to a card. At the top, the Altus logo is displayed with the tagline "POWERED BY EMS". Below the logo is a green header bar with the text "Card Add Points". On the left side, there is a vertical menu bar with the "electronic merchant systems" logo at the top. The menu items are: Card Inquiry, Card Issuance, Card Add Value, Card Purchases, Card Block, Post Authorize, Balance Transfer, Void Transaction, Card Add Points (highlighted in green), Reports, Manage User Logins, Manage Web Logins, Altus Resources, and Log Out. The main content area contains the following fields and controls:

- Division:  Area:  Store:
- Card Number:
- Add Points:
- Program:  EPB - Electronic Points Bank
- Profiles:
- Submit  Reset

1. For corporate users, enter Division/Area/Store information. Store users will not be able to view these fields.
2. Enter the card number.
3. Enter the points.
4. Select the Program Type.
5. Select the Program Profile.
6. Click the Submit button.
7. A confirmation page will appear, click on Process to process the transaction.

## Terminal Users/Clerk Login

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The Terminal Clerk Login page allows you to:

1. Add new logins
2. Modify existing logins
3. Delete logins

Terminal users/Clerk logins are used to perform and track transactions via the terminal. Corporate users can perform login maintenance for any store. Store users can perform maintenance for their specific store only. A Terminal Clerk Login ID cannot be created for integrated POS solutions.

To access the Clerk Login Maintenance screen click the Manage Clerk Login link on the left menu bar. The following screen will display:

**ALTUS**  
POWERED BY EMS

**Clerk Login Maintenance**

[<Add New Login>](#)   [<List by Login>](#)   [<List by Name>](#)

**Display, Modify or Delete a Login**

Division:

Area:

Store:

Login ID:

electronic merchant systems

- Card Inquiry
- Card Issuance
- Card Add Value
- Card Purchases
- Card Block
- Post Authorize
- Balance Transfer
- Void Transaction
- Card Add Points
- Reports
- Manage User Logins
- Manage Web Logins
- Altus Resources
- Log Out

## Adding a New Login ID

---

1. Click on the <[Add New Login](#)> link.
2. In the Clerk Login ID field, enter a new Login ID.
3. In the Description field, enter information relative to the login ID. This can be the name of the clerk.
4. Enter a password.
5. Re-enter the password.
6. Select user type - Corporate or Store login.
7. If creating a login for a specific store, enter the store's Division/Area/Store information. NOTE: These fields will only be visible to corporate users.
8. Click on the boxes to select privileges you wish to assign to this user. The privileges available are:
  - a. Issue/Add value
  - b. Purchase
  - c. Post Authorization
  - d. Balance Inquiry
  - e. Transfer Balance
  - f. Add Points
  - g. Employee Maintenance
  - h. Void
9. Click Add ID button.

The screenshot shows the 'Add Clerk Id' interface within the ALTUS system. The page features a green header with the ALTUS logo and the text 'POWERED BY EMB'. Below the header, the title 'Add Clerk Id' is displayed in a green bar. On the left side, there is a vertical navigation menu with the 'electronic merchant systems' logo at the top. The menu items include: Card Inquiry, Card Issuance, Card Add Value, Card Purchases, Card Block, Post Authorize, Balance Transfer, Void Transaction, Card Add Points, Reports, Manage User Logins, Manage Web Logins, Altus Resources, and Log Out (highlighted in green). The main content area contains the following fields and options:

- Login ID:
- Description:
- Password:
- Re-enter Password:
- Company: **ur** | Division:  | Area:  | Store:
- Clerk Privileges:**
  - \*Select All
  - Issue/Add Value |  Balance Inquiry |  Employee Maintenance
  - Purchases |  Transfer Balance |  Void
  - Post Authorize |  Add Points
- 
- [List IDs](#)

# Reports

---

To access the Reports feature click the [<Reports>](#) link on the left menu bar.

The following page displays:

ALTUS  
POWERED BY ONE

Reports

[Exit reports](#)

Reports Sorted By Company, Division, Area, Store, Program, Profile

Please select report criteria.

\*Start Date: End Date:  
[ ] [ ] (YYYYMMDD format)  
Requesting a report for a long date range where the transaction volume was heavy may cause your session to timeout!

Division-Area-Store :  
[ ] [ ] [ ]

Program :

ELECTRONIC GIFT CARD  
 ELECTRONIC POINTS BANK  
 RETAIL MERCHANDISE CREDIT

Profile :  
Please select a Program to display available Profiles...

\*Please select a report.

Summary Reports :

Issuer Summary  
 Redemption Summary  
 Maintenance Fee Summary  
 Daily Transaction Summary  
 Clerk Transaction Summary  
 Corporate Reconciliation  
 Corporate Averages  
 Transaction Billing Report

Detail Reports :

Issuer Detail  
 Redemption Detail  
 Maintenance Fee Detail  
 Daily Transaction Detail  
 Post Authorization Detail

(\*)Required

Submit Reset

1. Enter the start and end dates of the desired date range for the report you are seeking to generate. Please keep in mind that the maximum number of days allowed in the date range is 31 days.
2. To generate data for a specific store, enter the Division, Area and Store number information. To display data for all stores, leave these fields blank.
3. Select Program type if desired.
4. Select the Program Profile if desired.
5. Select the type of report you would like to generate, and then click on the Submit button.

---

**Important:** All reports can be processed for a single day or for a date range. The maximum date range that can be viewed is one month.

**Important:** For the reports to print correctly, you will need to change the paper orientation to "landscape". To do so in Internet Explorer, go to File/Page Setup, go to the Orientation section and select Landscape. Also, resize the text size by selecting View/Text Size/Smaller.

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## Report Descriptions

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**Note:** For more information on these reports, please review the sample reports included in the appendices.

### Corporate Reconciliation Report

Provides settlement information. The settlement amount is calculated by adding issuance and add value activity, minus purchase activity.

→ Can be generated for a specific day or a date range.

### Corporate Averages Report

Corporate Averages Report provides information summarized by store. This includes the number of cards issued, the average dollar amount issued, the number of cards redeemed, and the average dollar amount redeemed.

### Issuer Summary Report

The issuance data is summarized for each Group ID (Program, Principal, System, and Agent) by store.

→ Can be generated for a specific day or a date range.

### Redemption Summary Report

Summarized for each Group ID (Program, Principal, System, and Agent) by store.

→ Can be generated for a specific day or a date range.

### Maintenance Fee Summary Report

Data is summarized for each Group ID (Program, Principal, System, and Agent) by program type.

→ Can be generated for a specific day or a date range.

### Daily Transaction Summary Report

The report summarizes, for the entire program, the number of cards and dollar amount for each of the following PPC transaction types: issuance, add value, purchases, and transfers.

→ Can be generated for a specific day or a date range.

### Issuer Detail Report

The detail data is listed by Group ID for each store. The following information is provided: execution time, card number, dollar amount, transaction authorization code, settlement amount, clerk ID, reference number and a denial code, if applicable.

→ Provides data for a specific day only

### Redemption Detail Report

The detail data is listed by Group ID for each store. The following information is provided: execution time, card number, dollar amount, transaction authorization code, settlement amount, clerk ID, reference number and a denial code, if applicable.

→ Provides data for a specific day only

### Maintenance Fee Detail Report

Data is summarized for each Group ID (Program, Principal, System, and Agent) by card number in sequential order and program type.

→ Provides data for a specific day only

### Daily Transaction Detail Report

Provides information on all card activity that occurred on a specified date.

→ Provides data for a specific day only

### Post Authorization Detail Report

This is a detailed report of post authorization transactions.

### Clerk Transaction Summary

This report summarizes transactions by clerk ID.

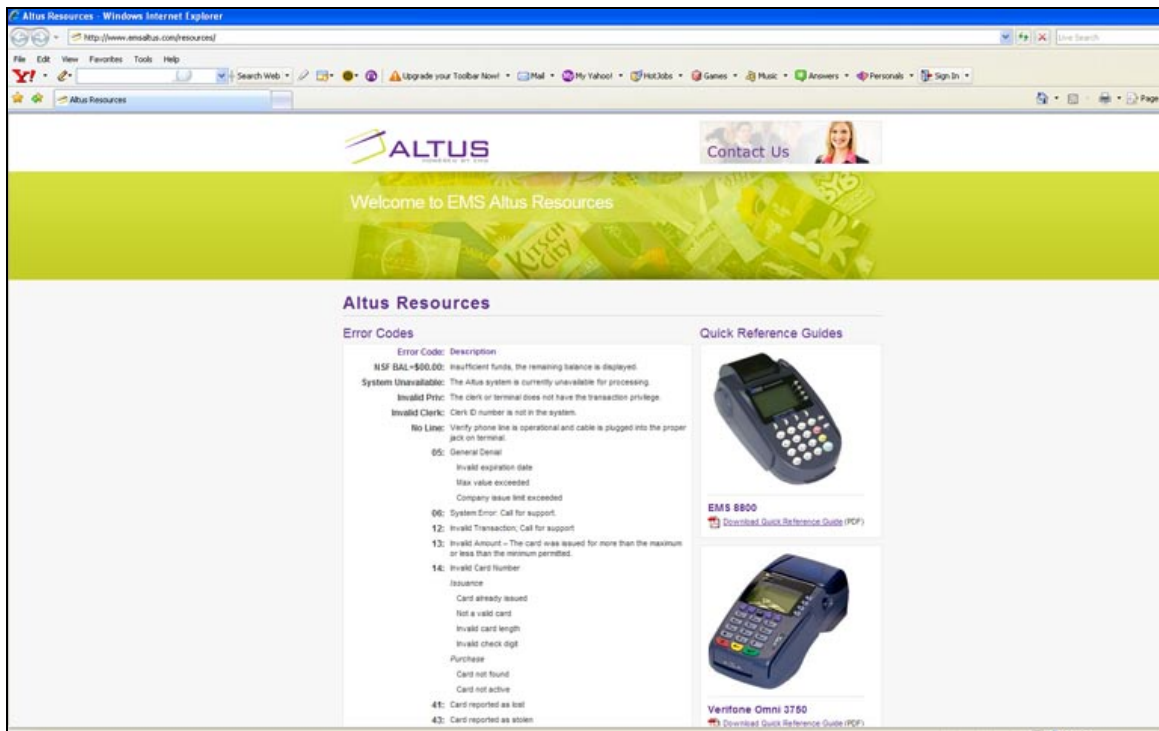
# Altus Resources

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The Altus Resources page provides you with a list of error codes, as well as guides on how to perform various terminal functions.

To access the list select the [<Altus Resources>](#) link from the left menu bar.

- The main Reference Card page, <http://www.emsaltus.com/resources/> displays a list of the Altus error messages and codes.
- At the top of the Reference Card page, you will find multiple links. Each link provides a user guide for a different terminal type. Select your terminal from the list to view the associated quick reference guide.



## Appendix 1- Corporate Reconciliation Report



**Corporate Reconciliation Report**

██████████


Company: (████) Division: (\*) Area: (\*) Store: (\*)  
 Program: (\*) Profile: (\*)

Printed: Wednesday, August 27, 2008  
 Report Date: 08/01/2008 - through - 08/27/2008

DivAreaStore:	Location	Issued/Add Value Amt	Issuance Discount	Purchase Amt	Processing Fee	Settle Amount
██████████	██████████	\$3,320.80	\$0.00	\$823.45	\$0.00	\$2,497.35
<b>Grand Total:</b>	██████████	\$3,320.80	\$0.00	\$823.45	\$0.00	\$2,497.35

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## Appendix 2- Corporate Averages Report



**Corporate Averages Report**

██████████

Company: (████) Division: (\*) Area: (\*) Store: (\*)  
 Program: (\*) Profile: (\*)

Printed: Wednesday, August 27, 2008  
 Report Date: 08/01/2008 - through - 08/27/2008

DivAreaStore	Location	# Cards Issued	Avg. \$ Issued	# Cards Redeemed	Avg. \$ Redeemed
██████████	██████████	295	\$9.17	213	\$3.87
<b>Grand Total:</b>	██████████	295	\$9.17	213	\$3.87

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# Appendix 3- Issuer Summary Report



## Issue Summary Report

[REDACTED]

Company: ([REDACTED]) Division: (\*) Area: (\*) Store: (\*)  
 Program: (\*) Profile: (\*)

Printed: Wednesday, August 27, 2008  
 Report Date: 08/01/2008 - through - 08/27/2008

[REDACTED] : 0001	Area : *	Division : *				
Gift Card (EGC [REDACTED] 00)	Profile Totals:	ISS 295	\$2,706.15	AVL 29	\$614.65	
<hr/>						
Total: [REDACTED] : 0001						
EGC	Program Totals:	ISS 295	\$2,706.15	AVL 29	\$614.65	
<hr/>						
Grand Totals: [REDACTED]						
Gift Card (EGC [REDACTED] 00)	Profile Totals:	ISS 295	\$2,706.15	AVL 29	\$614.65	
EGC	Program Totals:	ISS 295	\$2,706.15	AVL 29	\$614.65	

# Appendix 4- Daily Transaction Summary Report



## Daily Transaction Summary Report



Company: [Redacted] Division: (\*) Area: (\*) Store: (\*)  
 Program: (\*) Profile: (\*)

Printed: Wednesday, August 27, 2008  
 Report Date: 08/01/2008 - through - 08/27/2008

### Activity:

Transaction Type	Count	\$Amount	Transaction Type	Count	\$Amount	Net Count	Net \$Amount
Issuance:	295	2,706.15	Issuance Void:	0	0.00	295	2,706.15
Add Value:	31	634.65	Add Value Void:	2	20.00	29	614.65
Redemption:	213	823.45	Redemption Void:	0	0.00	213	823.45
Balance Transfer:	0	0.00	-----	----	----	0	0.00


### EPB Activity:

Transaction Type	Count	Point Amount	Transaction Type	Count	Point Amount	Net Count	Net Point Amount
Redemption:	7	22	Redemption Void:	1	2	6	20
Balance Transfer:	0	0	-----	----	----	0	0

### CLUB Activity:

Transaction Type	Count	Point Amount	Transaction Type	Count	Point Amount	Net Count	Net Point Amount
Redemption:	0	0.00	Redemption Void:	0	0.00	0	0.00
Balance Transfer:	0	0.00	-----	----	----	0	0.00

# Appendix 5- Issuer Detail Report



**Issue Detail Report**

██████████

Company: █████ Division: (\*) Area: (\*) Store: (\*)  
 Program: (\*) Profile: (\*)

Printed: Wednesday, August 27, 2008  
 report date: 08/20/2008 - through - 08/25/2008

Date	Time	Card Number	Settle Amt	AuthCode	Type	Clerk ID	Terminal
		██████████ : 0001	Area : *	Division : *			
Profile : Gift Card (EGC 000100000000)							
08/20/2008	08:55	██████████	45 10.00	80002V	AVL	1	01
08/20/2008	19:15	██████████	90 50.00	800034	AVL	1	01
08/21/2008	07:17	██████████	51 25.00	800036	AVL	1	01
08/21/2008	07:29	██████████	45 20.00	800037	AVL	1	01
08/22/2008	07:39	██████████	16 15.20	80003H	AVL	1	01
08/22/2008	09:45	██████████	09 28.00	80003L	AVL	1	01
08/22/2008	09:58	██████████	02 25.00	80003P	ISS	1	01
08/22/2008	10:14	██████████	84 20.00	80003Q	AVL	1	01
08/22/2008	10:19	██████████	00 60.00	80003R	ISS	1	01
08/22/2008	11:24	██████████	10 10.00	80003T	ISS	1	01
08/23/2008	11:56	██████████	76 10.00	80003Y	ISS	1	01
08/24/2008	11:12	██████████	88 11.05	800043	ISS	1	01
08/24/2008	18:04	██████████	58 10.00	800046	AVL	1	01
08/24/2008	20:05	██████████	35 10.00	800047	AVL	1	01
08/25/2008	08:36	██████████	01 50.00	80004C	AVL	1	01
08/25/2008	11:13	██████████	95 10.00	80004F	ISS	1	01
08/25/2008	16:23	██████████	84 20.00	80004J	ISS	1	01
		Gift Card (EGC 000100000000)		Profile Totals:	ISS	7	\$146.05 AVL 10 \$238.20
		Total: ██████████ : 0001		Program Totals:	ISS	7	\$146.05 AVL 10 \$238.20
		EGC					
Grand Totals: ██████████							
		Gift Card (EGC ██████████ 00)		Profile Totals:	ISS	7	\$146.05 AVL 10 \$238.20
		EGC		Program Totals:	ISS	7	\$146.05 AVL 10 \$238.20

# Appendix 6- Redemption Detail Report



## Redemption Detail Report

[Redacted]


Company: [Redacted] DIVISION: (\*) Area: (\*) Store: (\*)  
 Program: (\*) Profile: (\*)

Printed: Wednesday, August 27, 2008

Report Date: 08/27/2008 - through - 08/27/2008

Date	Time	Card Number	Settle Amt	AuthCode	Type	Clerk ID	Terminal
		Area : *			Division : *		
Profile : Gift Card (EGC [Redacted] 00)							
08/27/2008	07:16	[Redacted] 51	2.25	800057	PUR	1	01
08/27/2008	07:17	[Redacted] 90	2.10	800058	PUR	1	01
08/27/2008	07:33	[Redacted] 45	2.10	800059	PUR	1	01
08/27/2008	08:00	[Redacted] 50	6.35	80005A	PUR	1	01
08/27/2008	08:01	[Redacted] 58	1.75	80005B	PUR	1	01
08/27/2008	08:06	[Redacted] 26	3.35	80005C	PUR	1	01
08/27/2008	09:04	[Redacted] 87	3.65	80005D	PUR	1	01
08/27/2008	09:19	[Redacted] 09	10.95	80005E	PUR	1	01
08/27/2008	09:28	[Redacted] 91	3.25	80005F	PUR	1	01
08/27/2008	09:43	[Redacted] 50	6.05	80005G	PUR	1	01
08/27/2008	10:06	[Redacted] 64	3.60	80005H	PUR	1	01
08/27/2008	10:28	[Redacted] 33	1.90	80005I	PUR	1	01
08/27/2008	11:27	[Redacted] 68	3.85	80005J	PUR	1	01
08/27/2008	11:45	[Redacted] 48	3.55	80005K	PUR	1	01
08/27/2008	12:50	[Redacted] 90	1.00	80005M	PUR	1	01
08/27/2008	13:09	[Redacted] 98	5.50	80005N	PUR	1	01
08/27/2008	15:12	[Redacted] 00	4.75	80005O	PUR	1	01
Gift Card (EGC [Redacted] 00)			Profile Totals: PUR			17	\$66.75
Total: [Redacted] : 0001							
EGC			Program Totals: PUR			17	\$66.75
Grand Totals: [Redacted]							
Gift Card (EGC [Redacted] 00)			Profile Totals: PUR			17	\$66.75
EGC			Program Totals: PUR			17	\$66.75

# Appendix 7- Daily Transaction Detail Report



**Daily Transaction Detail Report**

██████████

Company: ███ Division: (\*) Area: (\*) Store: (\*)  
 Program: (\*) Profile: (\*)

Printed: Friday, August 25, 2006  
 Report Date: 08/25/2006 - through - 08/25/2006

Activity: [Scroll down to EPS Activity](#)

Date	Time	Transaction	Store	PPC Number	Amount	Auth Code	Clerk Id	Terminal	Batch#
08/25/2006	01:12	ISS	0000	██████████	\$10.00	A0000H	unknown	99	

**Totals:**

Transaction Type	Count	\$Amount	Transaction Type	Count	\$Amount	Net Count	Net \$Amount
Issuance:	1	10.00	Issuance Void:	0	0.00	1	10.00
Add Value:	0	0.00	Add Value Void:	0	0.00	0	0.00
Redemption:	0	0.00	Redemption Void:	0	0.00	0	0.00
Balance Transfer:	0	0.00				0	0.00

EPS Activity: [Back to top](#)

Date	Time	Transaction	Store	PPC Number	Amount	Auth Code	Clerk Id	Terminal	Batch#
08/23/2006	10:42	PUR	0001	██████████	23	22	00004K	1	01
08/26/2006	20:42	PUR	0001	██████████	23	22	0000F1	1	01
08/27/2006	11:07	PUR	0001	██████████	23	48	00004L	1	01
08/27/2006	17:22	PUR	0001	██████████	21	28	000009	1	01
08/27/2006	10:37	PUR	0001	██████████	29	26	00004H	1	01
08/27/2006	21:09	PUR	0001	██████████	12	94	00004N	1	01
08/27/2006	21:09	PUR	0001	██████████	27	18	00004Q	1	01
08/28/2006	20:08	PUR	0001	██████████	26	28	000009	1	01
08/28/2006	12:23	PUR	0001	██████████	28	24	0000DA	1	01

**eps totals:**

Transaction Type	Count	Point Amount	Transaction Type	Count	Point Amount	Net Count	Net Point Amount
Redemption:	9	337	Redemption Void:	0	0	9	337
Balance Transfer:	0	0				0	0

CLUB Activity: [Back to top](#)

**CLUB Totals:**

Transaction Type	Count	\$Amount	Transaction Type	Count	\$Amount	Net Count	Net \$Amount
Redemption:	0	0.00	Redemption Void:	0	0.00	0	0.00
Balance Transfer:	0	0				0	0

# Appendix 8 – Redemption Summary Report



## Redemption Summary Report

[REDACTED]

Company: [REDACTED] Division: (\*) Area: (\*) Store: (\*)  
 Program: (\*) Profile: (\*)

Printed: Friday, August 29, 2008  
 Report Date: 08/01/2008 - through - 08/29/2008

[REDACTED] : 0001	Area : *	Division : *		
Pot Points (EPB [REDACTED]00)	Profile Totals: PUR	84	3804	
\$5.00 Reward (RMC [REDACTED]00)	Profile Totals: PUR	1	\$5.00	

Total: [REDACTED] : 0001				
EPB	Program Totals: PUR	84	3804	
RMC	Program Totals: PUR	1	\$5.00	

Grand Totals: [REDACTED]				
Pot Points (EPB [REDACTED]00)	Profile Totals: PUR	84	3804	
\$5.00 Reward (RMC [REDACTED]00)	Profile Totals: PUR	1	\$5.00	
EPB	Program Totals: PUR	84	3804	
RMC	Program Totals: PUR	1	\$5.00	

# Appendix 9 - Clerk Transaction Summary Report



## Clerk Transaction Summary Report



Company: (█) Division: (01) Area: (01) Store: (0001)  
 Program: (\*) Profile: (\*)

Printed: Monday, September 08, 2008  
 Report Date: 09/01/2008 - through - 09/08/2008

### Clerk: Clerk Login

Transaction Type	Count	\$Amount	Transaction Type	Count	\$Amount	Net Count	Net \$Amount
Issuance:	0	0.00	Issuance Void:	0	0.00	0	0.00
Add Value:	0	0.00	Add Value Void:	0	0.00	0	0.00
Redemption:	2	15.00	Redemption Void:	0	0.00	2	15.00
Balance Transfer:	0	0.00	-----	----	----	0	0.00